

**For completion by evidence of right-to-work document-checker**



**I confirm that:**

- I have had sight of the original document(s) and the individual.
- I have checked that the date of birth and photograph in document(s) correspond with the individuals appearance.
- I have checked that the document(s) appears to be valid, genuine, not tampered with and belongs to the individual.
- I am satisfied that the document(s) are sufficient proof of right-to-work for the work being undertaken.
- If the individual is a visa-holder, I will notify Human Resources immediately

**Name:**..... **Signature:**.....

**Date of check:**..... **Time of check:**.....

**Casual employees – If visa-holder:**

Casual employment excel template and scanned copy of visa emailed to [HRCompliance@sussex.ac.uk](mailto:HRCompliance@sussex.ac.uk)



*Use this document this side  
down on scanner/photocopier  
as a header for each page or  
document*

**Important information for the right-to-work evidence document checker:**

- Thoroughly check the document(s) provided
- Copy passport cover page, photo and personal details page, any other security features
- Visa in Passport - if their right to work is an endorsement in their current passport, copy this page
- For National ID cards - copy both sides of document
- For (Visa) Biometric Residence Permit card – copy both sides of document
- Use this right to work header for each page/document copied

**\*\* If a visa-holder, always inform HR by emailing [HRCompliance@sussex.ac.uk](mailto:HRCompliance@sussex.ac.uk) \*\***

**What documents are valid as evidence of right to work in UK?**

**For a UK/ EU/ EEA National:**

Passport or National ID card **OR** Full UK Birth Certificate with permitted evidence of National Insurance number

Please note that a UK Driving Licence (paper or photocard) is **NOT VALID** as evidence of right to work in UK

**For Visa holders:**

**CURRENT** Biometric Residence Permit (BRP) card, with current valid passport

**OR** Passport with Visa endorsement – ensure **both** the passport and visa are current and valid.

- If **Tier 4 Visa holder**, ensure to discuss their other work commitments (each time you offer any casual work) so they do not work in breach of the hours limit stated on their visa **BEFORE** offering work
- If **Tier 2 Visa holder** check with HR Compliance to confirm whether the work can be permitted **BEFORE** offering work and/or **BEFORE** start date is confirmed.

**For any queries related to Prevention of Illegal working or the University process for casual employment please contact HR Compliance immediately:**

Telephone extension – (01273 87)3795 or 3797

[HRCompliance@sussex.ac.uk](mailto:HRCompliance@sussex.ac.uk)

Room 328 Sussex House.