



## Guidance on Right to Work Checks

To **complete your registration** onto the Summer Jobs Programme, you will need to complete a **Right-to-Work Check** with [Tempo](#), the payroll provider for the Summer Jobs Programme. This proves that you are legally allowed to work in the UK.

To complete the check, **you will need to provide specific documents** required by the [UK Home Office](#).

When registering, **please select one option below** based on the documents you have.

If you do not have the required documents for any option, please speak to your Youth Worker for support.

<p><b>1. British or Irish citizen with an IN-DATE UK passport</b></p> <p><b>Check type</b> Digital Right to Work check via the <a href="#">Yoti</a> platform</p> <p><b>Documents required</b></p> <ul style="list-style-type: none"> <li>• A valid (in-date) UK passport</li> <li>• The original passport must be used (not a copy or photo)</li> </ul> <p><b>What will happen</b></p> <ol style="list-style-type: none"> <li>1. You will receive an email with a secure link</li> <li>2. You will be asked to:             <ol style="list-style-type: none"> <li>a. Take a photo of your passport</li> <li>b. Take a selfie</li> </ol>             (You <u>cannot</u> upload existing photos of your passport)</li> </ol>	<p><b>2. British or Irish citizen with an EXPIRED UK passport</b></p> <p><b>Check type</b> In-person Right to Work check</p> <p><b>Documents required</b></p> <ul style="list-style-type: none"> <li>• Your expired UK passport</li> <li>• The <u>original document</u> must be used (<u>not</u> a copy or photo)</li> </ul> <p><b>What will happen</b></p> <ol style="list-style-type: none"> <li>1. You will be invited to an <u>in-person</u> registration day (arranged by Tempo)</li> <li>2. You must bring your passport with you</li> </ol>
<p><b>3. British or Irish citizen WITHOUT a UK passport</b></p> <p><b>Check type</b> In-person Right to Work check</p> <p><b>Documents required</b> You must bring <u>original</u> documents (<u>not</u> photos or photocopies):</p> <ul style="list-style-type: none"> <li>• Your birth certificate</li> <li>• Proof of your National Insurance number, such as:             <ul style="list-style-type: none"> <li>○ An HMRC letter</li> <li>○ A payslip</li> </ul> </li> </ul> <p><b>What will happen</b></p> <ol style="list-style-type: none"> <li>1. You will be invited to an <u>in-person</u> registration day (arranged by Tempo)</li> <li>2. You must <u>bring your documents</u> with you on the day</li> </ol>	<p><b>4. Non-British or non-Irish citizen</b></p> <p><b>Check type</b> Digital Right to Work check, using a share code</p> <p><b>Documents required</b> A share code <a href="#">from UK Visas and Immigration</a></p> <p><b>What will happen</b></p> <ol style="list-style-type: none"> <li>1. Tempo will contact you by <u>email</u></li> <li>2. You will need to provide:             <ol style="list-style-type: none"> <li>a. Your share code</li> <li>b. Your date of birth</li> </ol> </li> <li>3. Tempo will complete the check <u>online</u></li> </ol>