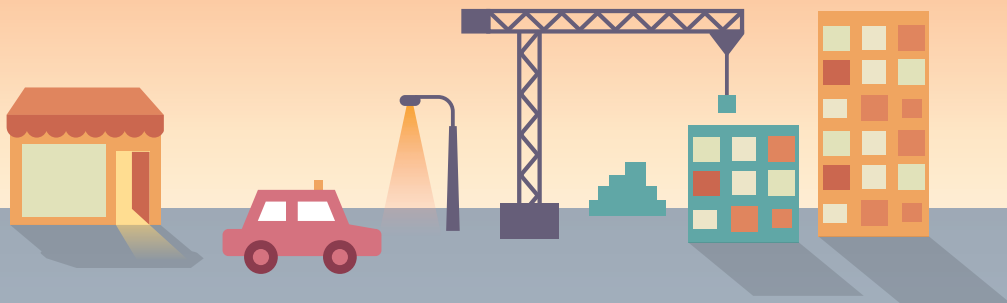




Home Office

# Right to Work



**All employers are expected to comply with the law and ensure their employees have the right to work in the UK by carrying out the correct checks.**

Right to Work involves three simple steps:



## 1. Obtain

the employee's original identity documents listed in the Home Office guidance via gov.uk.



## 2. Check

the documents are valid with the employee present.



## 3. Copy

and keep the documents securely.  
Record the date of the check.

An employer of an illegal worker who has not carried out the correct checks faces a penalty of up to £20,000.

It is a criminal offence to employ someone who the employer knows or has reasonable cause to believe is an illegal worker – employers can face an unlimited fine, and up to five years in prison.

For more advice on checking requirements employers can visit our online checking tool at: [gov.uk/check-job-applicant-right-to-work](https://www.gov.uk/check-job-applicant-right-to-work)

**To report illegal working confidentially you can visit**  
[www.gov.uk/report-immigration-crime](https://www.gov.uk/report-immigration-crime)  
or call the Immigration Enforcement Hotline on 0300 123 7000