



Employer checking service (ECS) enquiry form

Employers have a statutory duty to ensure that non UK/EEA employees have a right to work in the United Kingdom. In order to acquire a statutory excuse against liability for payment of a civil penalty for employing an illegal worker, an employer must undertake appropriate document checks prior to and during the period of employment. Relevant document(s) must be copied and retained.

Before using the Employer Checking Service please read the online guidance which can be found on the GOV.UK website.

This form should only be completed where an employer is seeking to confirm the right to work of an employee or a prospective employee who has:

- an outstanding application/appeal for leave to remain in the UK that was made before their previous leave to enter or remain in the UK ended;
- A 'Certificate of Application' issued to or for a family member of an EEA national stating that the holder is permitted to take employment which is less than 6 months old;
- an Application Registration Card (ARC card) stating 'Employment Permitted' or 'Allowed to work'
- Refugee Status or Humanitarian Protection

All sections and fields of the form must be completed

Exception: Section 4 relates to validation of a specific document

Incomplete forms will be rejected

**The completed form should be emailed to:
EmployerCheckingService@homeoffice.gsi.gov.uk**

1.	Employer / labour supplier details		
Contact name			
Position			
Business name:			
Address:			
Postcode:		Contact telephone:	
Contact email:			
Business type:			



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2.	Employee details		
Full name (including middle names):			
Date of birth:			
Nationality:			
Personal address			
Job title			
Hours per week			
Start date of existing employee		Potential employee?	YES / NO
Employee acquired as a result of a TUPE transfer? Transfer of Undertakings (Protection of Employment)	YES / NO	Date of TUPE transfer:	

3.	Reference Number of ongoing application

4.	When presented with an Application Registration Card (ARC) stating 'Employment Permitted' or 'Allowed to work' we will only validate it when both of these boxes have been completed.	
IFB Reference (top left corner on reverse of card)		
ARC Serial Number (top left corner on reverse of card)		

Mandatory - Data Protection statement	
<p>I confirm that the individual named above has been informed that a work status check may be carried out and has given permission for their personal information to be shared with UKVI for these purposes. I understand that these details may be held by the UKVI. (The response from UKVI will also contain personal data and should be treated accordingly.)</p>	
Please confirm that you have read, understood and complied with the Data Protection statement above:	<input type="checkbox"/> (Double click the box and select 'Checked' as the default value)