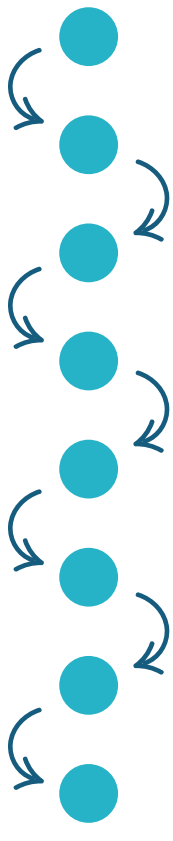


# CAPITA

## Day 1 - What is day 1 like?

- 
- Hello**  
Introduction to your new team and managers
  - Tour**  
A tour of your new workplace
  - Role**  
Discussion about your role and how you fit into the team and wider organisation
  - Training**  
A discussion about your personal induction programme – covering training
  - Environment**  
Getting to know your work surroundings
  - Health & Safety**  
Health and Safety procedures overview
  - ID Please**  
You'll get your ID or security cards / badges where appropriate
  - IT Support**  
IT equipment and systems set up

## Don't forget to bring with you your:

- Signed contract of employment
- Completed new starter form
- ID verification form and supporting ID / documentation to confirm your right to work in the UK.
- P45 or P46 as appropriate