

Internships

SCP Recruitment – Right to Work Process

The University requires that all recruiting managers follow the Right to Work process:

* 1. When inviting to interview please request candidates bring original acceptable right to work document(s), plus photocopies of each document. Please see below for the lists of acceptable right to work documents that you can forward to your candidates.
  2. Check original documents face to face with candidate to confirm likeness; the documents are genuine; and they have not been tampered with.
  3. Sign and date all photocopies to confirm originals have been verified. Either use a stamp or write on each page *“I certify that this is a true copy of the original document”.*
  4. Destroy the photocopies for the unsuccessful applicants  (Note - wait until offer accepted before doing this)
  5. If you decide to undertake Skype interviews you will need to ensure the above is undertaken prior to the candidate commencing their role.
  6. For the successful candidate, please forward scanned versions of the signed and dated photocopies of the right to work documentation to the E-Claims team on [e-claims@exeter.ac.uk](mailto:e-claims@exeter.ac.uk) stating the SCP vacancy reference in the subject line.

**Please Note:** It is a legal requirement that all student workers must provide evidence of right to work before they start their role, if it is not provided they will be unable to submit a claim through eClaims and will not be paid for any work they have done. **Retrospective claims** will not be permitted: any work done prior to evidence being shown will be treated as voluntary. The implications of non-compliance are substantial and the University will consider taking disciplinary action against any manager who allows a casual worker to start work without evidence of their right to work.

SKYPE



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**Lists of acceptable documents for right to work checks**

**List A - Acceptable documents to establish a continuous statutory excuse**

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 **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 **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.

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 **full birth or adoption certificate** issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **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 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.

You can find out more about these documents and what a right to work check is, in the Home Office document “[An employer’s guide to right to work checks](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/426964/an_employers_guide_to_right_to_work_checks_may_2015_final.pdf)” which was published on the 16th May 2015.

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Whilst endorsements are permissible in expired passports for the purpose of travel, this is not acceptable evidence of right to work in the UK. The endorsement must be in your **current** passport. If necessary, you may need to make an application to transfer the endorsement. Please visit the UKVI website <https://www.gov.uk/transfer-visa> for further information.



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**Lists of acceptable documents for right to work checks**

**List B – Acceptable documents to establish a time limited statutory excuse**

**Group 1 - Documents where a time-limited statutory excuse lasts until the expiry date of leave**

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.

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** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**

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.

You can find out more about these documents and what a right to work check is, in the Home Office document “[An employer’s guide to right to work checks](file:///N:\Points%20Based%20System\UKBA%20Guidance\Preventing%20illegal%20working\2014-05-15_An_employers_guide_to_right_to_work_checks.pdf)” which was published on the 16th May 2014.

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A Positive Verification Notice from the Home Office confirms that the named individual is allowed to carry out the type of work in question.