**Eligibility to Work**

Dear Candidate,

UK law requires all organisations to check and copy certain original documents from potential employees. The details of the documents which we need to check are given below, and we would therefore ask you to bring with you to your interview either an original document, or combination of documents, specified in list A or List B.

* **List A** contains the range of documents which we may accept for a person who has a permanent right to work in the UK
* **List B** contains the range of documents which we may accept for a person who has a temporary right to work in the UK.

During the course of this interview we will check these documents and make a photocopy, which we will keep. Should you not be offered the job we undertake to shred the photocopy.

I do hope that you will assist us in this way as, without sight of these documents, we will not be able to make an offer of employment should you be the successful candidate.

(This document check does not preclude the possibility of a request for a DBS disclosure check, should the post you apply for require one).

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| **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 of 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. |
| 10 | 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. |

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| **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 |