



**ASYLUM AND IMMIGRATION ACT 1996**

**DOCUMENTS ACCEPTABLE AS PROOF OF ENTITLEMENT TO WORK IN THE UK**

With effect from 1st May 2004, all new employees will be required to provide evidence of their right to work in the UK prior to commencing employment. Any offer of employment is conditional until satisfactory documents of evidence to work in the UK have been produced. This can take the form of either one of the original documents from List 1, OR two of the original documents in List 2, OR two of the original documents in List 3 (you may not use a combination from Lists 2 & 3)

<b>LIST 1</b>		<b>LIST 2</b>		<b>LIST 3</b>	
<b>Only ONE document is required from this List</b>	<b>Please Tick</b>	<b>TWO documents are required from this List</b>	<b>Please Tick</b>	<b>TWO documents are required from this List</b>	<b>Please Tick</b>
A passport showing that the you are a British citizen, or have a right of abode in the UK		An original document giving your <b>PERMANENT</b> National Insurance Number and name. This could be a P45, P60, National Insurance card or a letter from a Government agency. <b>(Temporary N.I. No's. are not acceptable.)</b>		An original work permit or other approval to take employment that has been issued by Work Permits UK.	
A document showing that you are a national of a EU country or Switzerland. This must be a national passport or national identity card		<b>PLUS ONE DOCUMENT FROM THE FOLLOWING</b> ↓		<b>PLUS ONE DOCUMENT FROM THE FOLLOWING</b> ↓	
A residence permit issued by the UK to a national from a European Union country or Switzerland		A full birth certificate issued in the UK, which includes the names of your parents		A passport or other travel document endorsed to show you are able to stay in the UK and can take the work permit employment in question	
A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK as the family member or a national from a European Union country or Switzerland		A birth certificate issued in the Channel Islands, the Isle of Man or Ireland		A letter issued by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question.	
A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or has no time limit on their stay		A certificate of registration or naturalisation stating that you are a British citizen			
A passport or other travel document endorsed to show that you can stay in the UK; and that this endorsement allows you to do the type of work you have applied for if you do not have a work permit		A letter issued by the Home Office which indicates that you can stay indefinitely in the UK, or have no time limit on your stay			
An Application Registration Card issued by the Home Office to an asylum seeker stating that you are permitted to take employment		An immigration Status Document issued by the Home Office with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay			
		A letter issued by the Home Office which indicates that you can stay in the UK and you are allowed to do the type of work offered			
		An immigration Status Document issued by the Home Office with an endorsement indicating that you can stay in the UK and you are allowed to do the type of work offered.			

Please note that it is a legal requirement that you produce the original document(s). A copy is retained on your file. Please either:

**Please Do NOT send any original documents with your application, as you will only be required to produce these documents if you are invited for a first interview**

**WORKERS REGISTRATION SCHEME**

Workers from some countries are also required to register with the Home Office (Workers Registration Scheme) within 30 days of starting work. This is your responsibility and you should provide a copy of your registration application form to Human Resources. The countries concerned are:

- |          |                |           |         |
|----------|----------------|-----------|---------|
| Slovakia | Slovenia       | Estonia   | Latvia  |
| Poland   | Czech Republic | Lithuania | Hungary |