

## Self-employed suppliers – Right to work check instructions.

As a Home Office Sponsored Licence Holder, Bangor University is now required to undertake right to work checks on self-employed individuals in order to comply with our sponsor duties. Failure to do so may result in the University losing its licence or being liable for a civil penalty. Checks must follow the Home Office's Employer's guide to right to work checks. You will only be allowed to start work at the University once you have provided relevant evidence to demonstrate your right to work as per Annex 1 at the end of this document.

Prior to commencing work you should therefore contact Human Resources at [casualworkers-hr@bangor.ac.uk](mailto:casualworkers-hr@bangor.ac.uk) clearly stating that you are required to complete a right to work check before being eligible to work for the University/provide services at the University as a Self-employed individual. You must copy the individual who wishes to engage your services at the University into the e-mail and confirm how you wish to provide your evidence from the following options:

**OPTION 1** I am a visa national. I understand that I must provide a share-code to prove my right to work (<https://www.gov.uk/view-prove-immigration-status>). My share-code and date of birth are noted below:

SHARE CODE

DATE OF BIRTH:

MY VISA TYPE IS (e.g Skilled Worker, Student, Dependant, EU settlement, ILR etc):

I understand that if I have a Student visa and am a non-Bangor student I will be required to provide a letter from my current University confirming my student registration details including level of degree being studied and my registration term time dates.

I understand that if I hold a Skilled Worker visa not issued to work for Bangor University then I will be required to provide additional to prove my right to work under the Supplementary Employment rules as detailed under Right to Work in the UK documents under R in the A-Z list here: <https://www.bangor.ac.uk/humanresources/atoz.php.en>

I understand that a TEAMS/Video call will be necessary to confirm my identity before my registration is finalised.

My preferred method of contact to arrange this call is (Telephone contact number / Personal e-mail address)

**OPTION 2** I am a British/Irish National with an in date British/Irish passport (including identity cards). I wish to provide my evidence remotely (without the need to attend campus in person to do so) using TrustID who are a Home Office certified Identity Service Provider (IDSP).

I understand that I will receive an e-mail direct from TrustID with instructions on how to complete the digital check (for which you must use a mobile device i.e. phone/tablet etc but NOT a laptop) which will require me to scan my current, in date, passport/ID Card which will be checked by TrustID software.

I understand that once the TrustID confirmation has been received by Human Resources I will be required to attend a quick TEAMS call with a member of the HR team to verify that I am the person in the document provided to TrustID before my registration is finalised.

My preferred method of contact to arrange this call is (Telephone contact number / Personal e-mail address)

**OPTION 3** I am a British/Irish National but do not have an in date passport. I understand that I will need to carry out the ID check in person by bringing original documents with me to an appointment in the HR Department, Bryn Afon, College Road, Bangor. I will ensure that I bring acceptable original ID documents as detailed under Right to Work in the UK documents under R in the A-Z list here: <https://www.bangor.ac.uk/humanresources/atoz.php.en>

My preferred method of contact to arrange an appointment is (Telephone contact number / Personal e-mail address).

I understand that my registration will not be finalised until I attend the in-person appointment and present acceptable documentation.

**OPTION 4** I am a British/Irish National but do not have an in date passport and do not wish to attend an in person appointment. In order to provide acceptable original documents as detailed under Right to Work in the UK documents under R in the A-Z list here: <https://www.bangor.ac.uk/humanresources/atoz.php.en> I have selected to post the original documentation to the HR Department, Bryn Afon, College Road, Bangor. The University will return the documentation to the UK Home Address detailed in this registration.

I understand that in opting to send original documentation by post I do so at my own risk and the University takes no responsibility should the documents be lost.

I understand that once the HR department have received my documentation I will be required to attend a quick TEAMS call with a member of the HR team to verify that I am the person that the documentation refer to before my registration is finalised.

My preferred method of contact to arrange this call is (Telephone contact number / Personal e-mail address)

Once your right to work check has successfully been completed HR will let the individual who wishes to engage your services at the University know that you are now able to commence work / and if there are any restrictions due to visa issues. Similarly the Finance Office will be made aware. A copy of your right to work check documentation will be saved by the University, in line with Home Office requirements, for the duration of your employment and for 2 years following completion.

## ANNEX 1

### DOCUMENTARY EVIDENCE FOR ELIGIBILITY TO WORK IN THE U.K.

Under the Immigration, Asylum and Nationality Act 2006 you are required to provide documentary evidence of your eligibility to work in the U.K. Human Resources will retain a copy/record of the check undertaken on your individual HR record. The documents you can provide will depend on what is available to you, and whether a Manual or an online right to work check is being undertaken.

#### **MANUAL DOCUMENT-BASED RIGHT TO WORK CHECK**

For a manual check, all documentation must be the original. Copies will not be accepted.

<b>LIST A</b>	
<b>If you present documentation from this list no further checks will be required during your employment.</b>	
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.
2.	A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish Citizen.
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 <b>Home Office Employer Checking Service</b> , showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration rules (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. <b>Human Resources are required to request the information be verified as valid by the Home Office Employer Checking Service. You may only start work once a Positive Verification Notice has been received.</b>
4.	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.
5.	A <b>current</b> 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, <b>PLUS</b> 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 <b>PLUS</b> an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (including a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission)).
7.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland <b>PLUS</b> 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 <b>PLUS</b> an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
<b>LIST B – GROUP 1</b>	

**If you present documentation from this list further checks will be required on the expiry date detailed in the documentation if employment is to continue beyond that date.**

1.	A <b>current</b> 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 <b>Home Office Employer Checking Service</b> , showing that the holder has been granted limited leave to enter or remain under Appendix EU 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. <b>Human Resources are required to request the information be verified as valid by the Home Office Employer Checking Service. You may only start work once a Positive Verification Notice has been received.</b>
3.	A <b>current</b> 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, <b>PLUS</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**

**If you present documentation from this list further checks will be required within 6 months of presenting.**

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 <b>PLUS</b> a <b>Positive Verification Notice</b> from the <b>Home Office Employer Checking Service</b> . <b>Human Resources are required to request the information be verified as valid by the Home Office Employer Checking Service. You may only start work once a Positive Verification Notice has been received.</b>
2.	A Certificate of Application (digital or 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 <b>PLUS</b> a <b>Positive Verification Notice</b> from the <b>Home Office Employer Checking Service</b> . <b>Human Resources are required to request the information be verified as valid by the Home Office Employer Checking Service. You may only start work once a Positive Verification Notice has been received.</b>
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 <b>PLUS</b> a <b>Positive Verification Notice</b> from the <b>Home Office Employer Checking Service</b> . <b>Human Resources are required to request the information be verified as valid by the Home Office Employer Checking Service. You may only start work once a Positive Verification Notice has been received.</b>
4.	An application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question <b>PLUS</b> a <b>Positive Verification Notice</b> from the <b>Home Office Employer Checking Service</b> . <b>Human Resources are required to request the information be verified as valid by the Home Office Employer Checking Service. You may only start work once a Positive Verification Notice has been</b>

	<b>received.</b>
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.

## VISA NATIONALS UNDERTAKING SUPPLEMENTARY EMPLOYMENT

A worker can take supplementary employment if they have been granted entry clearance or permission on any of the following routes:

- Skilled Worker
- the Intra-Company routes in place before 11 April 2022
- Senior or Specialist Worker (but only if they qualify under a transitional arrangement)
- T2 Minister of Religion
- International Sportsperson
- Creative Worker
- Government Authorised Exchange
- International Agreement (but only if the worker has been granted as an employee of an overseas government or international organisation)
- Religious Worker

In addition to the job specified on the certificate of sponsorship (CoS), workers sponsored on the above routes are able to carry out supplementary employment provided it meets **all** of the following conditions:

- it must be for no more than 20 hours a week; **and**
- the worker must continue working in the job for which their CoS was assigned (except where they have completed specialty training as a general practitioner); **and**
- the supplementary employment must take place outside of the normal working hours for which the worker's CoS was assigned; **and**
- it must be one of the following types of eligible employment:
  - in the same profession and at the same professional level as the work for which the worker's CoS was assigned; **or**

<ul style="list-style-type: none"> <li>○ a job which is in an occupation listed in Appendix Immigration Salary List – if the occupation is later removed from this list, the worker must finish that employment; <b>or</b></li> <li>○ for Skilled Workers only, a job which is in an eligible SOC 2020 occupation code listed in Table 1, 2 or 3 of Appendix Skilled Occupations</li> </ul>	
Your right to work check under the supplementary employment route must provide the following:	
1.	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 supplementary employment.
2.	<p>You must provide a letter (or other evidence) from your sponsor which confirms:</p> <ul style="list-style-type: none"> <li>• You are still working for the sponsor who issued your CoS</li> <li>• The job description and occupation code of your sponsored employment (if the supplementary employment is not in a shortage occupation);</li> <li>• Your normal working hours</li> </ul>
3.	You must also inform us if you are undertaking any other supplementary employment with another employer to ensure you will not be doing more than 20 hours per week in total of all supplementary employment.

## **ONLINE RIGHT TO WORK CHECK**

- 1) **If you have been issued your immigration status digitally** by the Home Office you can use the online service to prove your right to work. To do this you will need to provide the University with your 'share code' and your date of birth which allows us to access your information online. Your share code will commence with the alpha W to indicate it is provided for the purpose of checking your right to work. The University will use your share code and date of birth to undertake an online right to work using the Home Office right to work checking service: <https://www.gov.uk/view-right-to-work>.

If your online check indicates your immigration status is time-limited a further check will be required on the expiry date detailed in the documentation if employment is to continue beyond that date.

When the University conducts the online right to work check we will ask that you are either physically present in front of the person undertaking the check,

or we will ask you to participate in a TEAMS/Video call whilst we conduct the check. We are required to do this under Home Office rules to ensure that the photograph in the online right to work check is a photograph of yourself

- 2) **If you have not been issued your immigration status digitally by the Home Office and have a physical Biometric Residence Card (BRC), Biometric Residence Permit (BRP) or a Frontier Worker Permit (FWP)** you will need to obtain a share code from: <https://www.gov.uk/prove-right-to-work>  
To do this you will need one of the following:

- Your biometric residence permit number
- Your biometric residence card number
- Your passport or national identity card

- 3) You will need to provide the University with your 'share code' and your date of birth which allows us to access your information online. Your share code will commence with the alpha W to indicate it is provided for the purpose of checking your right to work. The University will use your share code and date of birth to undertake an online right to work using the Home Office right to work checking service: <https://www.gov.uk/view-right-to-work>

If you are a student visa holder and have permission to work for a limited number of hours per week during term times, you must also provide the University with a copy of your academic term and vacation times covering the duration of your period of study in the UK for which your work will cover. We will retain a copy of this evidence.

If your online check indicates your immigration status is time-limited a further check will be required on the expiry date detailed in the documentation if employment is to continue beyond that date.

When the University conducts the online right to work check we will ask that you are either physically present in front of the person undertaking the check, or we will ask you to participate in a TEAMS/Video call whilst we conduct the check. We are required to do this under Home Office rules to ensure that the photograph in the online right to work check is a photograph of yourself

**NOTE** In addition to the online check via share code, Skilled Worker and Temporary Worker (Tier 5) visa holders are required to show their in date passport on appointment (details page) plus if entering the UK for the first time, the immigration entry stamp – or if the stamp is not available, other evidence of date of entry to the UK e.g. travel tickets or boarding pass (paper or electronic).

It is possible for the University to undertake a digital (online) right to work check for British & Irish Citizens who hold a **current (in date) British or Irish passport (or Irish passport card)**. If you wish to use your in-date passport/passport card for this purpose please let us know and we will then provide you with a link to undertake the check on line.

For British & Irish Citizens who don't have an in-date passport or Irish passport card you will need to have your 2 chosen documents checked manually in person by presenting the originals of the documentation.