



Induction Procedure

Administration

	Yes	No
Application review: explain any employment gaps, why previous employment with vulnerable clients ended, training certificates copies/scanned and verified.		
Motor Documents		
Signed training agreement		
Requested Bank details/P45		
Provided with Pear Tree website access code.		
Brief introduction to the website		
Explanation given of how to access TMS to view timesheets.		
Provided with rota explaining shift patterns.		
Provided with structure of organisation / staff telephone numbers.		
Explanation given regarding pay claims/expenses.		
Explanation given regarding holidays and Lieu days and HROnline.		
Provided with leaflet on Lifting and Handling.		
Photograph taken for personnel file.		
Signed and returned Induction Declaration.		

Member of Staff's Signature		Date	
Supervisor's Signature		Date	