

**Amelia Ford**  
Senior Sales Executive  
Employer HR file

**Date:** 14 July 2026  
**Our Reference:** RTWR/FB0FE380  
**Document Type:** HR record

Right to Work Record for Amelia Ford

1. CASE SUMMARY

This document summarises the process and outcome of the Right to Work check performed for Amelia Ford, employed as Senior Sales Executive within the Commercial team of HRHeaven QA Sample Employer. The check was conducted using the online share code method, with verification occurring in advance of the employee's travel and client visits scheduled for March 2026.

2. BACKGROUND

Amelia Ford joined HRHeaven QA Sample Employer in 2020 following a manual document-based Right to Work check completed at recruitment. Since then, no changes to her immigration or work status have been reported.

The Commercial team role involves frequent field-based client visits and attendance at the Rotherham office. Upcoming client travel planned for 16 March 2026 required verified Right to Work status prior to approving travel expenses and client meeting arrangements.

In line with the Right to Work Verification Policy v2.1 (HR), the employer committed to verifying Right to Work evidence before Amelia commenced work and before authorising travel related to her role.

HR RECORD DETAILS

**Employee**  
Amelia Ford

**Role**  
Senior Sales Executive

**Case type**  
Right to Work Check

**Reference**  
HRA-FB0FE380

KEY DATES

**Completed**  
14 July 2026

**Owner**  
Sarah Davies

Evidence Log

| Evidence Item       | Source                    | Date         | Relevance                                         | Reviewed By               |
|---------------------|---------------------------|--------------|---------------------------------------------------|---------------------------|
| right-to-work-check | Synthetic Sample Reviewer | 14 July 2026 | Synthetic fixture evidence for sample generation. | Synthetic Sample Reviewer |

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### 3. INFORMATION CONSIDERED

An online share code was requested and received from Amelia, submitted on 6 March 2026.

HR reviewed the Home Office online verification result provided via a screenshot of the share code outcome. The reviewer is advised to confirm that the screenshot clearly shows the expiry status and to attach it to the employee's digital HR file prior to issuing this record and communicating with management.

Previous recruitment check paperwork from 2020 was noted but has not been digitised or re-examined for this check.

Amelia confirmed her ability to arrange manual document checks if required, although at this time, no manual document check was necessary.

Management highlighted the importance of completing Right to Work verification prior to approving travel and client meetings on 16 March, on grounds of safety and compliance.

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## Right to Work Record for Amelia Ford

### 4. DECISION

Based on the online share code verification reviewed and the absence of any updated information indicating a change in Right to Work status, the verification requirements under the employer's Right to Work Verification Policy v2.1 (HR) have been met.

No manual document check was arranged as the online verification was deemed sufficient and conclusive.

The follow-up Right to Work check is scheduled for 09 March 2027 to ensure ongoing compliance.

### 5. REASONS

Using the online share code method provides a secure and recognised means of verifying Amelia's Right to Work status, aligning with UK Home Office guidance and the employer's policy.

The timing of this check, before the employee's authorised client visit and travel, minimises compliance risks associated with business travel and face-to-face client interactions.

Review of previous recruitment checks gave historical context but was not relied upon exclusively in this instance due to temporal distance and digital compliance preferences.

Ensuring HR verification is completed prior to approving travel expenses supports duty of care and legal compliance obligations for the employer.

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### 6. FOLLOW-UP ACTIONS

HR coordinator J. Patel is assigned responsibility to confirm that the online verification screenshot includes expiry details and to file this securely within the digital HR records system.

Management will be notified once the filing is complete to facilitate approval of travel arrangements and client visit on 16 March 2026.

A reminder is set for the next Right to Work check on 09 March 2027.

This record will be issued by email as a PDF document.

Reviewer must confirm completeness and accuracy of evidence attachment before distribution.

### 7. AUDIT INFORMATION

Right to Work Check status updated to 'Completed' on 14 July 2026.

Right to Work Check initiated 14 July 2026.

Review scheduled and document prepared within the same date.

The evidence item accompanying this record is metadata-only; no extracted text from the uploaded document is available. Manual review of this evidence is necessary.

This document is produced in compliance with HRHeaven QA Sample Employer's Right to Work Verification Policy v2.1 (HR).