

Asylum & Immigration Check

Proof of entitlement to work in the UK

We will need all the relevant original documentation* before you can commence employment and before we can process your details through the payroll system. Any delay in providing the relevant documentation will result in a delay in payment of your salary.

***(IF YOU INTEND TO USE PHOTOGRAPHIC PROOF OF IDENTIFICATION (I.E; PASSPORT OR NATIONAL IDENTITY CARD), WE CAN ONLY ACCEPT ORIGINAL DOCUMENTS PRESENTED IN PERSON.)**

It is a requirement of UK legislation that only those legally entitled to live and work in the UK can commence employment. CHECKS ARE MADE ON ALL EMPLOYEES. If at any time it is found that you do not have current and valid permission to be in the UK or that the permission you have excludes you from taking this specific job, this contract will be invalid or, if it is already in force, it will be terminated.

Please provide documentary evidence that you have permission to work in the UK on or before your first day of work. Please see below a list of acceptable evidence of identification.

List A contains the range of documents which can be accepted for a person who has a permanent right to work in the UK, to establish a continuous right to work for the duration of employment.

List A
Acceptable documents to establish a continuous statutory excuse
1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.

A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

9.

A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Please note that if the names on the two documents do not match, another document is required to explain this, e.g. a marriage certificate, a divorce decree, a deed poll document or statutory declaration.

List B contains a range of documents which may be accepted for a person who has a temporary right to work in the UK where right to work checks establish a time-limited right to work. Follow-up checks will undertaken in the same way as the original check. Managers are required to re-check employees with temporary or restricted eligibility to work in the UK every 12 months or 3 months prior to expiry whichever is earliest.

List B

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.

2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.

3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.