

Operation of Staff Register

Section 1: Qualification and Experience at

Entry to Register ACCESSION RECORD

Staff Number..... Employment
 Family Name..... Contract ☐ Permanent ☐
 (Tick as appropriate)
 Given Names..... Duration of
 Contract Appointment Date of First Appointment.....
 Post.....

 Date of Entry to Register.....

Academic / Professional Qualifications at Entry to Register

Record of Relevant Experience at Entry to Register			
From	To	Employer	Duties and Experience Gained

Accepted by Date.....

Confirmed by Date

Chief of Laboratory

STAFF REGISTER

Section 2: Training at Entry to Register

Staff Number

Family Name

Given Name

In-house Training Record at Entry to Register		
Date	Details of Training	Documents Attached

External Training Record at Entry to Register		
Date	Details of Training	Documents Attached

Where appropriate, documents that support training such as copies of any certificates of achievement or attendance should be attached and listed in column 3 of the table

Accepted by Date
(Employee)

Confirmed by Date
Chief of the Laboratory