



## Verification of Eligibility to work in the UK



Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers.

On 1 May 2004, the Government introduced changes to the types of document which an employer will need to check under Section 8 to avoid employing illegal workers. These changes have been introduced for three key reasons:

- to make it harder for people who do not have permission to work in the United Kingdom to obtain work by using forged or false documents;
- to make it easier for employers to ensure that they employ people who are legally permitted to work in the United Kingdom;
- to strengthen the Government's controls on tackling illegal working by making it easier for the United Kingdom Immigration Service to take action against employers who deliberately use illegal labour.

From 1 May 2004 onwards, to ensure that we comply with this new legislation, every new potential employee must provide proof of their eligibility to work in the UK. This proof can be either a photocopy of **one** of the documents in **List 1** (attached) or photocopies of **two** of the combinations of documents given in **List 2** (attached).

**Please note:** If you are selected for interview you will be required to bring the **original** documents with you.



## **Verification of Eligibility to work in the UK – Documentation Required**

### **List 1**

Any **one** of the following documents:

- A passport showing that the holder is a British citizen, or has a 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.
  - A residence permit issued by the Home Office to a national from a European Economic Area 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 United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
  - 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.
  - A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; 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.
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### **List 2**

Any **two** of the following combinations of documents:

#### **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.

#### **Plus one of the following documents listed in sections B-H:**

- B** A full birth certificate issued in the United Kingdom, 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 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 has no time limit on their stay;
- 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** 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 United Kingdom, **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 Permits UK, you should also check and copy one of the following documents listed at B-C below:**

- 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.

