

In May 2014, the UK Visas and Immigration department published a series of guidelines and codes of practice governing the documentation that must be viewed prior to a worker being engaged for work on or after 16th May 2014 and where a repeat check on an existing worker is required to be carried out on or after 16th May 2014.

**Q. What is a right to work check for a temporary worker?**

A. A right to work check is performed by the supplier of a temporary worker when they review the worker’s original documentation that evidences the worker’s ability to work within the UK.

**Q. What must the supplier do?**

A. Under the latest guidelines, the supplier must perform the right to work checks in the presence of the worker before submitting the worker to the role. The supplier is also required to conduct a follow-up check on workers who have time-limited permission to work in the UK. When checking a worker’s documents to determine whether or not the worker has the right to carry out the available role, the supplier must:

1. Obtain the worker’s original documents (eligibility to work, photo ID, DBS check, proof of qualifications – where applicable);

2. Check them in the presence of the holder; and

3. Make and retain a clear copy, and make a record of the date of the check. **Q. What documents must the supplier check?**

A. Matrix can provide the supplier with a list of documents that can be accepted to evidence an individual’s right to work in the UK, but Matrix also recommends that the supplier seeks independent advice for what constitutes appropriate documentation.

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I can confirm that, as the authorised representative of the supplier, I have verified the required documentation for the worker listed below and warrant that;

• I have checked the validity of the documents (eligibility to work, photo ID, DBS check, proof of qualifications – where applicable) in the presence of the worker;

• I have conducted a face-to-face interview with the worker;

• I have seen original copies of worker’s complete documentation;

• I have recorded the date on which the check was conducted;

• I have made a clear copy of the worker’s original documentation for future reference.

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| **Signature** | **George Belle** |
| **Print Name** | **George Belle** |
| **Supplier Name** | **Hackney Works(Hackney Council)** |

|  |  |
| --- | --- |
| **Worker’s Signature** |  |
| **Print Name** |  |
| **Date**  | 07 | 06  | 2021 |

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