

## Ukrainian Nationals Adjusted Checks

This guidance has been developed to aid employers in onboarding Ukrainian nationals where the current situation in the country means that onboarding and compliance standards are impractical. This guidance outlines alternative ways to achieve onboarding compliance for Ukrainian nationals. This document is not an exhaustive list of requirements as many checks remain unaffected and should still be completed in addition to those below.

Vetting Check	Current Practice	Ukraine Adjusted Check
<b>Right to work (RTW)</b>	<p>Full list of acceptable RTW can be found here: <a href="#">Home Office Checklist</a></p> <p>Where the name used and name on the document are different, then linking documents (e.g., marriage certificate or deed poll) should be obtained.</p>	<p>An in-date UK Family Scheme Visa, Homes for Ukraine Scheme Visa (Sponsorship Scheme) or Ukraine Extension Scheme Visa stamp in a valid passport can be used for 6 months. Candidates will need to obtain a Biometric Residence Permit (BRP) within the 6 months and employers should conduct a follow up Employer Checking Service (ECS) check to ensure employment can continue beyond the 6 months.</p> <p>If the candidate does not have a valid passport, an entry clearance vignette attached to a 'Form for Affixing the Visa' (FAV) is provided. A BRP will then be available to collect upon arrival to the UK and employers can use the FAV or BRP alongside an ECS check as RTW.</p> <p>Full details can be found here: <a href="#">Ukraine Nationals RTW checks</a></p>
<b>Proof of address (POA)</b>	<p>Where POA is a requirement, it is normally met through citing original documents stating the candidate's address, normally dated within the last three months.</p> <p>Acceptable documents include:</p>	<p>If these are unobtainable, official documents issued by the Ukrainian authorities, medical letters, tenancy agreements and education letters will be acceptable.</p>

- A current full or provisional driving licence photo card.
- Utility bills (excluding mobile phone bills)
- Student Loan OR Credit Card Statement
- Valid Firearms Certificate
- A printed P45 or P60 (In the last 12 months)
- Bank statement/Letter referring to an account (Do not accept letters without account numbers)
- Council Tax OR Mortgage Statement (in the last 12 months)
- Financial Statement, e.g., pension (In the last 12 months)
- Central or local government, government agency, or local council document giving entitlement such as a document from the DWP, the Employment Service or HMRC

Where the candidate has a UK sponsor, the Homes for Ukraine Visa alongside the sponsor's POA, and a signed statement from the sponsor confirming the candidate's residency there will be accepted.

**Criminal record check**

In some industries a Disclosure and Barring Service / Disclosure Scotland / Access Northern Ireland basic, standard, or enhanced check may be required for a role.

In some circumstances it may be possible to waive this requirement, however this is not the case for enhanced DBS checks.

Please refer to the following websites for further information regarding criminal record check levels: [DBS](#), [Disclosure Scotland](#), [Access NI](#)

Although it is worth noting that this will likely be clear if the Ukrainian national has not worked/lived in the UK before.

Please see section on OPC for more information on criminal record checking.

**Overseas police check (OPC)**

In some sectors there is a requirement to carry out an Overseas Police Check or obtain a Certificate of Good Conduct. The specific requirements depend on the sector.

Ukrainian nationals can apply for their Ukrainian criminal record information via the Ministry of Internal Affairs of Ukraine website [here](#). The requested information will then be emailed to them. To apply for this service the Ukrainian national will need an electronic signature. After receiving an extract in the Ukrainian language, they will need to apply for a letter from the Embassy of Ukraine, which will confirm the

		<p>information in the extract in English and can be used in the UK.</p> <p>Ukrainian nationals and residing foreign nationals are advised to apply in person through the consular section of the Ukrainian embassy in London, or alternatively apply in person, at the local DIT office of their last residing address. Further guidance from the Home Office is available <a href="#">here</a>.</p> <p>As prospective UK employers cannot apply for an OPC directly; social media and adverse media checks can be an alternative. Although Russia and Belarus have shut down some social media and news sites locally (especially Western ones), access to individuals' public profiles is possible.</p>
<p><b>Referencing</b></p>	<p>Most employers have a requirement to obtain verified references, usually as a minimum from the current and previous employers (specific requirements vary sector by sector).</p> <p>Generally personal references may be used to cover any gaps in employment; however, these should be provided in writing and not verbally.</p> <p>References can be verified via a stamp, letter headed paper, compliment slip or from a company email address.</p>	<p>If the minimum referencing requirements cannot be obtained, the following options should be explored: Can a personal reference be used to cover the gap? Can work history be used from prior to the past 2 years? Can any alternative proof be obtained?</p> <p>A copy of the candidate's payslips or bank statement confirming regular employment by regular company payments can be accepted.</p> <p>Candidates may be able to reference past employment and education via access to 'Labour Book' records, however this is reliant on whether candidates took such documentation, or if on-line access to electronic records is possible.</p> <p>A signed personal reference from the candidate's sponsor or family member confirming employment may also be accepted.</p>

<p><b>Qualifications</b></p>	<p>If the candidate needs qualifications for a role these should be certified, and a copy kept.</p> <p>If a degree certificate is lost, the University can be contacted to provide official confirmation of the qualification.</p> <p>For Qualified Accountancy roles an online ACCA web check should be completed to ensure the candidate is still a member.</p>	<p>If the candidate needs qualifications for a role these should be certified, and a copy kept.</p> <p>Candidates may be able to support past employment and education qualifications via access to 'Labour Book' records.</p> <p>If sufficient proof of qualification cannot be provided, alternative roles should be offered. For example, teachers should be encouraged into support staff roles.</p> <p>For non- regulated roles requiring technical knowledge, skills-based testing should be considered.</p>
<p><b>DVLA (client or job specific)</b></p>	<p>Where a candidate is required to drive as part of the role the driving licence information must be checked using the below information:</p> <ul style="list-style-type: none"> <li>• Last 8 characters of a Candidate's driving licence number:</li> <li>• A licence 'check code' (provided by the Candidate: Obtaining Licence Check Code)</li> </ul> <p><a href="#">Checking a candidate's licence.</a></p> <p>Adverse information (penalty points, disqualifications etc. should be investigated.</p>	<p>It is possible to drive in the UK for up to 12 months on a licence issued in Ukraine. After this period, the driving license should be exchanged to allow driving to continue.</p>

**Other**



Please note that this list is non-exhaustive and simply offers some alternative suggestions. Some requirements will have remained unchanged by the conflict, and these are to be adhered to as usual. In some circumstances the end client will need to be consulted with to support their compliance requirements/framework. The Better Hiring Institute ([www.betterhiringinstitute.co.uk](http://www.betterhiringinstitute.co.uk)) have worked with industry and UK government departments to produce this guidance. For more information about the work of the Institute please visit the website.