

*Complete for each new staff member, including temporary staff*

**Person responsible for induction** \_\_\_\_\_

**Name of new staff member** \_\_\_\_\_

<b>Induction required (list items that require induction)</b>	<b>Tick when complete</b>	<b>Date completed</b>

**Signed by person responsible for induction**

**Signed by new staff member**