**Full HR records are collected and up to date at the start of employment**

Does your HR File contain the following?

* Passport and proof of address
* GDC Certificate
* Indemnity Certificate
* ICO certificate if applicable (self-employed staff only)
* DBS enhanced certificates or reference number
* Employment References
* Employment Contract
* Job description
* Induction documents
* Medical History
* CV/ Job Application / Interview notes
* P45 and Payroll Documents
* Confidential Staff Records
* Immunisation records
* Confidentiality Statement