



Live free

the learning disability charity

Important: Please read all sections

Confirming your right to work in the UK

By law, employers are required to check that **all** applicants have a legal right to work in the UK before employing them. If you are shortlisted and invited to interview, you will need to bring the **original** document/s with you.

The documents we can accept as proof of your right to work are set out by the Home Office and are listed below: -

LIST A – proof of permanent entitlement

Acceptable documents that prove an individual has a permanent right to work in the UK and has no restrictions on the work they do.

1. Passport showing the holder is a British Citizen or citizen of UK and colonies having the right of abode in the UK.
2. Passport or national ID card showing holder is EEA or Swiss national.
3. Registration certificate or document indicating permanent residence issued by the Home Office to a national of an EEA country or Switzerland.
4. Permanent residence card issued by the Home Office to family member of a national of an EEA country or Switzerland.
5. **Current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating holder has indefinite leave to remain or no time limit on stay in UK.
6. **Current** Passport endorsed to show holder exempt from immigration control and is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. **Current** Immigration Status Document issued by the Home Office with an endorsement for indefinite leave to remain or no time limit on their stay in the UK, **together with** a document giving their name and a permanent NI number issued by a Government agency or previous employer.
8. A UK birth (short or long) or adoption **together with** a document giving their name and a permanent NI number issued by a Government agency or previous employer.

9. A birth (short or long) or adoption certificate issued in the Channel Islands, Isle of Man or Ireland, **together with** a document giving their name and a permanent NI number issued by a Government agency or previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** a document giving their name and a permanent NI number issued by a Government agency or previous employer.

LIST B – proof of a time limited (temporary) entitlement

Acceptable documents that show there is a **time limit** on the holder's permission to work in the UK (there may be restrictions on the type of work allowed).

Group 1

1. **Current** Passport showing holder is allowed to stay in the UK and allowed to do the type of work in question.
2. **Current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating holder can stay in UK and allowed to do the type of work in question.
3. **Current** Residence Card issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the names person may stay in the UK and is allowed to do the type of work in question, **together with** a document giving their name and a permanent NI number issued by a Government agency or previous employer.

Group 2

1. Certificate of Application which is **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (EEA) Regulations 2006 to a family member of a national of an EEA country or Switzerland indicating holder permitted to take employment **together with a Positive Verification Notice** from the Employer Checking Service (ECS)
2. An Application Registration Card issued by the Home Office showing holder is allowed to take employment in question, **together with a Positive Verification Notice** from the ECS.

3. A **Positive Verification Notice** from the ECS to the employer/prospective employer showing holder may stay in UK and is permitted to do the work in question.

This is not an exhaustive list, should you have any concerns or further questions, please do not hesitate to contact the Recruitment team or go to the Home Office website at www.gov.uk.