

A. Determine how applicant will be evidencing their right to work following Template Correspondence

**1. Manual in-person check of original documentation**

(British/Irish passport Holders or entry clearance vignette or ILR in an in-date passport or ARC Card\*)

**Step 1 – Obtain Documents**

- Book appointment on campus
- Meet with individual to view original documentation.

**Step 2 - Check**

- Check any photographs/date of birth are consistent with the appearance of the individual presenting themselves for work.
- satisfy yourself that the documents are valid and genuine, have not been tampered with and belong to the holder.
- Check that the expiry dates for permission to be in the UK have not passed/ will not pass by the time work commences.
- Check any work restrictions to see if the individual is allowed to do the type of work offered.

**Step 3 - Retain**

- Each document should be scanned in colour.
- Add to copy "The date on which this right to work check was made: [DATE]" + printed name.
- Save onto document storage.
- Submit on the [casual worker form](#)/enter onto Resourcelink ensuring any permission end dates are entered correctly.
- Retain for the duration of employment and for two years post-employment.
- Destroy any copies once saved to the appropriate place.

\*Please note a PVN must also be in place where the applicant is an ARC card holder

\*British National Overseas passport is not a permissible RTW via a manual check a share code will be needed.

## 2. IDVT

(Holders of in-date British or Irish passports/ Irish passport cards)

### Step 1 – Guidance

1. Provide applicant with options to demonstrate their RTW. (Data processing agreement). Templates and Guidance Documents [here](#) and that they wish to proceed.

### Step 2 – Trust ID

2. Initiate link to applicant via Trust ID. Link **available for 10 days**. ([Guides for users](#)). **LOG IN TO TRUST ID> NEW CHECK> CREATE GUEST LINK>ADD GUEST DETAILS>SEND**
3. Individual submits an In-date UK / Irish passport and selfie.
4. Once the validation is complete the initiator will receive confirmation from Trust ID to log in to the online webpage
5. Log in, check the validation has 'passed' and download the PDF (passport copy and report)

### Step 3 – Check

6. Arrange 'likeness check' video call verification with individual.
7. Check the photograph/date of birth are consistent with the appearance of the individual presenting themselves for work. It is this activity that provides the University with a ***statutory excuse***.
8. Add to PDF "The date on which this right to work check was made: [DATE]" + printed name.

### Step 4 - Retain

9. Submit on the [casual worker form](#)/enter onto Resourcelink.
10. Retain for the duration of employment and for two years post-employment.
11. Destroy any copies once saved to the appropriate place.

### **3. Home Office Online right to work check**

(for those with status under the EUSS/ Visa holders)

#### **Step 1: Share code**

- The individual should generate their 'digital share code' via the [Home Office right to work record](#)

#### **Step 2: Check**

- Arrange 'likeness check' video call verification with individual
- Whilst in the presence of the individual - type in the share code and the individual's date of birth here: [View a job applicant's right to work details](#)
- Check the photograph/date of birth are consistent with the appearance of the individual presenting themselves for work
- Check that the expiry dates for permission to be in the UK have not passed/ will not pass by the time work commences.
- Check for any additional information required i.e. Student Visa Holders must have a copy of term dates alongside RTW.
- Add to copy "The date on which this right to work check was made: [DATE]" + printed name.
- Ensure checklist is downloaded on the same day as the check.

#### **Step 3: Retain**

- Submit on the [casual worker form](#)/enter onto Resourcelink ensuring any permission end dates are entered correctly.
- Retain for the duration of employment and for two years post-employment
- Destroy any copies once saved to the appropriate place

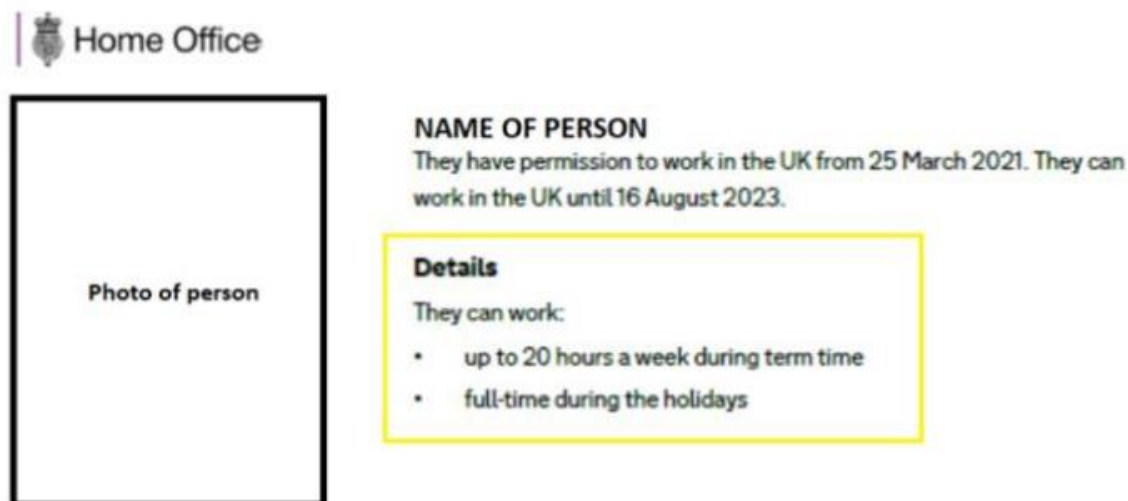
*The Template will ask that individuals supply a BRP (If they have one) and copy of the passport (these can be received electronically). This is to help us establish someone's permissions which is otherwise not visible from the digital screen. This is however not mandatory.*

- Skilled worker visa holder – Digital Profile Example



The screenshot shows a Home Office digital profile for a skilled worker visa holder. On the left is a placeholder box labeled "Photo of person". To the right, under the Home Office logo, is the section "NAME OF PERSON" with the text: "They have permission to work in the UK from 1 March 2021. They can work in the UK until 14 September 2021." Below this is the "Details" section, which contains the text: "On their current visa, they must work for their sponsor while they are in the UK." This sentence is highlighted in yellow. Below that, another yellow-highlighted box contains the text: "They can also work part-time (up to 20 hours a week) in another job if it is one of the following;" followed by a bulleted list: "• the same role as their current job" and "• on the shortage occupation list". At the bottom of the details section, it states: "Any part-time work must be outside the hours they work for their sponsor. These conditions are the standard requirements for their visa."

- Student Visa Holder Digital Profile Example



The screenshot shows a Home Office digital profile for a student visa holder. On the left is a placeholder box labeled "Photo of person". To the right, under the Home Office logo, is the section "NAME OF PERSON" with the text: "They have permission to work in the UK from 25 March 2021. They can work in the UK until 16 August 2023." Below this is the "Details" section, which contains the text: "They can work:" followed by a bulleted list: "• up to 20 hours a week during term time" and "• full-time during the holidays". This entire details section is highlighted in yellow.

The Home Office provide a full list of document types that can be accepted as proof of right to work. These are divided into List A and List B documents and the full list can be found here: [Right to work checklist Gov.uk](https://www.gov.uk/right-to-work-checklist).