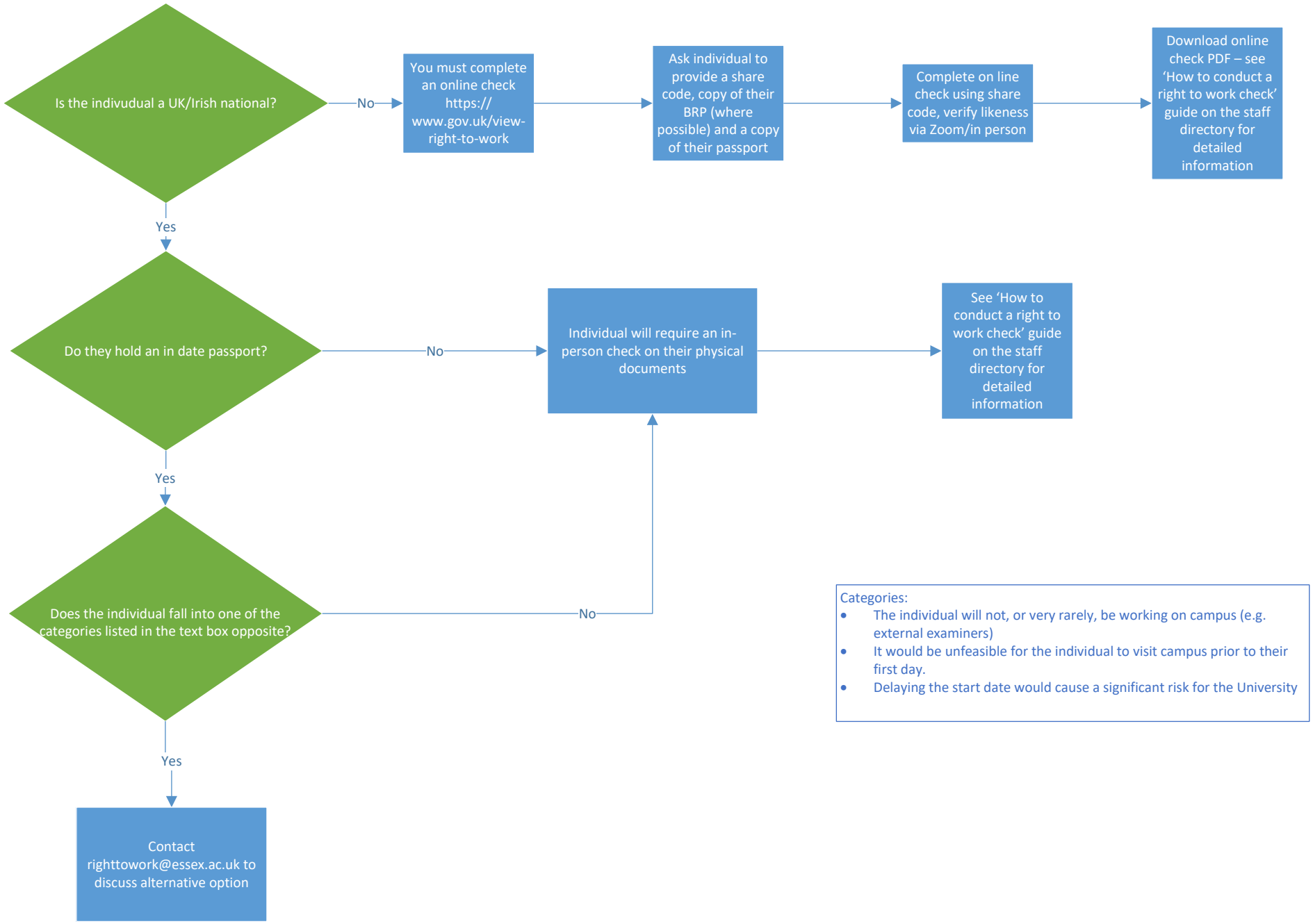
Is the indivudual a UK/Irish national?
No
You must complete an online check https:// www.gov.uk/view-right-to-work
Ask individual to provide a share code, copy of their BRP (where possible) and a copy of their passport
Complete on line check using share code, verify likeness via Zoom/in person
Download online check PDF – see 'How to conduct a right to work check' guide on the staff directory for detailed information
Yes
Do they hold an in date passport?
No
Individual will require an in-person check on their physical documents
See 'How to conduct a right to work check' guide on the staff directory for detailed information
Yes
Does the individual fall into one of the categories listed in the text box opposite?
No
Yes
Contact righttowork@essex.ac.uk to discuss alternative option
Categories:
• The individual will not, or very rarely, be working on campus (e.g. external examiners)
• It would be unfeasible for the individual to visit campus prior to their first day.
• Delaying the start date would cause a significant risk for the University