

Staff File Checklist

	Staff Name					
Personal details sheet						
• Name						
• Home address						
• Phone number						
• Next of kin						
• Medical information						
CRB disclosure number and date						
Job Description						
Contract of Employment						
References						
Employment history						
Qualifications (copies of certificates)						

Induction process completed						
Probationary period completed						
Policies read and signed						
Annual leave/sick leave						
Staff handbook						
Performance plan						
Appraisal						
Exit interview						

SAMPLE