**Right to Work:**

**Contact Details Proforma**

Please complete the details below when your right to work check is completed. You must inform [name and contact details] of any changes to your contact details during the course of your work for Queen’s University Belfast and of any changes to your visa status.

|  |  |
| --- | --- |
| Name  (please print) |  |
| Home Address |  |
| Home  Telephone Number |  |
| Mobile Telephone  Number |  |
| Email Address |  |
| Start Date |  |

**Signature:**

**Date:**

**--------------------------------------------------------------------------------------------------------------------------------------**

**For Office Use:**

Check completed by:

Check completed on (date):

Check completed at (time):