

Name of Person:		
Date of Check:		
Type of Check:	<input type="checkbox"/> Initial check before employment	<input type="checkbox"/> Follow-up check on an employee ¹
Check conducted by:	Name:	Position:

Step 1 | Obtain Documents which Show a Right to Work in Ireland

- 1. A valid passport showing the holder is an Irish citizen, a citizen of a European Economic Area country or a citizen of Switzerland.

If the individual falls within this category, no further documentation evidencing their right to work in Ireland is required and Step 1 is complete. **Now complete steps 2 and 3a.**

- 2. If the individual is not an Irish citizen, a citizen of a European Economic Area country or a citizen of Switzerland, they must have a valid work permit to legally work in Ireland (unless one of the exemptions below applies).

Please ensure that the kind of work permit held by the individual is suitable to the role for which you intend to employ them.

Please confirm:

- a. the category of the work permit supplied : _____
- b. the expiry date of the work permit : _____

- 3. If the individual does not have a work permit, please circle which of the following exemptions (A-K) is applicable:

- A. They have been granted refugee status in Ireland.
- B. They have been given permission to remain in Ireland on humanitarian grounds.
- C. They have been given permission to remain because they are a spouse, civil partner or dependent of an Irish citizen or a citizen of a European Economic Area country.
- D. They have been granted leave to remain as the parent of an Irish citizen.
- E. They are a postgraduate student where the work is an integral part of the course of study being undertaken.
- F. They are legally employed by the company in another EEA country and is providing services on a temporary basis to the company in Ireland.
- G. They have been declared eligible to participate in The Atypical Worker Scheme and as such, is permitted to do certain short-term contract work in Ireland.
- H. They are studying in Ireland on an approved course (and may work up to 20 hours a week during term time without a work permit).
- I. They have been declared eligible to remain in Ireland (for 6 months following graduation from a Level 7 course) further to the Third Level Graduate Scheme.
- J. They have explicit permission from the Department of Justice and Equality to remain resident and employed in Ireland or has the appropriate immigration stamp on their passport which evidences their right to work in Ireland.

Please confirm that satisfactory documentary evidence has been produced by the individual to confirm that they fall within one of the above exemptions and as such, does not need a work permit to legally work in Ireland.

Please circle: **YES / NO**

- a. Please list the stamp indicated on the individual's passport: _____
- b. the expiry date of the stamp (if applicable): _____

You must not employ the individual if they only have one of the following stamps: Stamp 0, Stamp 1A, Stamp 2A or Stamp 3. **Now complete steps 2 and 3b.**

¹ **PLEASE NOTE:** If an individual employee leaves the business and subsequently returns (even within a short period), you are required to step through the checklist again if the returning individual is not an EEA national. If the returning individual is an EEA national, there is no need to step through the checklist process again.

Step 2 : Check Authenticity of Documentation Provided

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

N.B. Refer to **'Top Tips for Identifying Fraudulent Documents'** on *Store-net > HR > ETW*

Complete **ALL** questions:

1. Are photographs consistent across documents and with the person's appearance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Are dates of birth consistent across documents and with the person's appearance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Are expiry dates for time-limited permission to be in Ireland in the future i.e. they have not passed (if applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in Ireland for which they will be employed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll, utility bill)? (Supporting documents should also be photocopied and a copy retained. - NON EEA only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Step 3 : Retain the Key Details

You must note the following:

- 3a. If the individual is an EEA national:** Please make a note of specific details on the passport: expiry date, nationality, date of birth and record that you are satisfied that the photograph is the candidate in question. If the individual is an EEA national, you should not retain any copies of any right to work documentation.

Passport Number	
Passport Expiry Date	
Nationality	
Date of Birth	
Photograph is the candidate in question Y/N	

Signature of person verifying the documents:

The date on which this right to work check was made:

3b. If the individual is NOT an EEA national: Please make a copy of their passport and any other right to work document (to include: visa page on passport, GNIB card, national identity card, change of name documents, term timetables etc) in full while ensuring compliance with our Data Protection Policy.

N.B. You must also **sign and record the date** on which the check was made, **using the following declaration;**

'The date on which this right to work check was made : __/__/__.

This should be recorded on ALL individual documents copied

Date follow-up check required:

(Log on your stores ETW Expiration Tracker)

Expiration dates entered on NYPD?

Yes

No

N/A

List of EEA Countries:

Austria	Republic of Cyprus	Finland	Hungary	Latvia	Malta	Portugal	Spain
Belgium	Czech Republic	France	Republic of Ireland	Lithuania	Netherlands	Romania	Sweden
Bulgaria	Denmark	Germany	Iceland	Liechtenstein	Norway	Slovakia	United Kingdom
Croatia	Estonia	Greece	Italy	Luxembourg	Poland	Slovenia	