

Dear Applicant

The Asylum & Immigration Act 1996

Since the implementation of the Asylum & Immigration Act 1996 all U.K. employers **must** ensure that prior to a successful candidate taking up an appointment, the candidate must provide suitable evidence of both the right of residence in; and the right to work in the United Kingdom.

Local Authorities are required to pay particular attention to the requirements of the Act. So as to ensure the Council complies with the Act, you are requested to produce sufficient documentation from the list below to show your rights of residence and your right to work in the United Kingdom.

- i) A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states the national insurance number of the person named.
- ii) A passport describing the holder as a British Citizen or as having the right of abode in - or entitlement to readmission to - the United Kingdom (a British Visitors Passport is **not** acceptable).
- iii) A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.
- iv) A certificate of Registration or Naturalisation as a British Citizen.
- v) A birth certificate issued in the United Kingdom or in the Republic of Ireland.
- vi) A passport or national identity card issued by the State which is party to the European Economic Area Agreement and which describes the holder as a national of that State.
- vii) A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his or her stay; or a letter issued by the Home Office confirming that the person named has such status.
- viii)
 - A passport or other travel document endorsed to show that the person named has current leave to enter or remain in the United Kingdom and is not precluded from taking the employment in question or a letter issued by the Home Office confirming that this is the case.
 - A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement.

Certain European Economic Area nationals and their family members who are also European Economic Area nationals may obtain a residence permit. This consists of a blue card carrying a photograph and:

- A passport or other travel document endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Agreement and who is resident in the United Kingdom.
- A work permit or other approval to take employment issued by the Department of Education and Employment or, in Northern Ireland, by the Training and Employment Agency.
- A passport describing the holder as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

Please note that this letter only applies to candidates being considered for employment.

Yours sincerely

Sue Hasty
Principal