



Welcome Induction Checklist

Work Programme

ESF MKT8000 Leaflet Provided	<input type="checkbox"/>
Customer Consent Form Completed	<input type="checkbox"/>
Health & Safety Policy	<input type="checkbox"/>
Complaint Procedure	<input type="checkbox"/>
Fire/Bomb Information	<input type="checkbox"/>
Tour of the Building / Domestic & Toilet facilities	<input type="checkbox"/>
WP Agreement communicated / issued	<input type="checkbox"/>
Safeguarding Policy	<input type="checkbox"/>
Equality & Diversity Policy	<input type="checkbox"/>
Anti-Harassment & Bullying Policy	<input type="checkbox"/>
Privacy Notice	<input type="checkbox"/>
Expenditure Checklist	<input type="checkbox"/>
Initial Assessment	<input type="checkbox"/>
Proof of identity - visual check and validated	<input type="checkbox"/>

Declaration

I confirm that:

- I have received an explanation of the above and been given the relevant information.
- I understand the above information and my responsibilities under the programme.
- I agree to my personal details, including CV's, being shared, in hard copy or electronic format, with Jobcentre Plus, the Department of Work & Pensions, the European Social Fund and legitimate organisations or employers.
- I understand that my personal details may be used for the following purposes: -
 1. To improve my employability
 2. Collation of Management Information
 3. Evaluation of the programme including statistical analysis (during and after)

Signatures

Customer Signature: _____ Date: _____

Customer Name: _____

Advisor Signature: _____ Date: _____

Advisor Name: _____

