

Personnel sheet (checking the right to work in the UK)

Section A: Contact details (This section is for completion by the EMPLOYEE (PA) . It will be stored safely by your employer in their personnel records)	
Your contact details	
Name:	
Address:	
Home telephone:	
Mobile telephone:	
Other contact number (e.g. relative's house, friend, other workplace etc):	
Date of birth:	
National insurance number:	
In case of emergency please contact (In the event that you are taken ill at work please note below the person you would like your employer to contact)	
Name:	
Home telephone:	
Mobile telephone:	
Other phone number / email:	
Next of kin	
Name:	
Relationship to you:	
Address:	
Home telephone:	
Mobile telephone:	

Do you have any special needs or medical conditions that you would like your employer to be aware of?

Section B: Key documents (This section is for completion by the EMPLOYER)	
Health and safety risk assessment	
Date that you discussed the risk assessment with the PA.	
Employment contract (written statement)	
Date that you issued the employment contract to the PA and you both signed it.	
Tax and national insurance information	
Date that you gave information about paying tax and national insurance to the PA.	
Checking PA's right to work in the UK	
Insert the date of the check and one of the following checks	
Online check completed and copy retained	
Manual List A completed and retained 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.	
Manual List B: Group 1 completed and retained 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.	
Manual List B: Group 2 completed and retained You have a time-limited statutory excuse which expires six 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.	

Section C: Checking your PA's right to work in the UK

The **Immigration, Asylum and Nationality Act 2006** require all employers to make basic document checks on **every** individual they employ to check that they have **the right to live and work in the UK**. These checks can be done online or manually.

Online check:- Many individuals can now share their right to work online. This includes anyone with online access to their immigration status information (an eVisa) and holders of biometric residence permits and cards. This applies to most EU citizens, including those with settled or pre-settled status, and some other nationalities who have moved to the UK more recently under the points-based immigration system.

To do this you will need the PA's date of birth, their right to work 'share code' and the following website www.gov.uk/view-right-to-work.

There are three basic steps to conducting an online right to work check:

Check your PA's right to work in the UK, including the type of work they are allowed to do, how long they can work in the UK for or if there is a time limit at.

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.

Manual check - There are 3 steps highlighted below that you need to follow along with details of the type and number of documents you will need to ask your PA to show you.

You must keep this personnel sheet, together with copies (eg a photocopy) of the documents you have seen as proof that you have carried out the relevant document checks.

STEP 1: You must obtain original documents from either **List A** or **List B** of acceptable documents for a manual right to work check

List A: These documents indicate that the holder is entitled to stay in the UK indefinitely and therefore only need to be checked once when the employee starts work. You only need to see **one** of these documents.

1. 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.	
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2. A passport or passport card (current or expired) showing that the holder is an Irish citizen.	
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3. 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	
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under Appendix EU(J) 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.	
4. 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.	
5. 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.	
6. 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.	
7. 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.	
8. 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

These documents indicate that the employee only has a time-limited permission to be in the UK. You should carry out a follow-up check on the employee when the document evidencing their permission to work expires until they are able to provide a specified document, or documents from List A which indicate that they can remain permanently in the UK.

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 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(J) 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.	
3. 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 NI number and their name issued by a government agency or a previous employer.	
List B: Group 2 These documents indicate that the employee only has limited permission to be in the UK for 6 months. You should carry out a follow-up check no later than 6 months after the expiry date specified in the Positive Verification Notice.	
1. 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.	
2. 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 Employment Checking Service.	
3. 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 (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.	
4. 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.	
5. 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: You must check that the documents are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

Are photographs consistent across documents and with the person's appearance?

Are dates of birth correct and consistent across documents?

Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?

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 termtime, 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.)

Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?

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.)

STEP 3: Record and retain the date you made the check on the photocopied document and in Section B of this form.

Take a photocopy the documents that you have viewed in full. The photocopy should show personal details, particularly photographs and signatures, UK Government stamps or endorsements showing the potential employee is allowed to do the type of work you are offering.

Keep these copies during their employment and for two years after they stop working for you. They should be kept in a locked file along with the employee's personnel sheet, employment contract, etc. After this you must securely destroy the document.