This checklist **MUST** be completed by the recruiting manager if the successful candidate requires a visa to work in the role.

**To proceed with a contract offer we require the following:**

* Proof of advertising or direct appointment
* Essential qualification detail
* ATAS confirmation and associated information if required
* Student visa detail
* Hybrid working

**CHECKLIST:**

**Proof of advertising**If the role was advertised at least one of item of evidence showing how the appointee was selected must be provided. This will normally be the **Selection Panel Report**, however other acceptable evidence is below. *Please tick and attach the document as appropriate.*

[ ]  Selection Panel report (must include brief notes on why the successful candidate was selected and why other candidates rejected)

[ ]  Other – please specify

[ ]  a copy or summary of the interview notes for the successful candidate**only**.

[ ]  a list of common interview questions used for all candidates as part of your selection process

[ ]  information about any scoring or grading process you used to identify the successful candidate

[ ]  any other relevant information or evidence – give details: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Direct appointment**

If no advertising took place, an explanation of how the appointee was selected (to evidence a genuine vacancy) must be provided. *Please tick and attach the document as appropriate.*

[ ]  Fellowship Award (including the appointee’s name)

[ ]  Grant Award (including the appointee’s name)

[ ]  Other – please give details: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Essential Qualifications**

Where mandatory qualifications or professional registration were stated in the job description and / or advert, evidence must be held to confirm this was met. The Staff Immigration Team will liaise with the appointee to obtain and verify this evidence for the Skilled Worker visa.

 [ ]  The appointee meets the essential qualification criteria (and professional registration) as stated on the job description and / or advert

**Academic Technology Approval Scheme (ATAS)** [**ATAS Scheme**](https://www.gov.uk/guidance/academic-technology-approval-scheme)

An Academic Technology Approval Scheme (ATAS) certificate is required for roles with an element of research (Pathway 1 and 2) at PhD level or above in certain sensitive subjects, including science, engineering, medicine and technology where the individual requires a [Skilled Worker](https://staffimmigration.admin.ox.ac.uk/skilled-worker-visa) visa. Exempt nationalities are: UK, EU/EEA, Swiss nationals and nationals of Australia, Canada, Japan, New Zealand, Singapore, South Korea, and USA.

Recruiters are required to carry out a check (as it is an academic judgement) to determine whether an ATAS Certificate is needed.   The [Home Office form here](https://www.academic-technology-approval.service.gov.uk/) will help you determine if this is the case.

**ATAS Check Outcome**

[ ]  Role involves research (Pathway 1 or 2)

[ ]  ATAS **Required** [ ]  ATAS **Not** Required

Where an ATAS certificate is required, the Staff Immigration Team will liaise with the appointee about making their application using the information provided below.

Guidance on determining the appropriate CAH3 Code, sample research statements and a quick reference guide can be found on our [UKVI resourcing page](https://www.bristol.ac.uk/hr/resourcing/additionalguidance/overseas/skilled-worker/)

**CAH3 Code:**

**Please confirm the CAH3 code in all cases whether ATAS required or not (for UKVI audit purposes**

|  |  |
| --- | --- |
| [**CAH3 Code**](http://www.bristol.ac.uk/media-library/sites/hr/documents/HECoS%20to%20CAH%20Mapping%20v1.3.4.xlsx)**:** | CAHXX-XX-XX  |

**Research Statement and Sponsor Information**

To be completed only where an ATAS Certificate is required

|  |  |
| --- | --- |
| **Research Statement:1** |  |
| **Sponsor Information:2****Name:****Address:****Email Address:****Any conditions of the sponsor’s offer:** |  |

***1****Research statements should be a brief outline 6-7 lines in length (maximum 2000 characters), summarising the research activities the individual will undertake. This should include the scope, application and use of the research.*

***2****For internally funded research this will be the University of Bristol.  For externally funded research, the sponsor is the organisation or person providing funding.  Note: HR do not have access to the details of external funders*

**Student Visa Holders**

Student visa holders can be appointed to work on a temporary basis up to a maximum 20 hours per week and ­may be able to work full time if their studies have finished (and certain criteria met\*) providing that an application for a work visa (eg Skilled Worker or Global Talent visa) is in progress.

\***If considering offering employment on this basis please contact the** **Staff Immigration Team** **before a verbal offer is made.**

**Important Note:** An initial contract for a student visa holder must be issued on a fixed term basis in the first instance (up to the student visa expiry date). Where the appointment is open-ended (or FTC for a longer duration), conversion to an open-ended contract (or to a later FTC end date) will be formally confirmed on the issue of the work visa and after the right to work check is undertaken.

[ ]  Current student visa holder who will begin their contract under the conditions of their student visa pending the issue of their work visa (as discussed with the Staff Immigration Team / Resourcing Team / Onboarding Team). I have made the appointee aware the contract will be issued on a fixed term basis in the first instance, converting to open ended or a later FTC end date on the issue of their work visa.

**Hybrid working for visa holders (ie Campus/ UK home address based)**

Hybrid working means where your appointee will work remotely on a regular and planned basis from their home or another address that is not a University or associated address (required for UKVI audit purposes)

[ ]  Role does **not** involve hybrid working

[ ]  Role **involves** hybrid working

**Please indicate the details of the arrangement below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Main work address:** *Indicate percentage of time* | Percentage Timexx % | **Home address** (or other regular work address ) *Indicate percentage of time* | Percentage Timexx % |
| **Address** (if other than their main work, eg Hub space / client site etc) |  | **Address** (if not their UK home address):  |  |