Right to work in the UK – evidence of entitlement form F108a

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| **Name:** |  |
| **School/Academy:** |  |
| **For students:**  **Course name and level**  **College/University name** |  |
| **Type of check:** | Before employment (including TUPE transferees)        Follow up check |
| **Date of check:** |  |

The school must obtain original documents, check them and take a copy. The document(s) must be from either:

**List A**: Acceptable document(s) to establish a continuous statutory excuse, or

**List B**: Document(s) which indicate there are restrictions

**Nationals from the EU, European Economic Area (EEA) or Switzerland need to be registered under the EU Settlement scheme to be entitled to work in the UK. They can no longer rely on an EEA passport or national identity card to prove their right to work. They are required to provide evidence of lawful immigration status in the UK, in the same way as other foreign nationals.**

Note: The online[Right to Work Checking Service](https://www.gov.uk/view-right-to-work) can be used to check entitlement to work in the UK for the following candidates:

* Non-EEA nationals who hold biometric residence permits/cards
* EEA nationals who have been granted immigration status under the EU Settlement scheme

Employers will need the individual’s written permission, date of birth and online share code. The individual can get this from <https://www.gov.uk/prove-right-to-work>

**Online check**

The recruiting manager must check the applicants right to work at <https://www.gov.uk/view-right-to-work> and retain a copy of the result with this form

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| **List A – Acceptable documents to establish a continuous statutory excuse** | |
| Please tick one of the following as appropriate. If documents are in more than one name, a further document will be required to explain the need for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory document. | |
|  | 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 passport or passport card (in either case current or expired) showing that the holder is an Irish citizen. |
|  | 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 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. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | 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 previous employer. |
|  | 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. |

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| **List B (Group 1) – Documents where a time-limited statutory excuse lasts until the expiry date of leave** | |
| Please tick one of the following as appropriate. If documents are in more than one name, a further document will be required to explain the need for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory document. | |
|  | A current passport endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question. |
|  | 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 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. |
|  | 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. |

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| **List B (Group 2) – Documents where a time-limited statutory excuse lasts for 6 months** | |
| Please tick one of the following as appropriate. If documents are in more than one name, a further document will be required to explain the need for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory document. | |
|  | 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. |
|  | A Certificate of Application (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 |
|  | 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. |
|  | A Positive Verification Noticeissued 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**.** |
| If the individual has provided evidence from either group in List B, follow-up checks must be carried out when their permission to remain in the UK expires. | |

**Online check**

The recruiting manager must check the applicants right to work at <https://www.gov.uk/view-right-to-work> and retain a copy of the result with this form

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| **Home Office online Right to Work Check – can be used to check entitlement to work in the UK for candidates who hold:**   * a biometric residence permit/card * status issued under the EU Settlement Scheme * status issued under the points-based immigration system * British National Overseas (BNO) visa; or Frontier workers permit |
| A Home Office online check using a share code provided by the applicant |

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| **Other information** – please complete where applicable | |
| **Expiry date of right to work in the UK:** | /  / |
| **State any UK Border Agency limitation on the number of hours you can work:** | hours per week  20 hours per week term time  10 hours per week term time |
| **State any UK Border Agency limitation on the type of work you can undertake:** |  |

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| **Recruiting Manager declaration** | |
|  | I have checked that any photographs contained in the documentation supplied/checked online are consistent with the appearance of the individual |
|  | I have checked the dates of birth listed are consistent across the documents supplied and am satisfied that they correspond with the appearance of the individual |
|  | I have checked that expiry dates of any time limit on entitlement to enter or remain in the UK have not passed |
|  | I have checked that there are no employment limitations on the type of work the individual is able to undertake as stated in the documents provided or where a restriction applies, that the proposed employment is within the restriction |
|  | I have checked that there are no UK Border Agency limitations on the number of hours the individual can work or where a restriction applies that the proposed employment is within the restricted limit |
|  | I am satisfied that the original documents seen have not been tampered with and belong to the holder |

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|  | Photocopies of document(s) providing evidence to work in the UK are attached as follows (where possible, the copies provided are colour photocopies/scanned images and all details and photographs are clearly identifiable): | | | | |
| **Passports and travel documents:** | | * The document’s front cover and any page containing the holder’s personal details. * Any page that provides details of nationality, photograph, date of birth, signature, date of expiry or biometric details of the holder * Any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement. | | | |
| **All other docs:**  **Checking service:** | | Should be copied in their entirety.  A screen print of the check must be taken | | | |
| **Managers name:** | | |  | | |
| **Managers signature:** | | |  | **Date:** | /  / |

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| **Prospective/Current employee declaration** | | | |
| I understand that any offer of employment is subject to the information supplied in this document being complete, authentic and accurate. I authorise the School/Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. **Note: False information, or a failure to supply the details required to support your evidence of entitlement to work in the UK, could make an offer of employment invalid or lead to termination of employment.** | | | |
| **Name (in Capitals):** |  | | |
| **Signature:** |  | **Date:** | /  / |