**ELIGIBILITY COVER SHEET**

**New Regulations Please Read**

* Before any new member of staff is able to start work, eligibility for the right to work in the UK must be sent in good time to the People Operations Team. **No contract of employment can be issued until this has been received**.
* The recruiting manager must check the Right to Work in the UK either in person or via the Trust ID digital right to work portal. This eligibility form must be completed in full and sent along with either the copies of the in person check or the report from the digital check.
* Where the member of staff produces a student visa they must sign the below declaration.
* No member of staff is permitted to work in any capacity until proof of eligibility has been established and this form has been completed.
* No payment can be made in respect of the period before eligibility to work in the UK has been checked.

**From 1 October 2022 the requirement changed for British/Irish Nationals right to work checks. The options are:**

a)  A valid Right to Work report produced by Trust ID (our digital Right to Work provider) along with confirmation that you have also carried out an imposter check (virtual or in person). This can be done virtually against the picture on the report with the person on screen prior to starting employment.

b)  An in person Right to Work Check (face to face) prior to starting employment.

c)  All other right to work checks (those non UK/Irish Nationals that have share codes) are now carried out via the Home Office Online Right To Work Checking Services - <https://www.gov.uk/view-right-to-work> prior to starting employment.

Please tick above which check you have carried out.

**ELIGIBILITY CHECK CARRIED OUT VIA TrustID**

Name of new employee/applicant……………………………………………………………………....

Employing Faculty/Directorate:………………………………………………………………………….

**Please tick to indicate that you have completed a digital check and a virtual imposter for British/Irish nationals:**

I confirm that the checks are marked as valid on the Digital Right to Work report (for further information please see [TrustID Results - What do they mean.pdf](https://www.trustid.co.uk/wp-content/uploads/2021/03/Right-to-Work-Brochure_A4-8pp_FINAL-COLLECT.pdf))

I confirm that the image above is a true likeness of the prospective employee (this can be done virtually or in person if you have used the digital right to work system).

Name of employee witnessing documents…………..:…………………………………………............

Signature:………………………………………………….. Date: ……………………………………..

**IN PERSON ELIGIBILITY CHECK FOR UK/IRISH NATIONALS**

Name of new employee/applicant……………………………………………………………………....

Employing Faculty/Directorate:………………………………………………………………………….

**Please tick to indicate that you have completed the following where carrying out an in person check for British/Irish nationals:**

Enclosed photocopies of passport photo page, all personal details and relevant visa stamps plus any other documentation showing the right to work. These copies should be signed and dated to certify that the originals have been seen using the wording – ‘The date on which this right to work check was made was’. Please also add your full name.

Checked that photographs and birth dates on the documents match the appearance of the individual and are consistent across documents.

Checked that documents appear to be genuine, belong to the holder and not to have been tampered with.

Where documents give different names, you have enclosed copies of supporting documents showing why they’re different, e.g. marriage certificate, divorce decree or deed poll.

In person check undertaken on ……………………………………………………………

Name of employee witnessing documents…………..:…………………………………………............

Signature:………………………………………………….. Date: ……………………………………..

**ELIGIBILITY CHECK CARRIED OUT VIA HOME OFFICE ONLINE RIGHT TO WORK CHECKING SERVICE**

Name of new employee/applicant……………………………………………………………………....

Employing Faculty/Directorate:………………………………………………………………………….

**Please tick to indicate that you have completed the following where carrying out an online check via the Home Office Online Right To Work Checking Services -** [**https://www.gov.uk/view-right-to-work**](https://www.gov.uk/view-right-to-work)

Online check with share code undertaken on ………………………………………….

You are satisfied the photograph on the online right to work check is of the individual presenting themselves

Checked that expiry dates for time-limited permission to be in the UK are in the future and have not expired.

Checked any work restrictions to determine if the person is able to work for you and do the type of work you are offering.

Enclosed copies of study and vacation times if an international student. NB: All international student MUST sign the International Student Disclaimer on page 4.

Name of employee witnessing documents…………..:…………………………………………............

Signature:………………………………………………….. Date: ……………………………………..

**INTERNATIONAL STUDENT DISCLAIMER**

I declare that I am an international student and that I am restricted to working no more than \*10 / 20 hours per week in semester time. I acknowledge I am not able to work more than \*10 / 20 hours per week in semester time and that I understand that this limit includes any additional work carried out by myself, whether for the University or any other employment.

Student Signature: …………………………………………… Date: …………………………………………

**\* Delete as appropriate and see back of form for current restrictions for international students**

International students can work:

20 hours per week during semester time where they are studying on a course at or above Degree level (NQF 6 6/SCQF 9), e.g. Graduate Certificate, Graduate Diploma, Professional Certificate in Education, Ordinary Degree (BA, BSc).

10 hours a week during semester time where they are studying on a course below degree level, e.g. a university English or Foundation course. This restriction also applies to study at any level course at a publicly-funded FE college.

The above restrictions will be clearly highlighted in the passport and/or the biometric residence permit.

PLEASE NOTE:

Where an international student has permission to work restricted hours during semester time, they can work full-time during the vacation period. This differs depending on the course they are studying. For example, if they are a master’s student the vacation period does not apply when they are writing their dissertation. During this period they are only allowed to work up to 20 hours per week. No postgraduate research student can work more than 20 hours a week at any time during the course of their programme.