

SPS Tutor Recruitment: Proving Your Right to Work

What you need to do

If you do not currently have a contract to tutor with the School of Social and Political Science, you must prove your right to work. This involves:

- Sending us your right to work documents (see below for more details).
- Attending an in-person right to work drop-in session to finalise your right to work check

Please note if we do not have the required documents and in-person check completed, we will not be able to send you a formal offer of work.

What documents can we accept?

Below is a list of the most common documents used to confirm your Right to Work. A full list of documents can be found at <https://www.ed.ac.uk/human-resources/demonstrating-rtw>

EEA/EEA/Swiss citizen

1. Your passport (main passport page and front cover of passport) or National Identity Card (front and back) **AND**
2. A Share Code from the prove your right to work website. You can request this share code at <https://www.gov.uk/prove-right-to-work> **AND**
3. A completed appointee information form which you can download at: https://www.ed.ac.uk/files/atoms/files/appointee_information_form.docx.

Students with visas/ Biometric residency permit holders

1. Your biometric residence permit (front and back) **AND**
2. A Share Code from the prove your right to work website. You can request this share code at <https://www.gov.uk/prove-right-to-work> **AND**
3. Evidence of the type of visa you have (if this is not clearly stated on your Biometric residency permit). This can either be a copy of your passport visa page, or a copy of the email confirming and detailing your visa type **AND**
4. A completed appointee information form which you can download at https://www.ed.ac.uk/files/atoms/files/appointee_information_form.docx

UK/Irish citizens who have an ongoing right to work in the UK

1. Your passport (main passport page and front cover of passport) **AND**
2. A completed appointee information form which you can download at https://www.ed.ac.uk/files/atoms/files/appointee_information_form.docx

Sending Your Right to Work documents

You should provide a clear scan or picture of the documents. Email your documents to sps.tutoring@ed.ac.uk using the subject LAST NAME_FIRST NAME_RTW DOCUMENTS

Finalising your Right to Work check: Attending a drop-in session

Please bring copies of your original Right to Work documentation with you in case there are any issues/further copies or details are needed. The check should not take more than 5 minutes.

Location

Room 6.14 is located on the sixth floor of the Chrystal Macmillan building

Drop-in Times

- Tuesdays:
 - 9:00am – 10:00am
 - 11:00am – 12:30pm
 - 2:00pm – 5:00pm
- Wednesdays:
 - 9:00am – 12:30pm
 - 2:00pm – 5:00pm
- Thursdays:
 - 9:00am – 10:00am
 - 11:00am – 12:30pm
 - 2:00pm – 5:00pm