

## Human Resources

### Checks to Complete before your Start Date

*Applies to: Non-sponsored visa holders who require a right to work check (UK applicants).*

We are looking forward to welcoming you to the University.

Please ensure that you have complete the following check before your start date.

#### **Right to Work Check**

We are required to complete a right to work check prior to you starting in your role. Please [obtain a share code](#) from the Home Office webpage and send that through to your HR contact as soon as possible, who will arrange a right to work check via video call with you.

If you are not able to obtain a share code, please let your HR contact know as soon as possible.

***If you are unable to complete a right to work check before your arranged start date, your start date will be changed to the next working day after the check has been undertaken.***

#### **Please note:**

***Your employment with the University will remain subject to you holding a continuous right to work in the UK. This may mean that you are required to apply for a new visa at a future date.***