



Declaration of Eligibility to work in the United Kingdom
CASUAL APPOINTMENTS

UK Immigration legislation is designed to prevent illegal working in the UK.

Before we can offer you (and pay for) work of any kind, you must provide documentary evidence that you are eligible to work in the UK and that the work we are offering you meets the terms of any visa or restriction you may have, even if another UK employer has already verified your eligibility.

These checks are required to ensure that you can demonstrate that you are eligible to work in the UK and apply to all potential employees and workers (including casual workers), regardless of nationality or eligibility type.

We must see **original documents** so that we can photocopy relevant pages as proof of eligibility. Therefore, you cannot start or undertake the work until we have seen the required documents, nor can we process any payment for work undertaken. If you are unable to provide documentation that establishes your right to work in the UK or your eligibility to work in a specific role, the University reserve the right to withdraw any offer of work or terminate the arrangements. The documents we need to see are listed at the end of this form.

We must see **original documents** so that we can photocopy relevant pages as proof of eligibility. Therefore, you cannot start work until we have seen the required documents. If you are unable to provide documentation that establishes your right to work in the UK or your eligibility to work in a specific role, the University reserve the right to withdraw any offer of casual work or terminate the arrangements. The documents we need to see are listed at the end of this form.

Please answer the following questions.

NAME.....**DEPT**.....

1. Do you currently live in the UK?
 - a. Yes
 - b. No

2. Do you have permission to work in the UK?
 - a. Yes (Go to Q3)
 - b. No (Go to Q4)

3. If you answered Yes to Q2 is this because:
 - a. You are a **British Citizen** with a full British passport
 - b. You are an **Irish National** with a full Irish passport
 - c. You are a **European Economic Area (EEA) National**¹ with Settled or Pre-Settled Status
 - d. You have a Skilled Worker Visa (previously Tier 2)
 - e. You have a Student **Visa (previously Tier 4)**²

¹Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom. Iceland, Liechtenstein Norway and Switzerland are not members of the European Union (EU) but citizens of these countries have the same rights to enter, live in and work in the United Kingdom as EU citizens. **Croatian nationals** may need to apply for permission from the Home Office before they can work in the UK.

- f. **Other** (e.g. you are the husband, wife or civil partner of someone who is eligible to live/work in the UK; or any other reason) (Note, if you hold a Healthcare Visa, you are not eligible to carry out work at HWU)

Please give details below of the type of passport and/or visa you hold. You do not need to answer Q4.

Q3 continued

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4. If you do not have permission to work in the UK, how do you anticipate obtaining permission to work? Please give details in the space below

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Thank you.

Please now sign and date the declaration below:

I confirm that this information is accurate to the best of my knowledge.

Signed:.....**Date:**.....

Please hand this completed form to your manager, together with evidence of your eligibility to work in the UK.

The evidence you need to provide must be in one of the following formats:

- A UK or Republic of Ireland passport
- A EUSS unique number
- A document issued by the Home Office confirming that you have no time limit on your stay in the UK
- A biometric card confirming your employment status (e.g. Skilled Worker Visa) together with your passport
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
- A passport endorsed to show you are entitled to stay and have permission to work in the UK

² It is a condition of a Student (Tier 4) Visa that you may only work up to a maximum of 20 hours a week during term-time. This includes all paid or unpaid work, including casual work and overtime as well as any work provided under a contract of employment. This is a maximum weekly limit and hours will be monitored to ensure it is not exceeded.

- A letter issued by the Home Office confirming that you are permitted to take employment in the UK

If you do not have a passport you will need to provide:

- an official document confirming your National Insurance (NI) number and name, such as a P45, P60 or National Insurance card, **along with either a full birth certificate, a letter issued by the Home Office, or an Immigration Status Document.**

We reserve the right to carry out an Employer Reference Check (with your consent) to satisfy ourselves that you have the right to work in the UK.