

King's Talent Bank

Compliance Checks

As part of our agreement with King's College London, we need to check your identification documentation for compliance reasons before you start work.

It is necessary to meet you in person to complete this check. You will need to provide documents from either **Option 1** or **Option 2** from the list below. Please ensure you choose the correct Nationality category when selecting the options of ID you can provide:

| | For UK Citizens | For EU/EEA incl Switzerland | For those outside the EEA |
|-----------------|---|------------------------------------|--|
| Option 1 | An in date Passport | ID Card | Both your Passport AND Visa (Note that you Visa needs to be in your current passport and show your working arrangements). |
| Option 2 | Driving Licence + Full Birth Certificate + National insurance card / tax document stating your full name and National insurance number. | An in date Passport | Biometrics Residence Permit (BRP Card) |

Original copies of the ID documents must be presented. We are unable to accept photocopies or scanned versions of the ID.

In addition students are required to bring a letter from King's College London confirming their term dates, as students are only entitled to work up to a maximum of 20 hours per week during term time (subject to visa requirements).

Where to go

To see a Keystone Employment Group representative for document checking please visit one of the below locations at the given time slots:

Careers Service

Careers and Employability - Bush House South East Wing, BH(SE) 5th Floor, Strand, London, WC2B 4BG

Wednesday and Thursday between 10am-12pm

King's Cross

Keystone House/King's Talent Bank 272-276 Pentonville Road, Kings Cross, London N1 9JY
Monday to Friday **9:00AM till 12:00PM** then **13:00PM till 16:00PM**.

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For students who have limited permission to work during term-times:

Please provide your academic term and vacation times covering the duration of your period of study in the UK for which you will be employed.

We consider acceptable evidence to be one of the following:

- (i) A printout from the student's education institution's website or other material published by the institution setting out its timetable for the student's course of study but must have the student's name on the document; or
- (ii) A copy of a letter or email addressed to the student from their education institution confirming term time dates for the student's course; or
- (iii) A letter addressed to you as the employer from the education institution confirming term time dates for the student's course.

Payroll Information

Once full registration has been completed and an assignment has been offered and accepted, timesheets are then generated weekly (every Thursday), and hours can only be submitted through the portal. You will be paid on a weekly basis (every Friday) provided timesheets have been submitted and approved by 12 noon on a Tuesday.

It is advisable to provide your tax documentation P45 part 2 and part 3 or a completed New Starter Checklist form which you can [download here](#) to avoid paying emergency tax. You do not need to make an appointment, but please contact us if you have any questions.

Thank you if you require any further information please do not hesitate to contact us at 020 3598 2773