

We are legally required to check your eligibility to work in the UK *before* you start work. We will therefore ask all applicants to provide proof of your eligibility to work in the UK before your employment commences.

If you are able to demonstrate your right to work electronically please provide your date of birth and a right to work share code, which you are able to obtain by going to: <https://www.gov.uk/prove-right-to-work>.

Alternatively, please provide one of the following documents and a copy will be taken.

If you do not currently have the right to work and need to apply for a certificate of sponsorship, please note this on your application form and/or raise this at your interview.

If you are successful at interview, this documentation will be kept on your personal file. If you are not successful, the documentation will be shredded and securely disposed of.

Eligibility to work in the United Kingdom

For evidence of right to work in the UK, so that we may take a copy for our records, if you are unable to demonstrate your right to work electronically, we will require you to provide us with original (not photocopied) versions of *either* one of the documents as detailed within List A or documents from List B.

From April 6, 2022:

On December 16, 2021, the government of the United Kingdom updated guidance for employee right-to-work checks that will go into effect in April 2022. Beginning April 6, 2022, physical biometric cards will no longer be accepted for the right-to-work checks. Instead, employers will need to conduct an online right-to-work check.

Migrants who have a standard work or residence permit can *only* be checked online, not manually. This applies to people with a biometric residence card, biometric residence permit or frontier worker permit.

Currently, the online service can support the following categories:

- Biometric residence permit holders
- Biometric residence cardholders
- Individuals with status issued under the EU Settlement Scheme
- Holders of a digital Certificate of Application to the EU Settlement Scheme issued on or before June 30, 2021
- Individuals with a status issued under the point-based immigration system
- British National Overseas (BNO) visa holders, OR
- Frontier workers permit holders

List A – acceptable documents to establish a continuous statutory excuse:

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2 – documents where a time-limited statutory excuse lasts for six months:

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Certificates of Sponsorship

February 23, 2022:

The United Kingdom (UK) government extended temporary right to work measures until September 30, 2022, for individuals who are unable to use the Home Office online right to work check service.

This change will allow individuals to complete the right-to-work checks via video call without requiring hard copies of the required documentation. This decision was made due to the COVID-19 pandemic and reduced availability of in-person appointments.