

Amelia Ford
Senior Sales Executive
Employer HR file

Date: 14 July 2026
Our Reference: RTWR/FB0FE380
Document Type: Checklist

Right to Work Request

1. TASK

Confirm use of the online share code method to verify right to work for Amelia Ford, Senior Sales Executive.

Verify that the right to work check is completed by 09 March 2026, prior to Amelia commencing duties involving field-based client visits and Rotherham office attendance within the Commercial team.

Obtain and review the Home Office online verification result provided via share code screenshot submitted by Amelia on 06 March 2026.

Confirm that no manual document check is required, as indicated by employee and employer facts.

Ensure right to work verification is logged in the HR file before approving travel expenses and the scheduled client meeting on 16 March 2026, supporting health, safety and compliance priorities.

Schedule and prepare for follow-up right to work check on 09 March 2027.

Ensure all verification actions comply with the Right to Work Verification Policy v2.1 (HR).

Follow-up Action Plan

CHECKLIST 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

Action	Owner	Due Date	Evidence Required	Status
Review the right to work request and confirm it reflects the agreed facts.	Sarah Davies	To be confirmed	Completion note or supporting evidence	Open
Review the right to work record and confirm it reflects the agreed facts.	Sarah Davies	To be confirmed	Completion note or supporting evidence	Open
Right to Work Check Due is due on 09 March 2026.	Sarah Davies	To be confirmed	Completion note or supporting evidence	Open
Choose the correct right-to-work check route before the start date.	Sarah Davies	To be confirmed	Completion note or supporting evidence	Open
Review the Right to Work Check record for missing facts, evidence, follow-up ownership or review safeguards before completion.	Sarah Davies	To be confirmed	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	Sarah Davies	To be confirmed	Completion note or supporting evidence	Open

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2. OWNER

Primary responsibility: Sarah Davies (HR) to oversee verification and compliance actions.

Next steps and ongoing coordination owned by HR Coordinator, J. Patel.

Evidence Log

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

3. PRIORITY

High priority to complete initial verification by 09 March 2026 to authorise travel and client engagements.

Medium priority for follow-up verification on 09 March 2027 to maintain compliance.

4. DUE DATE

Initial check completion required by 09 March 2026.

Follow-up check scheduled for 09 March 2027.

Additional internal review of document and evidence materials by 10 March 2026.

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5. EVIDENCE REQUIRED

Home Office online verification result via share code screenshot submitted on 06 March 2026. Reviewer must confirm this screenshot includes expiry status before attaching to the HR digital file.

Previous recruitment file included manual paper check from 2020; note this was not digitised and should not be treated as recent verification evidence.

Employee confirmation of share code provision and readiness to supply manual documents if needed.

Review and reference of the Right to Work Verification Policy v2.1 (HR).

6. STATUS

Share code has been received and initial verification process initiated.

No manual document check required at this stage per facts provided.

Ongoing reminders flagged for initial and follow-up verification dates.

Pending management review to confirm verification prior to authorising travel and client meeting on 16 March 2026.

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7. COMPLETION NOTES

Reviewer to confirm the share code screenshot evidences current right to work status and expiry details before approval.

Ensure verification is formally logged in the employee's HR file to meet audit and compliance requirements.

Manager approval required prior to authorising travel expense claims and client visits, noting safety and regulatory compliance importance.

HR coordinator J. Patel to manage scheduling of next follow-up check and reminders.

All actions to align with internal policy and legal responsibilities, with final responsibility for compliance resting with the employer.

Evidence metadata is available but full review of original evidence documents should be undertaken manually before issuing any confirmations or approvals.