

# Eligibility to work in the United Kingdom

In accordance with the amendment to the Immigration, Asylum, and Nationality Act 2006, effective from 29 February 2008, employees are required to provide proof of the Right to Work in the United Kingdom.

As a Council we are required to verify having seen the documents to establish that an employee has either an ongoing entitlement to work in the United Kingdom, or a restricted entitlement to be in the United Kingdom. We **will not** be able to confirm an offer of employment until we have confirmed eligibility to work in the United Kingdom.

## One Document from List A

- A document giving the holders permanent National Insurance Number and name i.e. P45, P60, National Insurance or a letter from a government agency or a previous employer.

### Together with one of the following:

- A passport showing that the holder is a British citizen or a citizen of the United Kingdom or the Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder is a national of a European Economic Area country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home Office or the Border and Immigration Agency to a family member of 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.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A Biometric Immigration document issued by the Border and Immigration Agency indicating the holder is allowed to stay indefinitely in the United Kingdom, or has no time limit on his or her stay in the United Kingdom.

**OR**



## Two Documents from List B

- A document giving the holders permanent National Insurance Number and name i.e. P45, P60, National Insurance or a letter from a government agency or a previous employer.

### Together with one of the following:

- A full birth certificate/ adoption certificate issued in the United Kingdom, which indicates the names of the holder's (adoptive) parents.
- A birth certificate / adoption certificate issued in the Channel Islands, Isle of Man or Ireland.
- A certificate of registration of naturalisation stating that the holder is a British citizen.
- 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.
- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.