Congratulations on your offer of employment with BP. This checklist will help you complete all the steps to joining us as quickly and as efficiently as possible. Please use it while going through our step-by-step instructions on our website.

**Change of address** - if you have moved since you applied for this job, it’s essential that we have your new details. Log into your account using this link, https://careers.bpglobal.com/2057/asp/tg/cim_home.asp?partnerid=25078&siteid=5012, select Edit Profile and update your details.

**SIGN AND SEND DOCUMENTS**

**Code of Conduct and Employee Fair Processing Statement:**
BP's Code of Conduct is the cornerstone of our organisation. You will need to set aside some time to read both documents. If you did not accept these policies when you accepted your offer online, you must and confirm by email, your acceptance to both policies before your start date.

**Your Pay and Tax:**
Please send us your P45 from your previous employer and if you don’t have it, please send us the completed the HMRC New Starter Declaration Form, by scanning it and emailing it to BPHRServicesUK@bp.com as soon as possible.

**Defined Benefit (DB) BP Pension Scheme**
Complete and return the Expression of Wishes Form to:
Freepost RTCZ-UHBL-CRHA
BP UK Pensions and Benefits
2nd Floor, Building C
Chertsey Road
Sunbury-on-Thames
Middlesex
TW16 7LN

**REQUIRED READING:** Items you should be familiar with before your first day
- **Welcome to BP video:** A video featuring BP's CEO, Bob Dudley, welcoming you to BP
- **BP Values and Behaviours:** This document outlines BP values and behaviours
- **Flexible benefits:** Read this to find out about "your benefits, your way," BP’s flexible benefits plan
- **Defined Benefit (DB) BP Pension Scheme:** This document provides an overview of BP's award winning pension website.
- **P60s and reporting of taxable benefits:** This document informs you of the tax reporting information that BP will provide to you

**BACKGROUND CHECKS**
Your offer at BP is conditional on you completing background checks to our satisfaction. When Sterling Talent Solutions, the third party screening provider that we work with, contacts you by email, please follow the link and complete the questionnaire as soon as possible.
**POST OFFER HEALTH ASSESSMENT**

Your offer at BP is conditional on you completing a health assessment to our satisfaction. Within 24 hours of accepting your offer, we’ll be in touch with a health assessment questionnaire via email. Please follow the instructions in the email. If you are asked to submit additional information or undergo a physical, please respond to us as promptly as possible.

**WHAT TO EXPECT NEXT - FORMS TO COMPLETE**

Make sure to complete the Personal Details forms in your online account as soon as possible.

If at any stage you have questions, please email HRServicesResourcingUK@bp.com