**Right to Work:**

**Employer Checking Service Proforma**

Thank you for providing your Home Office Receipt/Certificate of Application/Application Registration Card as part of your right to work check.

The University is required to request a Positive Verification Notice from the Home Office’s Employer Service 14 days after your application. Before the University can contact the Employer Checking Service your permission is required as is the information set out below. Please complete the table to allow the required checks to be completed to prove your permission to work.

|  |  |
| --- | --- |
| Full Name |  |
| Date of Birth |  |
| Nationality |  |
| Job Title |  |
| Hours worked per week |  |
| Home Address |  |
| Home Office reference number or case ID |  |

I confirm that Queen’s University Belfast has my permission to contact the Home Office’s Employer Service:

Signed:

Date: