



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 knowingly employ an illegal worker – employers can face an unlimited fine and up to two 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 or call the Immigration Enforcement Hotline on 0300 123 7000