

PREVENTION OF ILLEGAL WORKING

GUIDANCE ON THE IMMIGRATION, ASYLUM AND NATIONALITY ACT

Introduction

As an employer, we have a responsibility to prevent illegal working in the UK. The law on the prevention of illegal working is set out in the Immigration, Asylum and Nationality Act 2006 (amended by the Immigration Act 2016).

All potential employees require a right to work check, regardless of their nationality and immigration status. This **must** be conducted **before** employment/work commences. If an individual's right to work is time-limited, we must conduct a follow-up check **prior to it coming to an end**.

All checks conducted must be carried out in line with the [Home Office's guidance and code of practice](#). Section 1 below outlines the documents we need to check and how checks should be carried out to be compliant and establish a statutory excuse. This means that if we have employed someone who does not have the right to work in question, but we have correctly carried out right to work checks as required, we will not receive a civil penalty.

Failure to check an employee/worker's right to work is a breach of Home Office guidance and could result in a civil penalty of up to £60,000 if the University is found to be employing an illegal worker. In addition, we risk losing our license to sponsor anyone requiring a visa.

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SECTION 1 – Right to Work Check

We must conduct a right to work check **before** a new employee starts working, this includes those on established, fixed-term and part-time hourly paid contracts. Human Resources will carry out these checks (except for external examiners where checks are completed by Academic Services) and confirm to the line manager once the right to work check and other pre-employment checks are complete, at which point a start date can be confirmed. If an individual is unable to evidence their right to work, they **must not start working for BU**.

If an individual's right to work is time-limited, we must conduct a follow-up check shortly before it comes to an end. In these cases, Human Resources will contact the member of staff to request provision of ongoing permission and complete the follow-up check prior to its expiration. If the

member of staff does not provide evidence of ongoing permission to work, then employment with the University will have to cease, in accordance with immigration legislation within the UK.

BU, currently undertakes the following types of right to work check:

- 1) an in person manual check (all)
- 2) using a digital verification service - Atlantic Data (British and Irish citizens only)
- 3) a Home Office Online check (non-British and non-Irish citizens).

We may also use the [Employer Checking Service](#) where an individual has an outstanding application, administrative review or appeal and their digital profile is not yet enabled to evidence this, or the immigration status requires verification by the Home Office.

1) Conducting a manual document-based right to work check

STEP 1 – Obtain A Valid Original Document

Obtain **original** documents from either [List A or List B](#) (Also see Appendix 1).

List A contains the range of documents we may accept for a person who has continuous right to work in the UK (including British and Irish citizens) and do not require a follow-up check. List B contains a range of documents you may accept for a person who has a temporary right to work in the UK, a follow-up check is required prior to visa expiry.

STEP 2 – Check the Document

Undertake the **check** in the presence of the holder to ensure that the documents are genuine and that the person presenting themselves is the rightful holder and allowed to do the work. This can be physical presence in person or via a live video link. We must not rely on inspection of the document via live video link, or a scanned copy. We must be in physical possession of the original documents. We must check that:

- Photographs and dates of birth are consistent across documents and with the person's appearance in order to detect impersonation
- Expiry dates for permission to be in the UK have not passed
- Any work restrictions to determine if the type of work on offer is allowed (there are additional obligations for student visa holders outlined below)
- Ensure that the documents are genuine, have not been tampered with and belong to the holder. The Home Office provides [guidance on examining identity documents](#). For right to work purposes we are only expected to undertake 'reasonable checks' on a document.
- Obtain, copy and retain an additional document to explain and evidence any difference in names across documents. The additional document could be a marriage certificate, a divorce decree, a deed poll or statutory declaration.

STEP 3 - Copy

Photocopy – take a clear copy of each original document in a format which cannot later be altered, and retain the copy securely, electronically or in hardcopy. **On each copied page HR (or Academic Services) will add the following certification: ‘Original documentation seen and right to work check made by (insert name) on (insert date) at (insert time). (Signed)’.**

For passports this must include any page with the document expiry date, nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question.

All other documents should be copied in full, including both sides of an Immigration Status Document and an Application Registration Card.

All copies of documents taken will be kept securely for the duration of the worker’s employment and for two years afterwards.

2) Using a Digital Verification Service (DVS) (British and Irish nationals)

With effect from February 2025, BU has engaged Atlantic Data as a DVS. Atlantic Data is a [certified provider](#) against the UK digital identity and attributes trust framework and supplementary scheme rules. Digital identity verification, is the process of obtaining evidence of the prospective employee’s identity, checking that it is valid and belongs to the person who is claiming it, where this verification takes place through digital means.

Individuals with British or Irish passports (or Irish passport cards) can demonstrate their right to work using this service. An individual cannot rely upon an expired or cancelled British or Irish passport (including Irish passport cards) to prove their eligibility.

- **STEP 1 - Obtain** the output from Atlantic Data and retain this.
- **STEP 2 - Check** - In the presence of the individual check that the photograph and biographic details (for example, date of birth) on the output from the DVS check are consistent with the individual presenting themselves for work (i.e., the information provided by the check relates to the individual and they are not an imposter). This can be done in person or via a live video call. The following certification should be added by HR (or Academic Services in the case of external examiners): **‘Right to work and likeness check completed by (Insert name) on (Insert date) at (insert time). (Signed).’**
- **STEP 3 - Retain** a clear copy of the output document and certification for the duration of employment and two years after employment has come to an end.

3) Conducting a Home Office online right to work check (Non-British and Non-Irish nationals)

Usually non UK/Irish individuals with an immigration status confirm their right to work in the UK via the Home Office online service. The Home Office online service supports checks for a range of individuals, depending on the type of immigration documentation they are issued with.

Individuals who apply for immigration status are now issued with an eVisa and no longer issued with physical immigration documents. Individuals with an eVisa **must use the Home Office online service** to evidence their right to work

Who can use the online service?

The Home Office online service supports right to work checks, including individuals with:

- Status issue under the EU Settlement Scheme (EUSS)
- An e-Visa
- Submitted an in-time application for the renewal of one of the above documents

Generating a Share Code

Individuals must generate a **9-character share code** using [“Prove your right to work to an employer: get a share code”](#) which they provide to us along with their date of birth.

Key points:

- Share codes for right to work begin with the letter **W**
- Codes are **valid for 90 days** – expired codes cannot be accepted
- The share code may be:
 - o Emailed directly to Human Resources, or
 - o Sent through via the service

HR Process upon receipt of the share code

Human Resources will:

1. **Use the Home Office online service** - Enter the share code along with date of birth into the Home Office online checking service (the [View a job applicant’s right to work details on GOV.UK](#)) in respect of an individual and only employ, or continue to employ an individual, if the online check confirms they are entitled to do the work in question.
2. **Check** - Ensure that any photograph on the online right to work check is of the individual presenting themselves for work (ie the information provided by the check relates to the individual and they are not an imposter). This check can take place in person or by video call. Ensure the photograph is of good quality and check any work restrictions to ensure they have the right to do the work in question.
3. **Retain a print out or PDF** of the ‘profile page’ confirming the individuals right to work and add the following certification **‘Right to work check and likeness check completed by (insert name) on (insert date) at (insert time). (Signature)**. All copies of documents taken must be kept securely for the duration of the worker’s employment and for two years afterwards.

In circumstances in which an online check is not possible, it may be possible to conduct a manual check.

Biometric Residence Permits (BRPs)

As of **31 October 2024**, **Biometric Residence Permits (BRPs)** ceased to be issued, and those with BRPs, which expired on 31 December 2024 have been encouraged to create a **UKVI account** and access their eVisa. To provide additional support during the transition to eVisas, the Home Office has enabled individuals with ongoing permission to stay in the UK to use their expired BRP cards to access the online right to work checking service where they can prove their right to work.

The manual check of an original, expired BRP, is not acceptable proof of right to work in the UK.

In-time applications (3C leave)

Where an in-time visa application to extend or vary leave is made (i.e. an application is made before existing permission expires) and the application is not decided before the person's existing leave expires, section 3C of the Immigration Act 1971 extends the person's existing leave.

Where an eVisa holder has an outstanding application, they [can provide a share code](#) and we can carry out a check through the Home Office service as outlined above. The online service will provide a statutory excuse for a period of 6 months.

Some users may not be supported by the online service at this time, in these circumstances we can obtain verification of extended 3C leave via the [Employer Checking Service](#).

SECTION 2 – Student Visa Holders

Student visa holders may be allowed to work while they are in the UK, however they **may not fill a full-time permanent vacancy**. They may only be employed on a temporary basis.

A Student visa will usually be checked via the [Home Office online service](#) which indicates any working restrictions, including the number of hours.

The student route replaced Tier 4 on 5 October 2020. Where a student holds Tier 4 leave, the below also applies.

Student visa restrictions on working

Students at **undergraduate level (RQF level 6) or above**, on a student visa may work;

- **Up to 15 hours* per week during term time.**
 - Includes both paid and unpaid work.
 - For these purposes, a "week" is defined as **Monday to Sunday**.
- **Full-time during holidays.**
 - Holidays are periods when the student is not required to study.
 - **Important:** Re-submission of assignments, coursework, or resits are considered **term-time**, not holidays.
- **Full-time after their course end date.**
 - The student must provide evidence of the course end date (i.e. print out of term dates/confirmation of term dates and myHUB printout or letter/email from their course administrator/leader).

- **On a work placement that is:**
 - An **integral and assessed** part of the course, and
 - No more than **50% of the total course length** (for degree-level and above, sponsored by a Higher Education Provider with a track record of compliance).

Students **must not fill a full-time permanent vacancy** unless they are applying to switch into the Skilled Worker or Graduate routes during their study. The Immigration Rules allow students with valid applications for these routes to take up permanent, full-time vacancies either, up to three months prior to the course completion date for the Skilled Worker route or once they have successfully completed their course of study for the Graduate route, subject to meeting the requirements outlined in the [Immigration Rules: Appendix Student](#).

*NB. The number of hours the student is permitted to work is confirmed on the e-Visa. BU will check this using a **share code** via the Home Office online service. (N.B students studying **below degree level** are only permitted to work 10 hours per week). Students studying at Undergraduate level and above are usually permitted to work 20 hours per week under the immigration regulations. However, with effect from 1 April 2016, BU limited working hours to 15 per week during term-time for **all** Undergraduate students and those students undertaking **full-time studies at any level, across all contracts of employment with the University**.

Prior to working

Before any student on a Student visa holder can start work (including part-time hourly paid staff), the following checks **must be completed**:

1. Evidence of Right to Work

- The student must provide evidence of their [right to work in the UK](#).
- This is usually done by providing a **share code** via the [Home Office online right to work service](#). This will restrict working hours.

2. Evidence of Term and Vacation Dates

In addition to the Home Office check, BU must hold **documentary evidence of term and vacation dates** to cover the duration of the period of study in the UK for which they will be employed. This will ensure we do not employ students outside of their visa conditions in relation to working hours.

Acceptable evidence (must be verified, signed, and dated by HR before work begins):

For BU UG students:

- Printout of **academic term dates** from BU's website (including the URL) **and**
- A printout from myhub showing the course start and end dates.

For BU Masters students:

- A letter from **AskBU** confirming course start and end dates and term dates.
- A printout from myhub showing the course start and end dates.

For BU Postgraduate Research students (including Masters in Research):

- A letter from **AskBU** confirming course start and end dates (the entire course period is considered term-time unless holiday is booked).

- If intending to work full-time during an authorised holiday, the student must provide a letter from the **Doctoral College** confirming the holiday booking prior to working.

For non-BU students (or where required):

- A **letter/email addressed to the student** from their education institution confirming start, end and term dates, **or**
- A **letter addressed to BU as employer** confirming start, end and term dates.

3. Immigration Spreadsheet (Recording of Hours)

To prevent students exceeding permitted working hours, BU requires all work to be logged on the [Immigration Spreadsheet](#) by the line manager a minimum of 24 hours before work taking place. All working hours offered to Student visa holders across the organisation must be recorded. This is to ensure, that even where there are multiple contracts, the University does not offer hours in excess of 15 per week in total during term time.

Further information is available in [Guidance on Employing student visa holders](#).

SECTION 3 – EEA Citizens

Following the UK's exit from the EU, the immigration and Social Security Coordination (EU Withdrawal) Act 2020 ended free movement law in the UK on 31 December 2020. Following this there was a grace period of 6 months during which relevant aspects of free movement law were saved to allow eligible EEA citizens and their family members resident in the UK by 31 December 2020 to apply to the EUSS, this period ended on 30 June 2021.

Since 1 July 2021 EEA citizens and their family members are required to have immigration status in the UK and can no longer rely on an EEA passport or national identity card to prove right to work. EEA nationals are required to evidence right to work in the same way as other international employees. In the majority of cases this will be by demonstrating either EU pre-settled or EU settled status via the Home Office online checking service.

The Home Office no longer requires us to carry out repeat checks on holders of pre-settled status. A right to work check on holders of pre-settled and settled status granted under the EUSS is only required before employment starts.

SECTION 4 – Skilled Workers (Supplementary employment) on a Part-Time Hourly Paid (PTHP) contract

In addition to the work for which the visa was issued, Skilled Workers may take up 'supplementary employment' so long as the role is one of the following types of eligible employment:

- A job in the same profession **and** at the same professional level as the work for which the Certificate of Sponsorship was assigned; **Or**
- A job which is in an occupation listed in [Appendix Immigration Salary List](#); **Or**
- A job which is an eligible SOC 2020 occupation code listed in Table 1, 2 or 3 of [Appendix Skilled Occupations](#); **Or**
- if the person was granted permission as a Skilled Worker under the rules in place before 22 July 2025, and they have had continuous permission as a Skilled Worker since then, a job

which is in an eligible SOC 2020 occupation code listed in Tables 1a, 2aa or 3a of [Appendix Skilled Occupations](#).

It must also be:

- for **no more than 20 hours** per week; **and**
- conducted outside of the normal working hours for which the Certificate of Sponsorship was assigned; **and**
- the person must continue working for the sponsor in the job for which the CoS was assigned

Prior to a sponsored individual undertaking supplementary employment at BU, if they are not a current employee of the University, a [right to work check](#) must be taken and a letter and/or evidence of their current Certificate of Sponsorship provided, confirming:

- They're still working for their sponsor;
- The job description and occupation code of their sponsored employment for routes other than Skilled Worker whose supplementary employment is not in the [Immigration Salary List](#));
- Their contracted working hours.

In addition, we require confirmation in writing from the prospective member of staff that they are not doing any other supplementary employment with another employer, or if they do so, they will ensure they are not be doing more than 20 hours a week in total of supplementary employment.

Working hours must be agreed and input into the Immigration Spreadsheet by the line manager a minimum of 24 hours in **advance** of the visa holder undertaking supplementary work in line with the conditions of their visa and the University's policy. The Immigration Spreadsheet is used to record all working hours offered to visa holders with restricted working hours across the organisation. This is to ensure that even where a Skilled Worker visa holder holds multiple contracts, the University does not offer hours in excess of 20 per week in total. **Line managers have a personal responsibility to follow this step of the procedure, updating the [Immigration Spreadsheet](#), and failure to do so will be treated seriously by the University**

To be granted access to the [Immigration Spreadsheet](#), line managers must complete mandatory [Part Time Hourly Paid line manager training](#). This training, alongside the Immigration Spreadsheet [guidance page](#), provides line manager support and guidance to fulfil this responsibility.

PTHP pay claims must be checked against the immigration spreadsheet before they are approved. No retrospective changes to the immigration spreadsheet should be made, however where more hours have been worked than were recorded in the immigration spreadsheet, this must be immediately reported to Humans Resources.

SECTION 5 – Transfer of Undertakings (Protection of Employment) (TUPE)

TUPE Regulations 2006 provide that right to work checks are carried out by the transferor (the seller) are deemed to have been carried out by the transferee (the buyer). As such, the buyer will obtain the benefit of any statutory excuse established by the seller. However, if the seller did not conduct the original checks correctly, the buyer would be liable for a penalty if an employee is later found to

be working illegally. Therefore, BU will undertake fresh right to work checks on staff we acquire. There is a grace period of 60 calendar days from the date of the transfer of the business to correctly carry out fresh right to work checks, however if any acquired staff are being sponsored as a Skilled worker under the Points Based System, BU is required to report the change within 20 days of the transfer.

SECTION 6 – Consequences of Failing to Undertake A Right to Work Check

Human Resources will undertake a regular audit of right to work checks, to ensure that the correct process, as outlined above has been fully completed **prior**, including providing term dates when employing Student visa holders.

If the eligibility to work check is not fully completed at the appropriate time this could result in a civil penalty up to £60,000 fine per illegal worker reported or criminal conviction. In addition, Human Resources will undertake an investigation in line with the [Disciplinary Procedure](#) which may result in disciplinary action for the member of staff who has allowed the individual to work without the appropriate eligibility to work check having taken place.

Please contact [Human Resources](#) if you require further advice and guidance in relation to an individual's right to work in the UK and for the University or for training requests.

SECTION 7 - FREQUENTLY ASKED QUESTIONS

What is a right to work check?

The University has a legal responsibility to ensure that all employees have the legal right to work in the UK. Checks on right to work must be carried out for **every person** the University intends to employ regardless of their nationality before they begin any work. This is a Home Office requirement and if we do not comply with our duty to ensure our employees have the right to work in the UK, there are serious penalties for non-compliance such as significant fines, downgrading or withdrawal of the University's sponsor licence.

A right to work check means that acceptable documents showing permission to work are checked **before starting work at the University**. No work of any nature is permissible in advance of this check including induction, training and preparation work. Failure to produce valid documents for a right to work check will result in the start of the work being delayed.

Follow-up checks are also required for those with time-limited right to work in the UK **before** their permission/visa is due to expire. If the member of staff does not provide evidence of ongoing permission to work then employment with the University will have to cease, in accordance with immigration legislation within the UK.

What documents are acceptable for the right to work check?

The most up to date version of the list of acceptable documents will always be on the Home Office website [here](#).

From **6 April 2022**, all EU citizens and biometric card (Biometric Residence Permit - BRP, Biometric Residence Card - BRC) holders must evidence their right to work using the [Home Office online service](#) *only*. Employers will no longer be able to accept physical documents for the purposes of a right to work check even if it shows a later expiry date.

From 31 October 2024 BRPs and BRCs are no longer being issued by the Home Office. Once a visa has been granted a letter will be sent from the Home Office with instructions of how to create an e-

visa. Proof of right to work will continue to be provided via a share code, using the Home Office online service.

When should a right to work check be completed?

Right to work must be checked **before** a worker or employee does any work for the University. If the right to work is time-limited, it must be rechecked before it expires to allow the person to continue working.

Who carries out right to work checks?

Human Resources carry out ALL right to work checks for all employees and prospective employees, with the exception of external examiners, where right to work checks are undertaken by Academic Services.

Who is entitled to live and work in the UK?

There are a number of ways in which individuals may already be eligible to live and work in the UK.

Some of the main categories are:

- British Citizens
- EU Citizens holding Pre-Settled or Settled Status
- Nationals of countries granted indefinite leave to remain
- Valid Global Talent Visa holders
- Skilled Workers

These categories are subject to change from time to time. You are therefore advised to check eligibility via the [UK Visas and Immigration web pages](#).

What is an eVisa?

The UKVI are replacing physical visas with an online, digital record of immigration status called an eVisa.

If not yet an eVisa holder, eligible individuals will now be able to create an account and access an eVisa. This is available to everyone who holds physical immigration documents including;

- Biometric Residence Permit (BRPs)
- Biometric Residence Cards (BRCs)

Where individuals hold other immigration documents, for example a vignette or stamp in your passport, they can check if they [can access an eVisa online](#).

The UKVI account allows individuals to;

- View and prove rights in the UK to an employer, landlord, education and other organisations such as government services and the National Health Service
- Check what rights they have in the UK
- Update personal details including contact details, travel documents and personal information
- Link your travel document(s) to your eVisa status for return travel to the UK

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Obtaining an eVisa is free and will not change immigration status for the UK.

UKVI provide a short [video](#) to explain eVisas.

Full details can be found on [accessing your eVisa](#) and a short [video](#) explains the steps to be undertaken.

Individuals will receive an email when their eVisa is ready to view on the UKVI account. This can take a few days.

The eVisa will be linked to the identity document used to create the UKVI account. Before travelling individuals must ensure their current travel document(s) are linked to the eVisa by using the [Update your UKVI account details](#). This ensures the smoothest journey when boarding to return to the UK.

When are vignettes in passports being phased out?

From **15 July 2025**, the UKVI is no longer issues a 90-day vignette (sticker in the passport) for travel. All Skilled Worker visa holders must use their eVisa to enter the UK. This will effect the following visa types:

- Global Business Mobility
- International Sportsperson
- Skilled Worker
- Temporary Worker

Prior to travelling, individuals must:

- Create a UKVI account (if they don't already have one)
- Link their current passport to the account
- Access their eVisa (digital proof of their immigration status)
- Check all details are correct.

For further guidance, refer to [eVisas: access and use your online immigration status](#).

What is the Home Office online right to work checking service?

This is the online system allowing employers to check whether a person is allowed to work in the United Kingdom and, if so, the nature of any restrictions on that person's right to do so. This system is accessible for employers on the '[View a job applicant's right to work details](#)' page on GOV.UK. No other online portal relating to immigration status may be used for right to work checking purposes.

I cannot produce a Share Code, what do I do?

Unfortunately, there will be times when an individual cannot access the online right to work check system to produce a share code.

In this scenario the individual should contact the UK Visas and Immigration contact centre:

Telephone: +44 (0)300 790 6268 - select option 3

Telephone: +44 (0)203 875 4669, if they are unable to dial 0300 numbers

The service is open Monday to Friday, 8am to 8pm and Saturday and Sunday, 9:30am to 4:30pm

Further information can be found on the [Government website](#).

What is the Employer Checking Service?

The [Employer Checking Service](#) (ECS) can be used to verify that an employee has the right to work/continuing right to work, if they are unable to demonstrate their right to work by showing their immigration documents i.e. they have an outstanding appeal or application pending **and** they cannot prove right to work via the Home Office online service.

After contacting the ECS, the employer should receive a Positive Verification Notice (PVN) or a Negative Verification Notice (NVN) within 5 working days.

I am an EEA citizen – what do I need to provide as evidence of my right to work?

EEA citizens and their family members are required to have an immigration status in the UK. They can no longer rely on an EEA passport or national identity card to prove right to work as this only confirms nationality.

There is no requirement for a retrospective check to be undertaken on EEA citizens who entered into BU's employment and whose right to work we checked prior to 1 July 2021.

The majority of EEA citizens now prove their right to work using the Home Office online service. We are no longer required to carry out repeat checks on holders of pre-settled status. Accordingly, a right to work check on holders of pre-settled and settled status granted under the EUSS is only required prior to the commencement of employment.

Are checks required for an Asylum Seeker?

Asylum seekers generally do not have the right to work in the UK. For the very small number who do, it will state employment permitted or allowed to work on their Application Registration Card (ARC). We must seek a Positive Verification Notice from the Home Office via the [Employer Checking Service](#) to confirm the individual's status and right to work in the UK before they can be allowed to start work. The PVN will expire after 6 months and repeat check need to be undertaken.

Are checks required for Refugees?

A refugee is a person who has had a positive decision on their claim for asylum. Refugees have rights under the Geneva Convention to be treated no less favourably than citizens of the host nation. This means that they can work and are able to move and reside freely in the UK and will be able to evidence their right to work through the Home Office online service or Immigration Status Document requiring a manual check (an older form of document issued to refugees and certain other categories of migrant).

Where can I find more information on right to work checks?

Further information is available [here](#) in the Employers Guide to Right to Work

Appendix A

List A Documents	List B Documents
<p>Applicable to individuals who have a permanent and unrestricted right to work in the UK.</p>	<p>Applicable to individuals who have who have been granted leave to enter or remain in the UK for a limited period of time and / or has restrictions on their right to work in the UK</p>
<ul style="list-style-type: none"> o List A contains the range of documents which are acceptable for an individual who has a permanent right to work in the UK. This includes all UK and Irish citizens and individuals with Indefinite Leave to Remain (also known as settlement) or Right of Abode in the UK. 	<ul style="list-style-type: none"> o List B contains the range of documents which may be accepted for an individual who has a temporary right to work in the UK. o The most up to date version of List B documents will always be on the Home Office website here. <p>There is a requirement to carry out a repeat check before the individual’s current</p>

<ul style="list-style-type: none">o The most up to date version of List A documents will always be on the Home Office website here. <p>A driving licence, National Insurance Number on its own or in any format or a bill issued by a financial institution or a utility company are not considered acceptable right to work documents.</p> <p>There is no requirement to carry out a repeat check for these individuals during their employment (unless there is a break in service).</p>	<p>identification document expires for them to continue working.</p> <p>For students who have limited permission to work during term-times, they must also provide details of their academic terms and vacation times covering the duration of their period of study in the UK for which they will be employed. Please see section 2 for further details.</p>
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