Right to work checks – Document copies

UK/Irish nationals (UK/Irish passports, Irish passport cards or other acceptable documentation)

- Documents should be copied, where possible onto the right to work check pro-forma.
 Always use the most recent version of the template which is available on the <u>StaffDirectory</u>.
- If the document is too large to be copied clearly onto the pro-forma, copy it onto a blank sheet of paper and add the current verification wording from the Guidance document on the Staff Directory article. If there is more than one page to the check, the wording should be added to all pages.
- Do not add any additional text or comments.
- Passport copies must show the photo page and page opposite, and you should be able to clearly see all four corners.
- In all cases, document copies be clear to read, photos/text must not be covers by fingers or obscured by camera glare.
- Signatures can only be 'wet' or electronic, not typed.

Name:	Paul Smith
Signature:	. ofr
Position at University:	Senior Administration Officer
The date on which this check was made:	17/08/2022
Position the right to work check is for:	Admin Assistant

*Please ensure that this cover sheet is used for each page of the check



The most recent version of the right to work pro forma cam be found on the Staff Directory.

Overseas nationals (Visa holders, EU Pre- or Settled Status)

- Download the PDF from the 'Web Right to Work' webpage. Do not screen shot onto the right to work pro-forma.
- Tick all boxes.
- Add the current verification wording from the Guidance document on the Staff Directory article to the blank space at the bottom of the document.
- Additionally, you should request a copy of the individuals BRP/EUSS outcome letter (if available, if not confirm with the individual the type of visa they have) and a copy of the passport. These **must not** be on the right to work pro-forma or signed/verified.
- The BRP copy should show the front and back of the BRP.
- The passport copy should show the photo page and the page opposite.
- The BRP/passport copies should be clear to read, photos/text must not be covers by fingers or obscured by camera glare.
- Do not add any additional text or comments to either the PDF or the BRP/passport copies.
- Tier4/Student visa holders should additionally provide term-date evidence and complete a declaration form. See main article for information.

	NAME OF PERSON	
	They can work in the UK.	
Photo of person	Details	
	They can work in any job. There is no limit on how long they can stay in the UK.	
	Legal basis of status	
	This leave is issued in accordance with the EU exit separation agreements.	
	For EU citizens, and the family members of EU citizens or of UK citizens,	
	this is the Withdrawal Agreement. For EEA European Free Trade Association (EFTA) citizens, and the family members of EEA EFTA citizens.	
	this is the EEA EFTA Separation Agreement. For Swiss citizens, and the family members of Swiss citizens, this is the Swiss Citizens' Rights	
	Agreement.	s the Swiss Citizens Rights
you employ this perse	on	Details of check
	on	Details of check
avoid a penalty, you must:	on person you meet face to face	
a wold a penalty, you must: check this looks like the keep a secure copy of th		
keep a secure copy of th	person you meet face to face ils online check (either electronically or in hard if the employment and for 2 years after	Company name
avoid a <u>penalty</u> , you must: check this looks like the keep a secure copy of th copy), for the duration o	person you meet face to face ils online check (either electronically or in hard if the employment and for 2 years after	Company name

If you have any questions regarding the documents that you are presented with or how to best copy these, please contact <u>righttowork@essex.ac.uk</u>