

Prevention of Illegal Working

If your application is successful you will be required to produce any one of the documents below prior to commencing employment.

- A passport showing that you are a British citizen, or have a right of abode in the UK
- A document showing that you are a national of a European Economic Area (see Appendix 1) country or Switzerland. This must be a national passport or identity card.
- A residence permit issued by the Home Office if you are a national or Border of Immigration Agency from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have current right of residence in the United Kingdom as a 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 you are entitled to stay indefinitely in the United Kingdom, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you are permitted to stay in the United Kingdom; and that this endorsement allows you to stay and do the type of work you are being offered, if you do not have a work permit.

If none of the above are available please supply a combination of two of the following documents (one of which must be 1).

First Combination:

1. A document giving the person's permanent National Insurance Number and name. This could be a P45 or P60, National Insurance card, or a letter from a Government agency.
2. A full birth certificate/adoption certificate issued in the United Kingdom, which includes the names of the holder's parents.
3. A birth certificate/adoption certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**
4. A certificate of registration or naturalisation stating that the holder is a British citizen; **OR**
5. A letter issued by the Home Office or Border of Immigration agency 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**
6. An immigration Status Document issued by the Home Office or Border Of Immigration Agency 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**

7. A letter issued by the Home Office to the holder which indicates that the person named on it can stay in the United Kingdom, and is allow Border Of Immigration Agency to do the type of work we may offer; **OR**
8. An Immigration Status Document issued by the Home Office or Border of Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and allows them to do the type of work we may offer.

Second combination (which must contain part 1a below)

- 1a A work permit or other approval to take employment that has been issued by the Home Office or Border Of Immigration Agency.
- 2a A Passport or other travel document endorsed to show that the holder is able to stay in the UK and take the Work Permit in question; **OR**
- 3a A letter issued by the Home Office or Border of Immigration Agency to the holder confirming that the person named on it is able to stay in the UK and can take the Work Permit employment in question.

An Application Registration Card issued by the Home Office or Border of Immigration Agency stating permitted to take employment.

Appendix 1

The following countries are part of the EEA:

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

Those countries marked with * are also members of the European Union.

From 1 June 2002 nationals from Switzerland have also had the same free movement and employment rights as existing EEA nationals.

Appendix 2

Documents provided must be in current name; any documents that are in previous maiden name will need additional documentation, i.e. Marriage certificate.

We would also ask you to declare any other names you have been known by and during which periods.

