

**Procedure for undertaking right to work checks**

1. **Who do we need to check?**
   1. We need to check all potential employees before they commence any work. There are three steps to conducting a right to work check:
      * Obtain original versions of one or more acceptable documents.
      * Check the document’s validity in the presence of the holder.
      * Copy and retain a clear copy and record the date the check was made.
   2. The appendix sets out the government’s right to work checklist.
2. **Step 1: Obtain original documents** 
   1. The documents that may be accepted to demonstrate an individual’s right to work are set out by the government in two distinct lists (List A and List B). These lists are given in the appendix.
   2. List A contains the range of documents which you may accept for a person who has a permanent and unrestricted right to work in the UK. List B contains the range of documents which may be accepted for a person who has a temporary and restricted right to work in the UK. For these cases St George’s is required to conduct further checks at the point that time-limit expires (usually the visa expiry date).
3. **Step 2: Check the document**
   1. Key points to remember when checking a document are that you must:
      * Undertake the check in the presence of the holder.
      * Check that photographs and dates of birth are consistent across documents and with the person’s appearance.
      * Ensure that the expiry dates of any limited leave to enter or remain in the UK have not passed.
      * Check if there are any UK Government endorsements (stamps, visas, etc.) that would indicate if the individual may undertake the role or if any restrictions apply (eg Tier visa holders).
      * Satisfy yourself that the documents are valid and genuine, have not been tampered with and belong to the holder, eg by feeling the edge of pages and using an ultraviolet light.
      * Obtain an additional document if the individual provides two documents that have different names, and ask them to explain the reason. The additional document could be a marriage certificate, a divorce decree, a deed poll or statutory declaration.
   2. If you are presented with a particular document and you are unsure if the document entitles them to work in the UK, please contact HR.
   3. If you are concerned about the validity of any of the documents or stamps, or for further guidance, please contact HR.
4. **Step 3: Copy the document**
   1. A document can only be copied and verified by a member of staff of St George’s. For each document, you must copy the following in a format that cannot be altered (for example a photocopy or scan):
      * A copy of the passport. This must include any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph. In most cases this will be the 'bio-data' page of the passport. You must also take copies of the UK visa and/or stamp inside the passport. This must show that the holder has an entitlement to be in the UK and is entitled to undertake the work in question.
      * For EU nationals who present an ID card, both sides of the document must be copied.
      * Both sides of a biometric residence permit (where held).
      * All other documents in their entirety.
   2. On each copied page, you must provide your signature and print your name and the date and time to confirm that you have seen the original page or pages of the document. You must also include the statement “I confirm that this is a true copy of the original, taken on [DATE AND TIME].” This should be sent to Human Resources and will be kept on the employee’s personal file.
   3. It is strongly recommended that each candidate brings evidence of their right to work at interview stage. If this is not possible, and where a job offer has been made, the individual must evidence their right to work before employment starts. If the individual presents their documents on their first day of work, the certified copy must be dated and timed. Separate evidence must then be presented to demonstrate that the individual did not start work before the check was undertaken.

**Appendix – Right to Work Checklist**



