

### **Right to work checks:**

It is illegal for the employer to employ workers without a valid right to work documents so please make sure that you carry out right to work checks before the worker commences employment with St Marys'. This will be confirmed by HR.

The checks can be done electronically or manually.

### **Electronic checks:**

If a potential candidate is not a British or Irish citizen, they can prove their right to work with a share code. You have to obtain the share code from a candidate and forward to HR so the right to work check can be carried out. Please do not employ the candidates until you receive a confirmation from HR that is ok to do so.

### **Manual checks:**

When you are checking the validity of the documents, you should ensure that you do this in the presence of the holder. This can be a physical presence in person or via a live video link. In both cases you must be in physical possession of the original documents.

#### **Step 1**

You must obtain original [valid ID for right to work checks](#).

#### **Step 2**

You must check that the documents are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering:

- are photographs consistent across documents and with the person presenting themselves for work?
- are dates of birth correct and consistent across documents?
- are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?
- have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For students who have limited permission to work during term time, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed.)
- have you taken all reasonable steps to check that the document is genuine, has not been tampered with and belongs to the holder?
- have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)

### **Step 3**

You must take a copy of all necessary documents that will clearly show:

- passports: any page with the document expiry date, the holder's nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question (the front cover no longer has to be copied)
- all other documents: the document in full, both sides of an immigration status document and an Application Registration Card

### **Step 4**

Sign a copy of verified documents with the following information:

*Verification of the original document was performed by [FULL NAME] on: [DATE]. It was carried out in compliance with the instructions within and I believe a valid statutory excuse is established for this worker.*

Please contact [hrhelpdesk@stmarys.ac.uk](mailto:hrhelpdesk@stmarys.ac.uk) should you require further assistance with the process