

Asylum & Immigration Act 1996

It is the Company's responsibility to make sure, before it employs you, that you have the right to work in the UK. An employer can be subject to civil penalties or criminal prosecution if it employs someone who does not have the right to work in the UK.

Please **complete** the form below and bring it with your specified documentation **to the Recruitment Day/Interview.**

(PLEASE USE BLOCK CAPITALS)

Name

Post applied for

Recruitment Day/
Interview date

You must bring either:

- One of the original specified documents from List 1 below; or
- Two original selected documents from list 2,

As appropriate, if you are using documents from list 2 as evidence of the right to work in the UK, you must refer to documents in either the first combination or the second combination: you must not mix documents from each combination.

Please insert the number(s) of specified documents from the lists below

Signature Date

Warning- information or documentation supplied which later proves to be false or misleading will be grounds for dismissal.

LIST OF SPECIFIED DOCUMENTS

You should note that all specified documents listed below have equal status with none having more importance than another. The type of document supplied will not have any bearing on the decisions made by the interview panel. You should enter the number(s) of the specified documents(s) that you bring to interview in the box allocated above.

YOUR ID DOCUMENT MUST BE AN ORIGINAL AND MUST BE IN DATE

List 1

11. A passport showing that the holder is a British citizen or has the right of abode in the United Kingdom

12. A document showing the holder is a national of the European Economic Area country or Switzerland. This must be a passport or national identity card

13. A residence permit issued by the Home Office to a national of a European Economic Area country or Switzerland.

14. A passport or other document issued by the Home Office which has as endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a named national from a European Economic Area country or Switzerland who is a resident in the United Kingdom.

15. A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on his stay.

16. A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.

17. An application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment in the United Kingdom.

List 2

First combination

21. A document giving the person's permanent National Insurance number and name. This could be a; P45, P60, National Insurance card, or a letter from a government agency;

AND

212. A full birth certificate issued in the United Kingdom which includes the names of both holder's parents; OR

213. A birth certificate issued in the Channel Islands, the Isle of Man or Oreland; OR

214. A certificate of registration or naturalisation stating that the holder is a British citizen; OR

215. a letter issued by the Home Office, to the holder, which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR

216. An immigration Status Document issued by the Home Office, to the holder, with an endorsement indicating that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay; OR

217. A letter issued by the Home Office, to the holder, which indicates that the person named in it can stay indefinitely and allows them to do the type of work you are offering.

218. An immigration Status Document issued by the Home Office, to the holder, with an endorsement indicating that the person named can stay in the United Kingdom and this allows them to do the type of work being offered.

Second Combination

22. A work permit or other approval to take employment that has been issued by Work Permits UK;

AND

221. A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and is permitted to take the work permit employment in question; OR

222. A letter by the Home Office, to the holder, confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.