

# Ensuring you are eligible to work in the UK

## Why do we check?

All employers in the United Kingdom are required to make basic document checks on anyone they intend employing. To comply with the Immigration, Asylum and Nationality Act 2006 we have to ensure that you have permission to be in the UK **and** to do the type of work offered. We believe the most practical approach for both applicants and the company is to carry out these checks during the selection process.

## How do we check?

If you are selected to attend an interview, you will be asked to bring evidence of your right to work in the UK with you to your appointment. This information sheet explains what documents we can accept.

You must bring original documents to your interview. If you forget to bring them and we wish to consider your application further, you may need to make a return visit to a company site to provide the evidence required.

The documents you provide will be checked and photocopied. If your application is successful we will keep a record of the documents provided on your confidential personal file. If your application is not successful we will keep a confidential record of the documents provided, for a limited period and in a secure location. After this they will be destroyed.

## What do we check?

The documents that show you are entitled to work in the UK are split into two lists, known as List A and List B (see below). If you produce List A documents, you can work in the UK indefinitely and no further check will be required. If you produce List B documents, you are only entitled to work in the UK for a limited period of time. Annual checks will be required as long as you are still employed by us or until you produce documents from List A.

The main groups of people who can work in the UK without any restrictions are:-

- British citizens;
- citizens of the UK, Channel islands, Isle of Man, Ireland and Commonwealth citizens with the right to live in the UK;
- European Economic Area (EEA) nationals and Swiss nationals (see table below);
- individuals who are not EEA or Swiss nationals but who are family members of a national from EEA countries or Switzerland, as long as that person is lawfully residing in the UK;
- dependants of migrants who have entered the UK under the UK points-based system.

### European Economic Area Countries

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

Swiss nationals have the same free movement and employment rights as EEA nationals. If you are from a country marked \*, you may need to register with the UK Border Agency or obtain a work permit before you start work. You can find out more about this at the UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or the Business Link website [www.businesslink.gov.uk](http://www.businesslink.gov.uk).

If you are not able to produce any of the documents listed below, please contact our recruitment team on 0191 3016126 for advice.

Thank you for your co-operation in helping us to meet our legal obligations.

**List A** - You can bring one original document (or a combination of two original documents where indicated) from the following list:

- A passport or national identity card showing that you are a British or UK citizen, or a national of a European Economic Area (EEA) country or Switzerland.
  - A residence permit or certificate indicating permanent residence issued by the Home Office or the Border & Immigration Agency to a national from an EEA country or Switzerland.
  - A permanent residence card issued by the Home Office or the Border & Immigration Agency to the family member of a national of an EEA country or Switzerland .
  - A Biometric Immigration Document issued to you by the Border & Immigration Agency indicating that you can stay indefinitely, or you have no time limit on your stay in the UK
  - A passport or other travel document endorsed to show that you are exempt from immigration control, you can stay indefinitely in the UK, you have the right to live in the UK or have no time limit on your stay.
  - An Immigration Status Document issued to you by the Home Office or the Border & Immigration Agency indicating that you are allowed to stay indefinitely in the UK, or have no time limit on your stay in the UK. \*
  - A full birth certificate issued in UK (which includes the name/s of at least one of your parents), the Channel Islands, the Isle of Man or Ireland. \*
  - An adoption certificate issued in the UK (which includes the name/s of at least one of your adoptive parents), the Channel Islands, the Isle of Man or Ireland. \*
  - A certificate of registration or naturalisation as a British citizen. \*
  - A letter issued to you by the Home Office or the Border & Immigration Agency indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay. \*
- \* NB These documents must be accompanied by an official document giving your permanent National Insurance Number and your name eg P45, P60, National Insurance Card.

**List B** – you can bring one original document (or a combination of two original documents where indicated) from the following list:

- A passport or other travel document endorsed to show that you are allowed to stay in the UK and allowed to do the work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the Border & Immigration Agency indicating that you can stay in the UK and are allowed to do the work in question.
- A work permit or other approval to take up employment **plus** either a passport or travel document or letter endorsed to show that you are allowed to stay in the UK and to do the work in question, both issued by the Home Office or Border & Immigration Agency,.
- A certificate of application issued by the Home Office or the Border & Immigration Agency to or for a family member of a national of an EEA country or Switzerland confirming that you can take up employment, which is less than 6 months old, **plus** evidence of verification by the Border & Immigration Agency Employer Checking Service.
- A residence card or document issued by the Home Office or the Border & Immigration Agency to a family member of a national of an EEA country or Switzerland.
- An Application Registration Card issued by the Home Office or the Border & Immigration agency stating that you can take up employment, **plus** evidence of verification by the Border & Immigration Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office or the Border & Immigration Agency endorsing that you can stay in the UK to do the work in question, **plus** an official document giving your permanent National Insurance Number and your name, issued by a Government agency or a previous employer eg P45, P60, National Insurance Card.
- A letter issued by the Home Office or the Border & Immigration Agency to you or the company indicating that you can stay in the UK to do the work in question, **plus** an official document giving your permanent national Insurance Number and your name, issued by a Government agency or a previous employer eg P45, P60, National Insurance Card.