**Personnel File Contents**

| ID Doc | Yes/No | Date |
| --- | --- | --- |
| | Photographic ID |  |  |
| | Proof of Address |  |  |
| | Right to Work Documentation |  |  |
| | Employment History Record |  |  |
| | Employment References |  |  |
| | Explanation of Employment Gaps |  |  |
| | Financial Background Check |  |  |
| | Educational Certificates |  |  |
| | Verification of Qualifications |  |  |
| | Training Certificates |  |  |
| | Ongoing Training Records |  |  |
| | Consent Forms |  |  |
| | Interview Notes |  |  |
| | Performance Appraisal Records |  |  |
| | Medical Reports |  |  |
| | Non-Disclosure Agreements |  |  |
| | Signed Employment Contract |  |  |
| | Personal Data |  |  |
| | Screening Process Records |  |  |

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