

Guidance on checking proof of right to work in the UK

As of 01 October 2022, the [adjusted measures for checking proof of right to work](#) in the UK for prospective employees ends. From this date proof of right to work verified remotely will no longer provide a sufficient statutory excuse against [civil penalties for employing an illegal worker](#) or failing to undertake a right to work check.

To minimise delays in requesting and issuing contracts, or a new employee being able to start work, it is strongly recommended that candidates are asked to provide evidence of their right to work in the UK when attending interview. We therefore ask administrative departmental staff and recruiting managers to arrange to take copies of right to work at interview wherever possible, following the guidance provided below.

Where proof of right to work in the UK is not provided at interview stage, we would require a prospective employee to attend the HR team office (2nd Floor, 23 Queen Square) to provide evidence of their right to work in advance of us requesting a contract of employment.

Suggested wording to use when inviting candidates to interview

Please note that I am required to check the right-to-work documentation and qualifications of any prospective new appointee before our central HR team are able to issue a contract. I would therefore be grateful if you would bring your evidence of your right to work in the UK and qualification certificates to interview. In the event of your being appointed to the post, a copy of these will be forwarded to colleagues in Human Resources. If you are the successful candidate and do not currently have permission to work in the UK, a certificate of sponsorship to allow you to apply for a visa will be arranged for you assuming sponsorship eligibility criteria are met.

UK and Irish nationals

UK and Irish nationals should provide proof of their right to work in the UK in the form of identity documents. Typically this would be a passport, but a full list of eligible documents ("[List A](#)") is available online.

You must see the hard copy original document and verify that it is a genuine document and belongs to the prospective employee.

You will need to copy the original documents; ensure that you:

- Make a copy that cannot be changed, for example a photocopy.
- Make sure the copy is clear enough to read.
- For passports, copy any page with the expiry date and applicant's details (for example nationality, date of birth and photograph) including endorsements, for example a work visa.
- For all other documents you must make a complete copy.

Annotate the photocopied document as follows: "Original document seen, verified, and copied by **NAME** on **DATE**" and sign the copy.

Copies of proof of right to work in the UK should be forwarded to the ION HR Team for any staff employed. Proof of right to work in the UK for unsuccessful candidates at interview should be destroyed.

**Overseas nationals with current limited or indefinite leave to remain in the UK**

Overseas nationals holding biometric residence permits with pre-existing limited or indefinite leave to remain in the UK (i.e., those on the EU settlement scheme, Global Talent visa holders, dependent visa holders etc) should provide their date of birth and a [share code](#) to allow [online verification of their right to work in the UK](#).

Please provide the ION HR Team with the share code and date of birth, and they will perform the right to work check.

Overseas staff requiring visa sponsorship

Overseas staff without current right to work in the UK are not required to provide evidence of their right to work at the interview stage.

On acceptance of a job offer the ION HR Team will arrange for a certificate of sponsorship to be issued to the prospective employee to allow them to apply for a visa, and will follow up with the appropriate right to work checks.

New visa holders

Recipients of a new UK visa will receive a vignette entry stamp in their passport*.

You should take a copy of their entry vignette and the photograph page of their passport and verify the copies in the same way as you would verify identity documents for UK/Irish nationals.

Once the new employee has received their biometric residence permit, they can generate a share code which should be sent, along with their date of birth, to the ION HR Team so that we can verify their limited leave to remain and work in the UK.

**EU nationals in receipt of a new visa may not receive a vignette and biometric residence permit and instead will be provided with evidence of their visa status electronically. For these individuals, please arrange for them to provide their share code and date of birth to the HR.*