

Staff Compliance checklist

Full Name:

- Valid passport
- National insurance card/number
- P45 if not, complete P46 form
- Proof of address
- 2 references- one for most recent job
- Passport photo- can take image with tablet
- Bank details
- Next of kin details
- Training
- DBS
- Driving licence
- Business insurance (for all drivers/car owners)

Self-employed status

- Company registration certificate
- Company bank details
- Directors national insurance number
- Public liability insurance- Fish Insurance

Sole Trader

- UTR (unique tax reference number)
- Bank details of the sole trader
- Public liability insurance-Fish insurance

Rate of pay: for self-employed minimum £10.00 per hour