

***Compulsory documentation required to be submitted with your application.
Failure to comply could impair your chances of interview!***

To comply with the amended rules on preventing illegal working and to comply with section 8 of the Asylum and Immigration Act 1996 – in force from 1.5.04 the following documentation must be submitted with your application form.

- Submit a copy of **one** of the documents included in List 1 below; **OR**
- Submit a copy of **two** documents in the combinations in List 2 below.
- ❖ **YOU WILL BE EXPECTED TO SUPPLY THE ORIGINAL DOCUMENT FOR INSPECTION IF YOU ARE CALLED FOR AN INTERVIEW.**
- ❖ **YOU SHOULD BE AWARE THAT ANY OFFER OF EMPLOYMENT WILL BE SUBJECT TO SUCCESSFUL VERIFICATION OF THESE DOCUMENTS.**

List 1 – These documents are considered sufficient proof on their own

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- 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.

Countries that form part of the EEA:

- | | | |
|------------------|-----------------|------------------|
| ➤ Austria | ➤ Greece | ➤ Netherlands |
| ➤ Belgium | ➤ Hungary | ➤ Norway |
| ➤ Cyprus | ➤ Iceland | ➤ Poland |
| ➤ Czech Republic | ➤ Ireland | ➤ Portugal |
| ➤ Denmark | ➤ Italy | ➤ Slovakia |
| ➤ Estonia | ➤ Latvia | ➤ Slovenia |
| ➤ Finland | ➤ Liechtenstein | ➤ Spain |
| ➤ France | ➤ Lithuania | ➤ Sweden |
| ➤ Germany | ➤ Luxembourg | ➤ United Kingdom |
| | ➤ Malta | |

- A residence permit issued by the Home Office to a national from a EEA country or Switzerland.
- 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 the family member of a national from an EEA country or Switzerland who is resident in the UK.
- 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 you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2 – covers the combinations of documents which will provide us with the evidence.

First 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.

Along with checking and copying one of the above documents [in A] you must provide one of the following documents listed below under B – H.

- B. A full birth certificate issued in the UK which includes 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 UK, 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 in it can stay indefinitely in the UK, or has no time limit on their stay; or
- G. A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, and this allows them to do the type of work you are offering; 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 UK, and this allows them to do the type of work you are offering.

Second Combination

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

Along with a document issued by Work Permit UK, please provide a copy of one of the following documents listed below:

- B. 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
- C. A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.