

Right to Work in UK

Immigration, Asylum and Nationality Act 2006 (the 2006 Act)

IMPORTANT INFORMATION FOR ALL SHORTLISTED CANDIDATES
PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS
SET OUT IN THIS LEAFLET

This Act of Parliament places a legal responsibility on employers to only recruit new employees/staff from those who are eligible to work in the United Kingdom. An employer who does not comply will face a civil penalty up to £20,000.

It is, therefore, very important for an employer to obtain information which will demonstrate that all its new employees meet the eligibility rules. The information needs to be in a form which can be recorded for future demonstration that the employer has complied with the Act in its recruitment practices and decisions.

In practice this means that every candidate who is shortlisted for interview is required to bring to that interview documentary evidence which confirms their eligibility to work in the United Kingdom. The Home Office have specified several documents which will satisfy this requirement and these are listed in tables in the enclosed document.

- **Note on successful candidates who are nationals from the European Economic Area (EEA):**
 - EEA nationals have the right to work in the UK, however not all EEA nationals are permitted to work in the UK without restrictions. You will need to produce an official document showing your nationality. This will usually be either a national passport or national identity card which indicates that the holder is a national of an EEA state.
 - Nationals from Croatia must obtain an Accession Worker Authorisation Document (or 'Purple Registration Certificate') from the Home Office *before* starting work. Please refer to the full Home Office Guidance on employing Croatian Nationals.

CANDIDATES MUST BRING THE SPECIFIED DOCUMENT/S TO THE INTERVIEW.

THE DOCUMENT/S MUST BE ORIGINAL/S AND MUST RELATE TO THE CANDIDATE.
(PHOTOCOPIES ARE NOT ACCEPTABLE).

CANDIDATES SHOULD NOTE THAT FAILURE TO PRODUCE THE SPECIFIED DOCUMENT/S WILL MEAN THAT THE ORGANISATION WILL NOT BE ABLE TO OFFER EMPLOYMENT.

The specified document/s will be inspected and copied. Any personal information in the document/s supplied will be kept on a confidential basis and it will not be used for any other purpose other than compliance with this Act.

It is anticipated that the documentation provided by candidates will be straightforward and readily recognised. However, in cases where documents are unfamiliar, advice will be sought and this may lead to a short delay in offering employment. In such cases every effort will be made to keep the delay to a minimum in the interests of all applicants

ALL APPLICANTS MUST COMPLETE THE ATTACHED FORM

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**PLEASE COMPLETE THE FORM BELOW
AND BRING IT WITH YOUR SPECIFIED DOCUMENT/S TO THE INTERVIEW
PLEASE USE BLOCK CAPITALS**

SURNAME:

FORENAME:

ORGANISATION:

POST TILE:

INTERVIEW DATE:

Are there any restrictions issued by the Home Office or the UK Border Agency which may affect your employment status with this organisation?

YES:

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NO:

☐

(FURTHER DOCUMENTATION AS DETAILED IN THE ATTACHED TABLES WILL BE REQUIRED
IF YOU ANSWER YES TO THIS QUESTION)

Please refer to the Specified Documents listed in the attached tables. Identify the reference number next to the type of document/s you will bring to your interview, read the statement below, and enter the document reference letter and number.

LIST A:

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LIST B:

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I HAVE INDICATED ABOVE THE REFERENCE NUMBER OF THE TYPE OF SPECIFIED DOCUMENT/S THAT I HAVE PRESENTED AT MY INTERVIEW. I CONFIRM THAT I AM THE PERSON REFERRED TO IN THE DOCUMENT/S AND THAT I AM ENTITLED TO WORK IN THE UK. I UNDERSTAND THAT INFORMATION OR DOCUMENTATION SUPPLIED WHICH LATER PROVES TO BE FALSE OR MISLEADING WILL BE GROUNDS FOR DISMISSAL.

DECLARATION

I CONFIRM THAT THE INFORMATION I HAVE PROVIDED ON THIS FORM IS CORRECT

SIGNED:

DATED:

**FOR OFFICIAL USE ONLY
MUST BE COMPLETED BY CHAIR OF INTERVIEW PANEL**

DOCUMENT LIKENESS VERIFIED: (☒)

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PHOTOCOPIES ATTACHED (☒)

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CHAIR OF PANEL (PRINT NAME):

SIGNED:

DATED:

Date follow up check required:

Lists of acceptable documents for right to work checks

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.
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.