

PRE-EMPLOYMENT RIGHT TO WORK VERIFICATION FORM

to be completed prior to the start date for all staff

STAFF NAME	
DEPARTMENT	
JOB TITLE	
START DATE	

I confirm that I have seen and verified the original documentation outlined below for the member of staff named above starting employment with the Department

- Passport¹
Photocopy original cover, photo page and relevant visa pages. Please sign and date each page copied stating 'I certify that this is a copy of the original documentation which I have verified'.
- National identity card (if available)
Photocopy and sign and date the copy stating 'I certify that this is a copy of the original documentation which I have verified'.

Please note that no other forms of identification are acceptable for immigration or right to work purposes

For casual staff an appointment form must also be completed and submitted

Please be aware that staff working under a student visa may have limited authorisation from the Home Office to work. This is limited to 20 hours per week in total. If you are unsure if a member of staff is working elsewhere please contact HR.

DATE DOCUMENTS SEEN AND VERIFIED	
SIGNATURE OF AUTHORISING OFFICER ²	
NAME OF AUTHORISING OFFICER (please print)	

¹ If a passport is not available to be seen please contact HR to seek advice

² Only designated Faculty/departmental staff are authorised to verify documentation. Please contact HR if you are unsure who your contact is.