Visa Procedure

1. Introduction

1.1   We welcome applications from all candidates and will endeavour to support sponsorship requests to those who require a visa to live and work in the UK, subject to meeting all the necessary Home Office requirements, and our College Policy.

1.2   The College has a set number of Certificate of Sponsorship applications that can be made each year. Whilst requests can be made in certain circumstances to increase this number, this is strictly subject to Home Office approval and we cannot guarantee that any requests would be granted. If this limit is reached and/or other Home Office requirements can not be met, it may prevent us from being able to sponsor you, which may in turn prevent us from employing you if you are unable to evidence an alternative right to work.

2. Sponsored visa requirements

2.1   There are minimum salary requirements that need to be met in order to be eligible for a sponsored visa and restrictions on the types of roles that can be sponsored. Full restrictions can be found on the Home Office website and immigration rules are subject to change.

2.2   If you require sponsorship, you must indicate this on your initial application form. All candidates are asked how they will evidence their right to work. This information will not be shared with the hiring manager and will not influence the decision to shortlist you for interview. If you are shortlisted and selected for interview, a member of the HR team will then contact you to discuss your visa requirements and confirm if you are eligible to be sponsored.

2.3   The following roles will take priority for sponsorship to support the recruitment of scarce skills requirements:

- Engineering Lecturers & Associate/Graduate Lecturers
- Computing Lecturers & Associate/Graduate Lecturers
- Cyber Lecturers & Associate/Graduate Lecturers
- High Level Construction Lecturers & Associate/Graduate Lecturers

2.4   The College will financially support sponsored visa applications and subsequent sponsored visa application requests if agreed at offer of employment stage and subject to the above criteria being met. This is strictly at the College's discretion, with such fees to be agreed in advance.

2.5   Where a candidate indicates they require sponsorship and meets the above criteria, a member of the HR team will be present on the recruitment assessment panel.

3. Right to work requirements

3.1 If for any reason your visa (whether sponsored or otherwise) status changes, please inform the HR team urgently. Unless otherwise agreed in advance, you will be solely responsible for paying and maintaining your own right to work in the UK and any associated costs.

3.2 You must ensure that you can evidence the right to work throughout the duration of your employment. If you are unable to provide evidence of continued right to work on the expiry date of your visa, the College may have no other option than to dismiss with immediate effect (without notice and without pay) on the grounds of illegal working.

3.3 Prior to dismissal, a meeting will be held immediately to understand what steps have been taken to obtain the necessary right to work documentation. The College will use the 'Employer Checking Service' for confirmation of any outstanding applications and any right to remain pending applications outcomes.

3.4 Should sufficient evidence not be provided, you will be notified of the termination of your employment with immediate effect. This decision will be confirmed in writing to you and will include your right to appeal this decision.

3.5 In the situation where proof of right to work evidence cannot be provided, you will be considered an illegal worker and therefore, suspension is not an option.