

To be completed for: Irish citizens, citizens of a European Economic Area country or a citizen of Switzerland only

## STEP 1: Obtain documents which show an ongoing 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 3**

## STEP 2: Check Authenticity of Documentation Provided

You must check that the documents are genuine, that the person presenting them is the prospective employee or 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 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 |
| 4. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll, utility bill)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

## STEP 3: Retain the Key Details

You must note the following

**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.

<b>NAME ON PASSPORT:</b>	
<b>NAME ON CHANGE OF NAME DOCUMENT</b> (If applicable)	
<b>PASSPORT NUMBER:</b>	
<b>PASSPORT EXPIRY DATE:</b>	
<b>NATIONALITY:</b>	
<b>DATE OF BIRTH:</b>	
<b>PHOTOGRAPH</b> (Is the candidate in question)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Signature of person verifying the documents: .....

Print name of person verifying the documents: .....

Position of person verifying the documents: .....

The date on which this right to work check was made: DD/MM/YYYY \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Right to Work Checklist scanned to Employee Profile Y/N:     YES     NO

Please retain this document once completed in the Employees Personnel file

**List of EEA Countries:**

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

**To be completed If the individual is NOT: Irish citizen, citizen of a European Economic Area country or a citizen of Switzerland**

## STEP 1: Obtain documents which show a right to work in Ireland

**1. Record Name on Passport:** .....

**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: DD/MM/YYYY \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

**3.** If the individual does not have a work permit, please circle which of the following exemptions (A-J) 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 the 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 are 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, are 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 have 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 tick:  **YES**  **NO**

**A.** Please list the stamp indicated on the individual's passport: .....

**B.** The expiry date of the stamp (if applicable): DD/MM/YYYY \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

**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 3.**

## STEP 2: CHECK Authenticity of Documentation Provided

You must **check** that the documents are genuine, that the person presenting them is the prospective employee or 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 |                              |
| 2. Are dates of birth consistent across documents and with the person's appearance?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |                              |
| 3. 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 |                              |
| 4. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll, utility bill)?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 5. 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 |
| 6. 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 <b>students</b> who have limited permission to work during term-times, you <b>must</b> 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 |

## STEP 3: Retain the Key Details

**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.

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Passport photo page copied ?                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 2. Visa page on Passport copied ?               | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 3. GNIB card copied (both sides) ?              | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 4. National Identity Card Copied (both sides) ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 5. Change of name documents copied ?            | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 6. Term timetable copied ?                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

**N.B. You must also record the following on ALL individual documents copied:**

**Record the statement:** 'The date on which this right to work check was made'

**Record:** The signature of the person verifying the documents

**Record:** The printed name of the person verifying the documents

**Record:** The position of the person verifying the documents

**Record:** The date on which the check was made DD/MM/YYYY \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date follow up check required ?**

(Log on your stores ETW Expiration Tracker)

**Expiration dates entered on Employee Profile ?**

YES  NO  N/A

**Max Hours Restriction selected to 'YES' on Employee Profile?** (limited permission to work)

YES  NO  N/A

**Right to Work Checklist scanned to Employee Profile Y/N:**  YES  NO

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