



Repeat Eligibility to Work in the UK Checklist – checks required for candidates eligible to work in the UK with limitations

SECTION 1: Personal Details

Name: .....

Department: .....

Job Title: .....

Personal Number: .....

Work location (Department and Building Name): .....

Section 2: Documents which indicate eligibility to work in the UK with limitations.

Documents listed as items 1, 2 and 3 can be presented on their own as evidence of limited eligibility to work in the UK. You must be satisfied that the documents presented to you appear to be a true and legitimate document. If you are not, ask for further documentation from the candidate. If you are satisfied, please take clear photocopies of all relevant documents.

Table with 2 columns: Document description and a checkmark column. Row 1: 1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK... Row 2: 2. A Biometric Immigration Document issued by the UK Border Agency... Row 3: 3. A residence card or document issued by the Home Office or the UK Border Agency...

The following documents, if presented, must be accompanied by the official documentation stipulated. Please provide copies of all documents listed in each combination.

Table with 2 columns: Document description and a checkmark column. Row 1: 4. A certificate of application issued by the Home Office or the UK Border Agency... when produced in combination with evidence of verification... Row 2: 5. An Application Registration Card issued by the Home Office or the UK Border Agency... when produced in combination with evidence of verification... Row 3: 6. An Immigration Status Document issued by the Home Office or the UK Border Agency... when produced in combination with an official document... Row 4: 7. A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer...

<b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
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The following documents demonstrate that the candidate is allowed to remain in the UK, but cannot undertake work for the University under the terms of their current visa. Should the candidate be successful at interview, it may be possible for the University to sponsor them. In these instance you should contact your customary HR support for further assistance.

	✓
<b>8.</b> A passport showing that the holder, or a person named in the passport, holds a dependants visa, and this visa states that the holder cannot undertake work.	
<b>9.</b> A work permit or Certificate of Sponsorship to take employment issued by the Home Office allowing the holder to work for a different organisation to the University of Sheffield.  <b>when produced in combination with</b> either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.	
<b>10.</b> A passport showing that the holder, or a person named in the passport, holds a tourist visa which does not allow the holder to work in the UK.	
<b>11.</b> A passport showing that the holder, or a person named in the passport, holds any other type of visa which does not allow the holder to work in the UK.	

### 3. Essential Action for all checks

	✓
<b>Checking quality of documents</b>	
Are photographs consistent with the appearance of the individual?	
Are dates of birth listed consistent with the appearance of the individual?	
Are any expiry dates within the documentation still active and not yet passed?	
Are there any UK Government stamps or endorsements within the documentation which would allow the individual to undertake work?	
Do any of the documents presented have different names? If so, a third document should be requested to explain the reason for this e.g. a marriage certificate divorce document, deed poll, adoption certificate or statutory declaration.	

	✓
<b>Following elements must be clear within the photocopy</b>	
• Outside cover (front and back covers) please remove from any protective cover prior to copying .	
• All pages containing individual's personal details e.g. photograph, signature, and document expiry date etc.	
• Page(s) containing <b>most recent</b> UK Government stamp or endorsement which allows the individual to do the type of work being offered, including expiry date	

**4. Tick to confirm the individual has checked their personal details and current work location are correct and updated where appropriate.**

**Check undertaken by (print name):** .....

**Signature:** .....

**Date:** .....