

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

INFORMATION FOR CANDIDATES

As an employer, we have a responsibility to ensure that each prospective employee is eligible to work in the United Kingdom, in line with the requirements set out in sections 15-25 of the Immigration, Asylum and Nationality Act 2006.

For this reason, all external candidates who are shortlisted for a post must produce any one of the documents, or combination of documents, described in **List A** or **List B** (below).

Interview Panels will check the validity of the documents provided and photocopy them. These will be retained on your personal file if you are the successful candidate (in line with the timescales outlined in the Act) or shredded if you are not appointed to the post.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. We do not hold a sponsorship licence and are unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system.

List A

The documents listed below show an ongoing right to work in the United Kingdom. If you are not subject to immigration control, or have no restrictions on your stay in the United Kingdom, you should be able to produce a document or a specified combination of documents from this list.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom; **or**
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland; **or**
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland; **or**
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland; **or**

5. 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; **or**
6. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border 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, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
9. A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
10. An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
11. A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
12. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

List B

The documents listed below show a right to work for up to 12 months in the United Kingdom. Where your leave to enter or remain in the United Kingdom is time limited, you are required to produce a document or a specified combination of documents from List B and, if appointed, will be subject to follow-up document checks to establish your right to work in the United Kingdom at least once every 12 months.

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit; **or**
2. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question; **or**
3. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, **or** a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same; **or**
4. A certificate of application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service; **or**
5. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland; **or**
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service; **or**
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with**

an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**

8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

Bulgarian and Romanian Nationals

Bulgarian and Romanian nationals are free to come to the United Kingdom but, unless exempt, they will be subject to worker authorisation. This means that they are only able to work in the United Kingdom if they hold a valid accession worker authorisation document or if they are exempt from authorisation.

Exemptions from the scheme are set out on the UK Border Agency website at www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/liveworkuk/.

EEA Nationals

The following European Economic Area (EEA) nationals, and citizens of Switzerland, can work in the United Kingdom without any restrictions:

Austria
Belgium
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Irish Republic
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Slovakia
Slovenia
Spain
Sweden
(Switzerland)
United Kingdom

Nationals from these EEA countries, and Switzerland, can enter and work freely in the United Kingdom without restriction. Their immediate family members are also able to work freely in the United Kingdom while their adult EEA family member is legally residing and working here.