

Supplementary Work Declaration Form

Nox Services Ltd has a legal obligation to ensure that all prospective employees and casual workers have the right to work in the UK **before** they commence employment and work within any restrictions prescribed by their visa. It is the responsibility of Tier 2 / Skilled Worker visa holders and their line manager to ensure compliance with visa conditions.

This form must be completed by the Tier 2 / Skilled Worker visa holder and provided to the recruiting manager.

Personal Details			
First Name		Surname	
Department			
Employee Number		Visa No	
Start Date of Visa		Expiry Date of Visa	

Details of Employer	
Name of employer sponsoring your visa	
Job Title	
SOC Code	
Employer's contact details	

Other work commitments			
Please provide details of any paid/unpaid work you are already doing or plan to do during the next 12 months. Please include both work for Nox Services Ltd as well as work for any other employers. Continue onto a separate sheet if necessary.			
Name of department / external employer		Number of Hours per week	
Date work commenced / will commence		Date work will end	

Visa Holder Declaration
In accordance with the conditions of my visa, I am aware that in addition to my normal work, I am not permitted to work more than 20 hours per week for any other employer(s).
I can confirm that by agreeing to take on the work being offered to me I have not and will not exceed the maximum 20 hours in any given week (recorded as Monday to Sunday).
I understand that any supplementary work I have outside the Nox ServiceLtd also counts towards this limit.

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Visa Holder Declaration

I understand that any breach of my visa conditions (e.g. working more than 20 hours per week) is considered a serious immigration offence, will be reported to UK Visas & Immigration (UKVI), which may result in my visa being curtailed, and must be declared on any future UK visa applications

Signature

Date

For action by Recruiting Manager / Right to work checker

You are required to review and retain this form as part of the pre-employment [Right to Work check](#) using the RTW Checklist.

Scanned copies of the completed RTW checklist and RTW evidence, and copy of the Certificate of Sponsorship should be saved in the employee folder.

Signature

Date