

Employee Right-to-Work in the UK - Checklist

A: PERSONAL DETAILS OF PROSPECTIVE EMPLOYEE

Surname:		First Name:	
Date of Birth:		Marital Status:	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> D
Full time / Part time		Contracted hrs/ wk	
JOB POSITION:		Start Date:	

B: ACCEPTABLE DOCUMENTS

#	DOCUMENT	AUTHORISED STAFF MEMBER		
		YES	NO	Signature
1	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen, or a citizen of the UK and Colonies, having the right of abode in the UK.	<input type="checkbox"/>	<input type="checkbox"/>	
2	A passport or National Identity Card, showing the holder, or a person named in the passport as the child of the holder, is a national of an EU Member State or Switzerland.	<input type="checkbox"/>	<input type="checkbox"/>	
3	A Permanent Residence Permit Card issued by the Home Office to a family member of a national of an EU Member State or Switzerland.	<input type="checkbox"/>	<input type="checkbox"/>	
4	A Biometric Residence Permit, issued by the Home Office to the holder indicating that the person named has the right to stay indefinitely in the UK or has no time limit on their stay.	<input type="checkbox"/>	<input type="checkbox"/>	
5	A current passport endorsed to show that the holder is exempt from Immigration Control, has the right of abode in the UK, is allowed to stay indefinitely in the UK with no time limit.	<input type="checkbox"/>	<input type="checkbox"/>	
6	A current Immigration Status document indicating that the person named has the right to stay indefinitely in the UK, together with an official document giving the person's NI number.	<input type="checkbox"/>	<input type="checkbox"/>	
7	A current passport endorsed to show that the holder is allowed to stay in the UK, and is allowed to do the type of work in question.	<input type="checkbox"/>	<input type="checkbox"/>	
8	A Biometric Residence Permit, issued by the Home Office to the holder indicating that the person is allowed to stay in the UK, and is allowed to do the type of work in question.	<input type="checkbox"/>	<input type="checkbox"/>	
9	A Certificate of Registration or Naturalisation as a British citizen together with an official document giving the person's NI (National Insurance) number.	<input type="checkbox"/>	<input type="checkbox"/>	
10	A <i>Positive Verification Notice</i> , issued by the Home Office Employer Checking Service to the employer, which indicates that the person named may stay and work in the UK.	<input type="checkbox"/>	<input type="checkbox"/>	
11	An Application Registration Card issued by the Home Office stating that the holder may take the employment in question together with a <i>Positive Verification Notice</i> , ref 10 above.	<input type="checkbox"/>	<input type="checkbox"/>	

C: DOCUMENT CHECKS & VERIFICATION

All documents must be checked to ensure that they are genuine, that the person presenting them is the employee / prospective employee, the rightful holder, and allowed to do the type of work on offer.

#	REQUIRED CHECKS OF DOCUMENTS	STATUS CHECKS (Highlight ONE)	COMMENTS / OBSERVATIONS
1	Photographs are consistent across all documents, and with the person's appearance.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> Not Applicable	
2	Dates of birth are consistent across all documents, and with the person's appearance.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> Not Applicable	
3	Documents are genuine, have not been tampered with, and belong to the holder.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> Not Applicable	
4	Expiry dates for time-limited permission to stay in the UK in the future have not been exceeded.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> Not Applicable	
5	The reasons for different names across documents (e.g. marriage certificate, divorce decree, deed poll), checked and verified.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> Not Applicable	
6	Work restrictions to determine whether the person is able to work for the Organisation and can do the type of work on offer, checked and verified.	<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> Not Applicable	

NOTES RELEVANT TO DOCUMENT CHECKS:

Signature: _____ Name (PRINT): _____ Date: _____
 Domiciliary Care Manager
 (or designate)