|  |  |
| --- | --- |
| The date on which this right to work check was made: |  |
| Check carried out by: |  |
| Signature of person carrying out the check (*‘wet’ or electronic, not typed*): |  |

**Notes (please remove the text below before use):**

**Do not use this template for individuals with a BRP or EUSS (Please provide unverified, scanned copies of the BRP or EUSS letter, where possible, and passport with the verified online RTW check PDF. See ‘How to conduct a right to work check’, Staff Directory link below).**

**Please ensure that this cover sheet is used for each page of the check. From 01/10/2022 you cannot carry out ‘adjusted’ checks for UK/Irish nationals, you must check physical documentation in the presence of the individual. Full RTW guidance can be found on the Staff Directory** [Right to work checks | University of Essex](https://www.essex.ac.uk/staff/recruiting-staff/right-to-work-checks)

**Last updated: 18/10/2022**