



Dear Candidate,

Changes to the law brought in by the Asylum and Immigration Act 1996, now require us to check and copy certain original documents from potential employees. The details of the documents which we need to check are given below, and we would therefore ask you to bring with you to your interview either:

**one** of the original documents included in list 1 **OR**

**two** of the original documents in the combination in list 2.

During the course of this interview we will check these documents and make a photocopy, which we will keep. Should you not be offered the job we undertake to shred the photocopy.

I do hope that you will assist us in this way as without sight of these documents we will not be able to make an offer of employment should you be the successful candidate.

(This document check does not preclude the possibility of a request for a CRB disclosure check, should the post you apply for require one).

**List 1 One of these documents please**

- 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.

**OR:**

**List 2 One of the following combinations please, ie either**

**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 from 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; OR

**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.

**OR:**

**Second combination**

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

**PLUS one of the following from sections B or C**

**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 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.