**Junior Doctor Rotation –**

**Pre-Employment Checklist**

To ensure you are paid correctly and promptly, please take a few minutes to read through the below checklist to ensure you have completed all of your pre-employment actions:

|  |  |  |
| --- | --- | --- |
| **Pre-employment checklist; Have you…** | ✓ | **Email information** |
| Sent us a photo for your ID badge? |  | [juniordoctorinduction@gstt.nhs.uk](mailto:juniordoctorinduction@gstt.nhs.uk) |
| Completed all your mandatory training? |  | [education.data@gstt.nhs.uk](mailto:education.data@gstt.nhs.uk) |
| Completed your IT training? |  | [ITTrainingadmin@gstt.nhs.uk](mailto:ITTrainingadmin@gstt.nhs.uk) |
| Completed your OH Health Declaration |  | via Cohort email |
| Submitted your Immunisation Questionnaire? |  | [ohadministrator@gstt.nhs.uk](mailto:ohadministrator@gstt.nhs.uk) |
| Submitted all of your ID documents? |  | [juniordoctorrotation@gstt.nhs.uk](mailto:juniordoctorrotation@gstt.nhs.uk) |
| Submitted all of your New Starter Forms? |  | [juniordoctorrotation@gstt.nhs.uk](mailto:juniordoctorrotation@gstt.nhs.uk) |

**Medical HR Documents**

We require scanned copies of the following:

1. In date Passport
2. DBS certificate dated within the last 3 years
3. Two proofs of current address. **Options:**  driving licence **OR** utility bill, bank statement, credit card statement, mobile phone bill (dated within three months) **OR** tenancy agreement, mortgage statement, HMRC letter (dated within one year)
4. Visa for right to work in the UK (if applicable)
5. Please also complete and return the New Starter Forms found here: <http://www.guysandstthomaseducation.com/project/medical-hr>

**Please note that failure to provide all of the information required above promptly will delay your start date with the Trust and may also cause issues with your pay.**

**Your department will be made aware of any non-compliance and may also contact you to ensure you provide the information as necessary.**