

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:
[ID-Pal - Right to Work](#)

You may wish to watch
this short instruction
video:
[see here video on how ID-
Pal works](#)

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

Right to Work Checks

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

UK/Irish Citizens

Option One: a current passport

Option Two: Driving Licence + Birth Certificate + National Insurance card/tax document stating your full name and National Insurance number.

EU, EEA and Swiss Citizens

Option One: Share Code

Option Two: A current passport & Pre Settlement or Settlement Visa

Non European International Citizens

Option One: both your Passport AND Visa (Note that your Visa needs to be in your current passport and show your working arrangements).

Option Two: Share Code & photo ID

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