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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**

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

One of the following documents is acceptable:

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.

OR, one of the following combinations of documents:

7. **Current** Immigration Status Document issued by the Home Office with an endorsement for indefinite leave to remain **together with** a document giving a their name and a permanent NI number issued by a Government agency or previous employer.
8. A **full** UK birth/adoption certificate which includes the name(s) of at least one of the holder's parents or adoptive parents **together with** a document giving their name and a permanent NI number issued by a Government agency or previous employer.

9. A birth 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**

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).

One of the following documents is acceptable:-

1. **Current** Passport showing holder is allowed to stay in the UK and allowed to work.
2. **Current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating holder can stay in UK and is allowed to work.
3. **Current** Residence Card issued by the Home Office to a family member of a national of an EEA country or Switzerland or who has a derivative right of residence.
4. A **Positive Verification Notice** from the ECS to the employer/prospective employer showing holder may stay in UK & work.

OR, one of the following combinations of documents:

5. **Current** Immigration Status document containing a photograph issued by the Home Office with a **valid** endorsement showing holder is allowed to stay in the UK and allowed to work, **together with** a document giving their name and permanent NI number issued by a Government agency or previous employer.
6. Certificate of Application which is **less than 6 months old**, issued by the Home Office 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)
7. An Application Registration Card issued by the Home Office showing holder is allowed to work, **together with** a **Positive Verification Notice** from the ECS.

This is not an exhaustive list, should you have any concerns or further questions, please do not hesitate to contact the Corporate HR team or go to the Home Office website at [www.gov.uk](http://www.gov.uk).