



Company Name	Highgrade Recruitment LTD
Document	Work Seeker Checks
Date	March 2020
Version	1

Highgrade Recruitment Ltd will carry out identification checks and Right To Work Checks for their workers, original documents will be required and copies taken to be kept on file for the period of time as set out in the regulations.

Employment agencies: The Conduct Regulations only require employment agencies (which introduce candidates for direct engagement by clients) to confirm identity when introducing candidates for roles working with vulnerable persons. However there would be reputational issues for an agency which did not check the ID of all candidates it introduces to clients.

Employment businesses: Under Regulation 19 of the Conduct Regulations, employment businesses (which supply temporary workers) are obliged to confirm the identity of all work seekers before introducing or supplying them to clients. The checks to be carried out will depend on whether the work-seeker works through a limited company or not. Importantly an individual working through a limited company can opt out of the Conduct Regulations provided s/he does not work with vulnerable persons. Where a valid opt out has been given the Conduct Regulations ID check requirement does not apply. However as above, clients would probably still expect you to check the ID of the work-seeker you were supplying.

What documents? There isn't a definitive list of documents that must be checked for ID purposes, but you can check an individual's identity by viewing a passport, driving licence or long form birth certificate, a utility bill or other form of identification. However the expectation increasingly is that you will have seen some form of photographic ID. Generally speaking the best document for this will be a passport since this is also the first port of call when verifying whether an individual has right to work in the UK. Where a work-seeker does not have a passport or photographic driving licence you can check some other form of ID documentation such as a long form birth certificate (not the short form). Importantly, **a national insurance number or card is not by itself confirmation of identity or the right to work.**

An ID check is not the same as a right to work check and is **not sufficient** to establish a defence to an allegation of employing an overseas national who does not have a right to work in the UK.

Highgrade Recruitment Ltd seek to obtain the required documents during the registration process, checks are made to confirm the documents are original and in date. Copies are taken and all documents are witnessed.

A copy of the form used for document checks is enclosed.