

## Asylum & Immigration Act

In accordance with section 8 of the Asylum & Immigration Act 1996, Woodcote Primary School is required to make basic document checks on all their employees. We are required to check and take a copy of **one** of the original documents in **LIST 1** or a combination of **two** original documents in **LIST 2** (see below).

If you are offered a position at Woodcote Primary School, you will be required to provide evidence of your eligibility to work in the UK. Please ensure that you are able to provide the appropriate documentation from either LIST 1 or LIST 2 as indicated below.

LIST 1 – Any one of the following documents
A passport showing that the holder is a British Citizen, or has the right to live in the UK
A document showing that the holder is a national of a European Economic Area or Switzerland. This must be a national passport or identity card.
A residence permit issued by the UK to a national from a European Economic Area or Switzerland.
A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work offered if they do not have a work permit.
A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as a family member or a NATIONAL FROM a European Economic Area country or
An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

LIST 2 – A combination of any two documents
COMBINATION A
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.
With one of the following
A full birth certificate issued in the UK, which includes the names of the holder's parents; OR
A birth certificate issued in the Channel Islands, Isle of Man or Ireland; OR
A certificate of registration or naturalization stating that the holder is a British Citizen; OR
A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
An Immigration Status document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
A letter issued by the Home Office which indicates that the person named on it can stay in the UK; and this allows them to do the type of work offered; OR
An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the UK; and this allows them to do the type of work offered
COMBINATION B
A work permit or other approval to take employment that has been issued by Work Permits UK
With one of the following
A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; OR
A letter issued by the Home Office confirming that the person named in it is able to stay in the UK.

**Applicants who are unable to produce the required documentation as evidence of eligibility to work in the UK are advised not to proceed with an application, as we will be unable to employ you.**