

Care Compliance System - Template

Right to Work Checklist (UK)

Use this checklist to ensure compliance with UK Home Office Right to Work checks.

Step 1: Obtain

You must obtain original documents from either List A or List B of acceptable documents.

Step 2: Check

You must check that the documents are genuine and that the person presenting them is the prospective employee, the rightful holder and allowed to do the type of work you are offering.

Step 3: Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy.

Employee Details

Name of Employee: _____

Date of Check: _____

Type of Document: _____

Checked By (Name): _____