



Check List for MPFT

Candidate Name:

National Insurance Number:

Please complete the below form that details the documents you presently hold for your workers and the rate band they are expecting to fall into. Please take into account when you fill this in the full requirements for compliance. We will use this form to ascertain potential delays with candidates start dates and manage the client's expectations accordingly.

Expected Charge Rate (Please ensure this rate is suitable and covers transport and accommodation as necessary)		
Notice Period		
Additional comments e.g. availability, special requests		
Compliance	On file – Please initial and date.	
Agency ID Badge		
Application Form and Interview Notes		
Disclosure and Barring Service check		
Handbook Declaration		
HMRC Documentation		
NI Number		
Mandatory Training Certificate – Minimum requirement relevant to role as per Framework		
Occupational Health Clearance		
Proof of Identity		
Proof of Right to Work		
Reference Capture – 2 reference covering previous 3 Years		
Registration PIN check		

