

## Recruitment and Selection Fact Sheet - Proving Your Right to Work in the UK

Before anyone is employed by the Council, we have a legal obligation to carry out document checks on them to make sure they have the right to work in the UK. If you are invited to attend an interview, the Chair of the interview panel or their representative will verify that you have produced the required evidence of your eligibility to work in the UK and that all your documents are valid and original. Do not bring photocopies as they are not acceptable forms of evidence. A copy of the original documents will be taken for our records.

If you are successful in being appointed, the verified copies will be filed for the duration of your employment with the Council and for possible future reference.

### Acceptable Documents

You should bring to your interview the acceptable **original** documents detailed below. This applies to both internal and external candidates.

**One** of the original documents described in **List A**, or **two** of the documents in the **specified combinations** in **List A** **OR**

**One** of the documents described in **List B**, or **two** of the documents in the **specified combinations** in **List B**

For further information visit the UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

### LIST A – Documents which show an ongoing right to work in the UK

#### Any **ONE** of these documents:

- A passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies with the right of abode in the UK.
- A passport or national identity card showing that the holder is a national of the European Economic Area (EEA) or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home Office or the UK Border Agency to the family member of a national of an EEA country or Switzerland.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A passport or other travel document 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.

**OR**

**Evidence of your permanent National Insurance Number and name from one of the following documents:**

- a P45
- a P60
- a National Insurance Number card
- a document from a government agency, such as HR Revenue and Customs, Department of Work and Pensions, Job Centre Plus, Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency
- a pay slip from a previous employer

Please note:

- A card or certificate issued by the Inland Revenue (now HM Revenue and Customs) under the Construction Industry Scheme is not acceptable.
- The document must show a permanent National Insurance number, rather than a temporary one. A temporary number is a National Insurance number beginning with TN, or ending with a letter between E and Z.  
You can apply for a National Insurance number at your local Jobcentre Plus office, or the Jobs & Benefits office in Northern Ireland

**When produced in combination with ONE of the following documents:**

- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents.
- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation stating that the holder is a British citizen.
- A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.

## LIST B – Documents which show a right to work in the UK for up to 12 months

### Any ONE of these documents:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

### OR

### Any combination of documents from the following list:

- A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to you the holder or the employer or prospective employer confirming the same.
- A Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for 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 six months old **when produced in combination with** a positive confirmation letter from the UK Border Agency Employer Checking Service.
- An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** a positive confirmation letter from the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Service or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Service or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer