Right to Work Checks



King's Teachers needs to check your identification documents to ensure your right to work in the UK. You will need to complete this process before you are offered work assignments, receive your King's contract of employment and can start work.

- Use the ID-Pal App to complete your Right to Work Check at any time
- You will need to provide documents based on your nationality. These are set out on the next slide
- King's Teachers Help Team will review your ID-Pal submission within one working day and will let you know if your Check was successful
- If you don't wish to use the App, please contact the King's Teachers Help Team to schedule an appointment for your Right to Work Check

Contact the King's Teachers Help team by email: kingsteachers@kcl.ac.uk or phone 020 3384 6492 to make an appointment To complete your Right to Work check, please use the *ID-Pal App*. The App can be downloaded using this link: <u>ID-Pal - Right to Work</u>

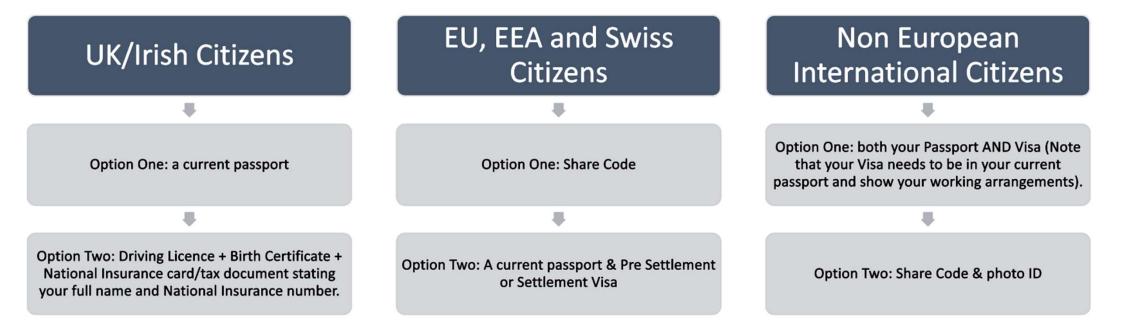
You may wish to watch this short instruction video: <u>see here video on how ID-</u> <u>Pal works</u>

Please contact any member of the King's Teachers Help Team on 020 3384 6492 if you have any questions

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Review the documents that you need to provide, in either Option One or Two, before starting your check





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