



# 2025 compliance checklist for recruiters

**Stay compliant. Hire fast. Reduce risk.**

By Amiquus, a UK Government  
Trust Framework-accredited IDSP



## Section 1: Right to Work compliance

Task	Status	
Use a UK Government-accredited IDSP for RTW checks	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Digitally verify candidate identity (photo ID + liveness check)	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Confirm nationality and current right to work status	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Store records in a secure, centralised compliance vault	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Set reminders for repeat checks (time-limited visas)	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet



Failure to comply can result in fines of up to £60,000 per illegal worker.



Expanded RTW obligations for gig economy workers are expected to become a legal requirement in 2026. Plan now to future-proof your processes.

## Section 2: Contractor and Gig worker readiness

Task	Status	
Identify self-employed and limited company workers in your pipeline	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Review processes for onboarding them	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Pilot RTW checks for gig economy workers now	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Educate end-clients on upcoming shared obligations	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Use digital ID platforms to streamline checks across worker types	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet



These changes will create a level playing field. Compliance becomes a shared obligation, not just best practice.

## Section 3: Pre-employment screening

Task	Status	
Conduct DBS checks where applicable	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Validate qualifications and work history with references/databases	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Check for professional body membership or registrations	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Collect and store sensitive data in a secure, access-controlled system	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Review processes for bias or discrimination risk	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet



Inadequate screening can expose you to safeguarding risks and reputational damage. Protecting candidate data and rights also protects your business.

## Section 4: Data protection and record keeping

Task	Status	
Store all documents in a GDPR-compliant digital environment	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Use encrypted platforms for document collection and ID uploads	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Maintain digital audit trails for all checks and candidate interactions	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Limit sensitive data access (e.g., candidate medical records, ID docs) to onboarding/compliance only	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet



Regulatory enforcement is on the rise. Breaches can result in penalties from the ICO and damage to candidate trust.

## Section 5: Speed vs compliance - your balance check

Task	Status	
Onboard candidates without delaying start dates	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Automate repetitive admin (ID, document collection, reference chasing, and more)	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Provide candidates with a remote onboarding journey optimised for all web-enabled devices	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Integrate RTW, DBS, referencing and other pre-employment checks into a single workflow	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet
Get real-time alerts when documents are missing or expire	<input type="checkbox"/> Done	<input type="checkbox"/> Not yet



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### Ready to upgrade your onboarding?

Purpose-built for the evolving needs of recruiters and employers, Amiquis delivers fast, trusted, and fully digital onboarding and verification for all worker types, helping you stay compliant in a complex regulatory landscape.



[www.amiquis.co/demo](http://www.amiquis.co/demo)



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