



Legal Requirement to Prove Eligibility to Work in the UK

All employers are required to obtain evidence from all successful external applicants of their eligibility to work in the UK. This includes applicants who are already full British citizens.

Under Section 8 of the Asylum and Immigration Act 1996, which came into effect on 27 January 1997, it is a criminal offence for an employer to employ a person who is subject to immigration control (ie a person who requires leave to enter or remain in the UK) unless he or she is entitled to be employed in the UK.

We may be inspected by the Border Agency at any time and without prior warning.

Failure to comply with this legislation could result in a Civil Penalty of up to £10,000 and publication of the details of the penalty in local and national press, and on the Border Agency website.

Before the Trust can confirm the offer of employment, you will, therefore be required to provide:-

1 **One** of the original documents included in **List 1**

OR

2 **Two** of the original documents in the combinations given in **List 2**

The documents will be copied and kept on your personal file.

When submitting copies of documents, **All** copies provided must be signed to confirm that the originals have been seen.

All passports **must** have the photo page **and** the front cover copied.

IMPORTANT

Please note that the name on documentation that you provide to prove your eligibility to work in the UK must match the name in which you have applied for the position.

If the names on the documents do not match because you have changed your name for any reason then you must also supply us with one of the official change of name documents listed below:

- Marriage Certificate
- Deed Poll
- Decree Absolute
- Statutory Declaration

PTO

LIST 1

- A A passport showing that the holder is a British Citizen, or has right of abode in the United Kingdom.
- B A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- C A residence permit issued by the Home Office to a national from a European Economic Area country, or Switzerland.
- D 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 United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- E A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- F A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that the endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- G An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

LIST 2

First Combination

- A A document giving the persons permanent National Insurance Number and name. This could be P45, P60, National Insurance card, or a letter from a Government agency.

Along with one of the following document listed B to H

- B A full birth certificate issued in the UK that specifies the names of the holder's parents, or
- C A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, or
- D A certificate of registration or naturalisation stating that the holder is a British citizen, or
- E A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay, or
- F An immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or
- G A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** is entitled to take up the employment in question in the UK, or
- H An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** is entitled to take up the employment in question in the UK.

Second Combination

- A A work permit or other approval to take employment that has been issued by Work Permits UK.

Along with one of the following documents listed B to C

- B A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; or
- C A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

European Economic Area (EEA) Countries

Austria	Iceland	Norway
Belgium	Ireland	Poland
Cyprus	Italy	Portugal
Denmark	Latvia	Slovakia
Czech Republic	Liechtenstein	Slovenia
Estonia	Lithuania	Spain
Finland	Luxembourg	Sweden
Hungary	Malta	UK
Greece	Netherland	