**Manual Right to Work Checklist A – Acceptable documents for manual right to work checks to establish a continuous statutory excuse**

**Section 1: Personal Details**

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| **Candidate Name:** | **Department:** |

**Section 2: acceptable documents to establish permission to work in the UK with no restrictions:**

Documents listed below can be presented on their own as evidence of **indefinite** right to work in the UK. You must be satisfied that the document presented to you appears to be a true and legitimate document. If you are not, ask for further documentation from the candidate. If you are satisfied, please provide a clear scanned copy of ONE of these documents with the Request to Appoint.

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|  | **✓** |
| **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.  A clipped passport is a cancelled document (identified by the corners of certain pages in the passport being cut/removed) and therefore is not acceptable proof of right to work. |  |
| **2.** A passport or passport card (in either case, whether **current or expired**) showing that the holder is an Irish citizen  A clipped passport is a cancelled document (identified by the corners of certain pages in the passport being cut/removed) and therefore is not acceptable proof of right to work. |  |
| **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. |  |
| Documents listed below must be presented **together with** an official document giving the person’s permanent **National Insurance Number** and their name issued by a Government agency or previous employer | |
| **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. |  |
| **6.** A birth or adoption certificate issued in the UK |  |
| **7.**  A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. |  |
| **8.** A certificate of registration or naturalisation as a British citizen. |  |

**3. Essential Action for all checks:**

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| **✓** |
| **Checking quality of documents** |  |
| Are photographs consistent with the appearance of the potential employee? (checks must be carried out face to face with all applicants) |  |
| Are dates of birth listed consistent with the appearance of the potential employee? |  |
| Are any expiry dates within the documentation still active and not yet passed? |  |
| Are there any UK Government stamps or endorsements within the documentation which would allow the potential employee to undertake work on offer? |  |
| Do any of the documents presented have different names? If so, a third document should be requested to explain the reason for this e.g. a marriage certificate divorce document, deed poll, adoption certificate or statutory declaration |  |
| **✓** |
| **Following elements must be clear within the photocopy** |  |
| All pages containing individual’s personal details e.g. photograph, signature, and document expiry date etc. |  |
| Page(s) containing **most recent** UK Government stamp or endorsement (Biometric Residence Permit: front and back) which allows the individual to do the type of work being offered, including expiry date. |  |

**4. Copies forwarded to Human Resources:**

Please upload this checklist, along with the sign off sheet and a copy of the documents above to e-Recruitment at the same time as submitting the request to appoint.

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| **Check undertaken by (print name):** |
| **Signature:** |
| **Date on which this eligibility to work check was made:** |

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| **Disposal of copies:** Photocopied information from candidates must be stored securely within the Department and disposed of as highly confidential material after the appointment to the vacancy has been made and documentation has been provided to HR. |