

Onboarding roadmap



South West London
Recruitment Hub

Step 1

ID check (If Required)

Deadline: Complete within 24 hours of receiving offer letter.

- Trust ID email is sent to your email (check Junk/Spam if unable to locate)
- Submit Right-to-Work, Proof of Address & N.I via Trust ID.

DBS application (If required)

Deadline: Complete form within 24 hours of receiving notification from Trac.

- Complete and submit online DBS form.

Occupational health

Deadline: Complete within 24 hours of receiving email.

- Complete online form sent to your email.
- OH will be in touch if they require further information.
- Clearance is usually within 5 working days once online form has been completed.

Return forms

Deadline: Forms to be completed and returned within 24 hours of receiving offer letter.

- Payroll (Starter) form
- Reference form
- Self-declaration form

Pre-employment checks

The following checks should be completed within 10 days of receiving your conditional offer letter:

- References
- Occupational Health
- Registration pin & Qualifications (if required)
- DBS (if required) - Delays may occur.

Start date confirmed & contract issued

Deadline: Start date should be confirmed with Hiring Manager within 48 hours of you receiving the unconditional offer letter.

- The employment contract is issued once all pre-employment checks have been completed and a start date has been confirmed.
- Review, sign & return employment contract within 48 hours

Ready for day one

Bring: Valid ID/Right to work and Existing Smartcard (If required).

- Please ensure that you have sent your new starter/payroll forms to Payroll to ensure that you are paid.

Please note: The deadlines outlined above apply only to applicants who are undergoing onboarding.