**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointment Date\_\_\_\_\_\_\_\_\_/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amazon Recruitment Checklist**

This checklist **must** be completed in full prior to referring the customer to any vacancies and **must** be taken along with ID to the JCP session.

Basic requirements to work with Amazon, if customer does not meet any of the requirements or refuses to undertake any of the testing – do not refer.

|  |  |
| --- | --- |
| **Suitability** | **Yes/No** |
| Must be over 18 & not have been employed at Amazon in the last 8 weeks by either of the agencies. |  |
| Able speak and understand written / fluent English. |  |
| Travel arrangements - Can customer meet shift/working pattern requirements. Must be flexible with shifts – See What’s on tool for shift pattern. |  |
| Must be keen to work, good timekeeper possess a strong work ethic, be flexible & adaptable to meet the needs of the business. (increase in hours during peak times) |  |
| Must have the right to work in the U.K. |  |
| Must have an acceptable fitness level – Lifting, moving up to 60lbs in weight, full manual dexterity in both hands & wrists, be able to stand for long periods of time. |  |
| Must have own bank account- cannot pay wages in to any other accounts. |  |
| **\*Must have 1 from each section** |  |
| **\*ID –** * Full birth certificate, abbreviated birth certificate **is not** acceptable (must have parents name on it).
* Valid passport, or
* Valid EU Citizen Card.
* If non EU must have valid visa within current passport.
 |  |
| **\*National Insurance number confirmation** – NI card, P45, P60 or JCP award letter (dated within last 3 months) will be accepted. |  |
| **\*Proof of address –** Utility bill or bank statement (dated within last 3 months) or photo card driving licence. **Mobile phone bills are not accepted*.*** |  |
| **Drug & Alcohol -** Mandatory Drug & Alcohol test will be done as part of the recruitment process and also on a random basis if employed with the company. |  |
| Does customer have drug or alcohol issues?  |  |
| Will customer pass breathalyser & swab test?Prescription drugs must be declared, zero tolerance on class A,B & C drugs. |  |
| **Criminal Record –** Criminal record checks will be carried out on all successful applicants. |  |
| Does the customer have any criminal convictions, (unspent convictions must be declared, spent convictions over 2 years will be reviewed) **Any customers with fraud or theft convictions are not suitable.** |  |