APPENDIX ONE - FJFLS. Right to Work

## Home Office

## Right to Work Check

Name of person:	SUMON	ALI	the second secon	
Date of check:	11-05-	2014 .	- 9-3-2020	
Type of check:	Initial check bef	fore employment	☐ Follow-up check or	an employee
You may conduct a	physical docume	ent check or perfe	orm an online check to	actablish a right to
work		, poi	on on online oncover	Colabion a higher
You must obtain a manual right to	original docum work check	ents from either	List A or List B of acc	ceptable documents
1.   A passport showing or a citizen of the LIV	ng the holder, or a po	erson named in the	passport as the child of the	e holder, is a British circ
2. A passport or nati	onal identity card sh	owing the holder of	the UK.,	
3. ☐ A Registration Ce	rtificate or Documen	It Certifying Perman	Switzerland. ent Residence issued by the	
nadonal of a Luropean	Economic Area cour	ntry or Switzerland		
Coondine / trea country	or switzerland.		, το the family member of a	
the UK.	e person named is a	allowed to stay indef	sidence Permit) issued by finitely in the UK, or has no	time limit on their stay
6. A current passpo	rt endorsed to show	that the holder is ex	kempt from immigration col	ntrol, is allowed to star
11. 11. 11. 11. 11. 11. 11. 11. 11. 11.	as the hull of allone	in the like of bach	a time limit on their ata	41 1 -11/
indicating that the name	ation Status Docume	int issued by the Ho	or time limit on their stay in ome Office to the holder wit in the UK or has no time lin	h an endorsement
by a Government agend	cy or a previous emp	: person's permaner plover	nt National Insurance num	ber and their name issued
8. A birth (short or lo	ng) or adoption certif	ficate issued in the	UK, together with an offic	ial document diving the
employer.	nonal insulance nun	nber and their name	sissued by a Government.	agency or a previous
9. A birth (short or low	ng) or adoption certif	ficate issued in the	Channel Islands, the Isle of	f Man or Ireland, togethe
Government agency or	a previous employer	s permanent Nation	al Insurance number and t	heir name issued by a
Derson's permanent Nat	gistration or naturalis	sation as a British ci	itizen, together with an of	ficial document mivery to
employer.	ional mourance num	iber and their name	issued by a Government	agency or a previous
1 / A current necessary				
the type of work in ques	tion.	hat the holder is all	owed to stay in the UK and	f is currently allowed to .
<ol> <li>A current Biometri Tolder which indicates the</li> </ol>	c Immigration Docur	nent (Biometric Res	sidence Permit) issued by I	the Home Office (c.
3. A current Residen	ce Card (including a	n can currently stay	r in the UK and is allowed to ence Card or a Derivative F	o do the work in guest
and thomas office to a not	H-Fulobean Econom	IIC Area national wh	a ic a farming manhau of a	Residence Cardins (2007)
	OF CAMITY CHICKING OF AALI	U Has a derivative r	innt at regidence	
t. 🗆 A current immigra	tion Status Documer	at containing a photo	naranh iccural by the Llane	e Office to the holds
a vana chaorachient mar	an official document	ed person may stay	in the UK, and is allowed to permanent National Insur	
. ☐ A Certificate of App	lication issued by th	e Home Office unde	er regulation 17(3) or 18A (	(2) of the Immiars is
country or Switzerland st	tating that the holder	o, to a family memb is permitted to take	er of a national of a Europe e employment which is less ffice Employer Checking S	ean Economic 4;
An Application Reg	istration Card Issued	by the Home Office	a stating that the halder in	marriable of t
imployment in question, Service.	together with a Po	sitive Verification	Notice from the Home Offi	ice Employer Charter

<ol> <li>A Positive Verification Notice issued by the Home Office Employer Checkin prospective employer, which indicates that the named person may stay in the UK a question.</li> </ol>	ig Service to and is permit	the emplo ted to do th	yer or ie work
<ul> <li>You must check that the documents are genuine and that the perspressive employee or employee, the rightful holder and allowed are offering.</li> </ul>	on preser to do the	nting then type of w	n is the lork you
Are photographs consistent across documents and with the person's appearance?	Yes Z	No 🗆	N/A
2. Are dates of birth consistent across documents and with the person's appearance?	Yes	No 🗆	N/A
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes 🗌	No 🗆	NIA /
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗌	No []	N/A
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes-	No 🗆	N/A
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗌	No	N. 1
You must make a clear <b>copy</b> of each document in a format which cannot the copy securely: electronically or in hardcopy. You must copy and retain <b>1.</b> Passports: any page with the document expiry date, nationality, date expiry date, biometric details and photograph, and any page containing in holder has an entitlement to enter or remain in the UK and undertake the <b>2.</b> All other documents: the document in full, both sides of a Biometric	te of birth, formation	signature indicating	leave the
If you have correctly corried to the type of excuse you have			
If you have correctly carried out the above 3 steps you will have an excusion penalty if the above named person is found working for you illegally. However the type of excuse you have as this determines how long it lasts for, an required to do a follow-up check.			
The documents that you have checked and copied are from:			
1. List A You have a continuous statutory excuse for the full duration employment with you. You are not required to carry out any repeat right to person.	on of the p work chec	erson's cks on this	ē
2. List B: Group 1 ☐ You have a time-limited statutory excuse which e permission to be in the UK expires. You should carry out a follow-up cheevidencing their permission to work expires.	xpires whe	en the per ne docum	facility reserve

(3)

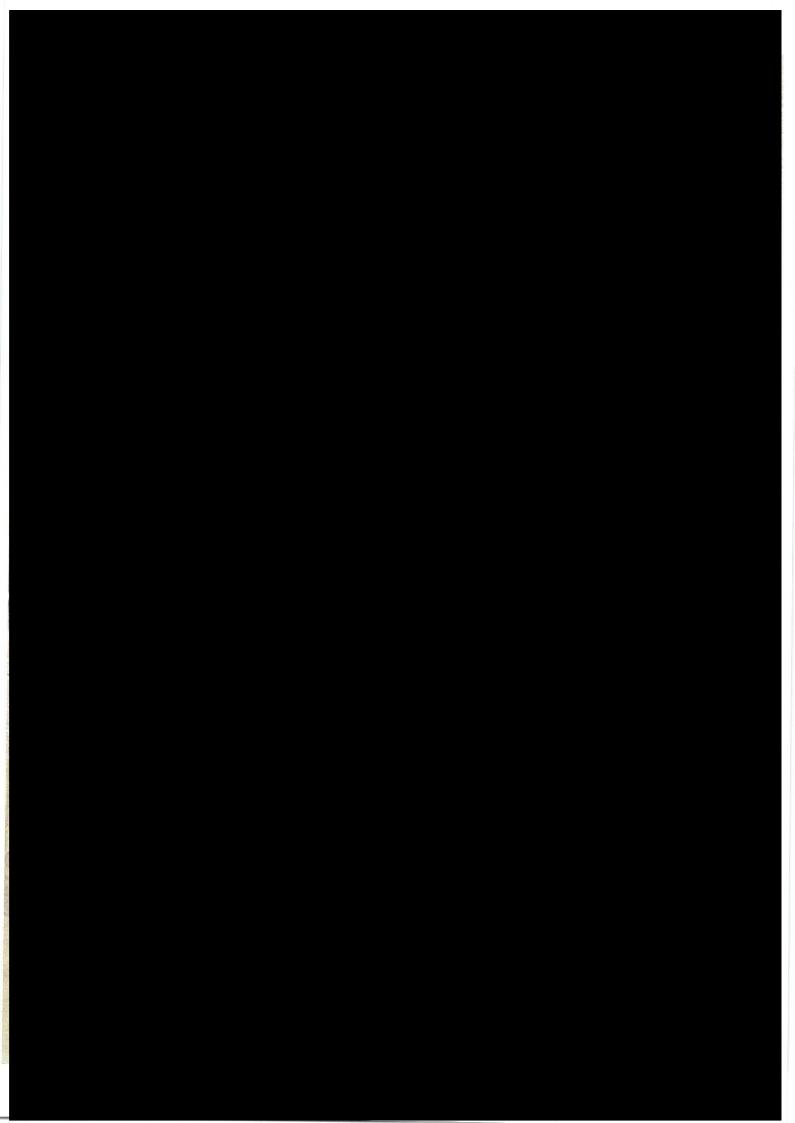
3. List B: Group 2 ☐ You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a followed up check when this notice expires

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

Home Office online right to work checking service

For an online right to work check (available in respect of those with a biometric residence permit a biometric residence card or have status issued under the EU settlement scheme). There are three basic steps to conducting an online right to work check:

- use the Home Office online right to work checking service (the 'View a job applicant's ogne to work details' page on gov.uk) in respect of an individual and only employ the person continue to employ an existing employee, if the online check confirms they are entitled do the work in question;
- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- 3. retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.







## Right to Work Checklist

Name of person:	DILRAN AN
Date of check:	29-67-18 - 9-3-2020
Type of check:	Initial check before employment Follow-up check on an employee

You may conduct a physical document check or perform an online check to establish a right to work
Step 1 for physical check
You must <b>obtain original</b> documents from either <b>List A</b> or <b>List B</b> of acceptable documents for a manual right to work check
List A
1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A <b>current</b> 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.
7.   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.
8.   A birth (short or long) 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.
9.   A birth (short or long) 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 a previous employer.
10. ☐ A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
List B Group 1
1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.   A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.  3.   A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
List B Group 2  1. □ A Certificate of Application issued by the Home Office under regulation 47(2)
1.  A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2.   An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.



3. A Positive Verification Notice issued 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.

Step 2 Check			
<ul> <li>You must check that the documents are genuine and that the person prospective employee or employee, the rightful holder and allowed are offering.</li> </ul>	on present to do the t	ting them type of w	is the ork you
Are photographs consistent across documents and with the person's appearance?	Yes 🗗	No 🗆	N/A 🗆
2. Are dates of birth consistent across documents and with the person's appearance?	Yes 🖯	No 🗆	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes 🗆	No 🗆	N/A 🖯
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗁	No 🗆	N/A 🗆
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes	No 🗆	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes 🗆	No 🗆	N/A
		West of the second seco	

Step 3 Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:

- 1. Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
- 2. 

  All other documents: the document in full, both sides of a Biometric Residence Permit.

You must also record and retain the date on which the check was made.

Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

- **1. List A** You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are not required to carry out any repeat right to work checks on this person.
- 2. List B: Group 1 ☐ You have a time-limited statutory excuse which expires when the person's permission to be in the UK expires. You should carry out a follow-up check when the document evidencing their permission to work expires.

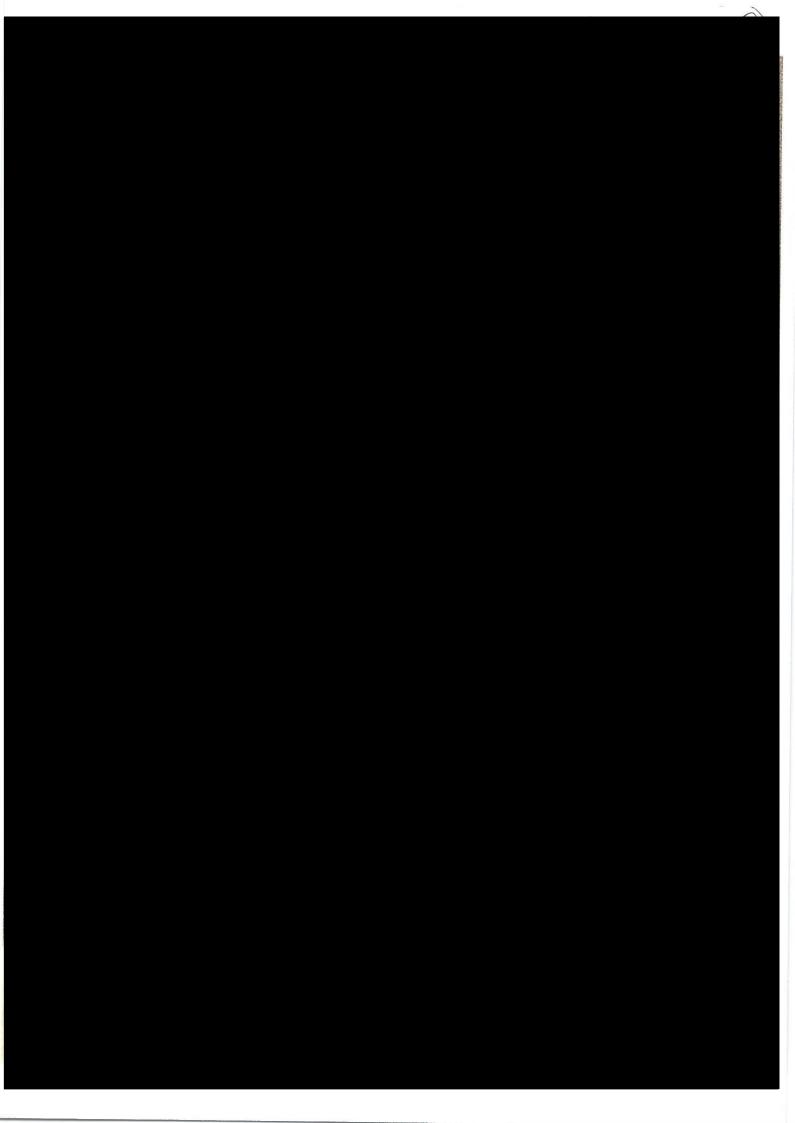
3. List B: Group 2 You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check

Home Office online right to work checking service

For an online right to work check (available in respect of those with a biometric residence permit, a biometric residence card or have status issued under the EU settlement scheme). There are three basic steps to conducting an online right to work check:

- use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on gov.uk) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.







## **Right to Work Checklist**

Name of person: RUNEYA BE GUM
Date of check: 01 09 17 - 9-2-2020
Type of check: Initial check before employment  Follow-up check on an employee
You may conduct a physical document check or perform an online check to establish a right to
work
Step 1 for physical check
You must obtain original documents from either List A or List B of acceptable documents for
a manual right to work check
a mandar right to work offective
List A
1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen
or a citizen of the UK and Colonies having the right of abode in the UK.
2.   A passport or national identity card showing the holder, or a person named in the passport as the child of the
noider, is a national of a European Economic Area country or Switzerland
3.  A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a
national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European
Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the
holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A <b>current</b> 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.
7. 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,
regerier with an official document giving the person's permanent National Insurance number and their name issued
a covernment agency of a previous employer.
8. A birth (short or long) 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.
9. A birth (short or long) 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 a previous employer.
10.   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.
List B Group 1
1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question
the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the
morder which indicates that the named person can currently stay in the UK and is allowed to do the work in question
b. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by
the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of family member of a national of a European
Economic Area country or Switzerland or who has a derivative right of residence.  4. 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 all official document giving the person's permanent National Insurance number and their
name issued by a Government agency or a previous employer.
List B Group 2
1.   A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Parallelia 2008.
Luiopean Economic Area) Regulations 2006 to a family member of a national of a European Economic Area
obuilty of Switzerland stating that the holder is permitted to take employment which is loss than 6 months and
together with a Positive verification Notice from the Home Office Employer Checking Service
2.   An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Nation for the Holder is permitted to take the
employment in question, together with a Positive Verification Notice from the Home Office Employer Checking

3. A Positive Verification Notice issued 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.

Step 2 Check			
<ul> <li>You must check that the documents are genuine and that the pers prospective employee or employee, the rightful holder and allowed are offering.</li> </ul>	on present to do the t	ing them	is the ork you
Are photographs consistent across documents and with the person's appearance?	Yes 🗆	No 🗆	N/A 🗆
2. Are dates of birth consistent across documents and with the person's appearance?	Yes 🗵	No 🗆	N/A 🗆
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes	No 🗗	N/A 🗆
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for <b>students</b> who have limited permission to work during term-times, you <b>must</b> also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes 🗵	No 🗆	N/A 🗆
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes 🗹	No 🗆	N/A 🗆
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes □	No 🗆	N/A

Step 3 Copy You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain: 1. Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question. 2. 

All other documents: the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

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The documents that you have checked and copied are from:

- 1. List A You have a continuous statutory excuse for the full duration of the person's employment with you. You are not required to carry out any repeat right to work checks on this person.
- 2. List B: Group 1 ☐ You have a time-limited statutory excuse which expires when the person's permission to be in the UK expires. You should carry out a follow-up check when the document evidencing their permission to work expires.

3. List B: Group 2 ☐ You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires

You must obtain original documents from either List A or List B of acceptable

documents for a manual right to work check

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- 2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
- retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

