

Contractor's name:

Start Date:

Contract Assignment for XXXXXXXXXXXXXXX

Documentation and Information

PRE-EMPLOYMENT SCREENING ELEMENTS	Completed
Passport (Front cover, inside page with passport number, and photo page – 3 pages. Original must be seen before the contractor goes onsite)	
Proof of Residence (independent source verifying current address dated within the last 3 months – preferably bank statement or utility bill. Original must be seen. Proof of previous address also required if resident at current address for less than 3 years)	
5yrs Address History (this should list all addresses for the last 5 years, with NO gaps)	
1 year/2 years/3 years/5years References (as per client requirements) – provide dates, client, agency contact or HR contact, Ni No and Employee No if permanent position. Also identify any gaps in work history of more than 3 months.	
Data Authorisation Form – giving permission for contractor details to be sent to the client if required.	
Personal Vetting – Contractor must give permission to conduct this check, and confirm that, to the best of their knowledge, they do not have any outstanding County Court Judgements or Bankruptcies against you.	
Disclosure Scotland – If required by the client, the contractor should apply for this at www.disclosurescotland.co.uk/apply-online	
Sanctions checks	
Signed Contract	
Signed Opt Out form	
Company Documents - <ul style="list-style-type: none">• Copy of Limited Company Certificate of Incorporation• Copy of VAT Certificate (if applicable)• Bank account details (company account) & supporting documentation• Copy of Professional Indemnity insurance cover (£1M cover)• Copies of Employers Liability and Public Liability insurances, where applicable• Confirmation of the email address to send invoice remittance advice to.	