

## Identification Checking/ eligibility to work in the UK

The Asylum and Immigration Act 1996 requires us to ensure that our employees hold valid documents supporting their identity and their entitlement to work in the UK.

These checks are part of our standard procedure for all candidates registered on our database. As guidance, please see below what can be accepted:

<b>Option 1 – One document from the following list: (no need for further documents)</b>	
<b>(A)</b>	A passport showing that the holder is a British Citizen, or has a right of abode in the UK
<b>(B)</b>	A document showing that the holder is a national of a European Economic Area (EEA) country or Switzerland. This must be a national passport or national identity card.
<b>(C)</b>	A residence permit issued by the Home Office to a national from an EEA country or Switzerland
<b>(D)</b>	A passport or other document issued by the Home Office with an endorsement stating that the holder has a right of residence in the UK as the family member of a national from an EEA country or Switzerland who is resident in the UK
<b>(E)</b>	A passport endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay
<b>(F)</b>	A passport endorsed to show that the holder can stay in the UK for a period of time; and that this endorsement allows the holder to do the type of work being offered if they do not have a work permit
<b>(G)</b>	An application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment in the UK

<b>OPTION 2 – Two documents from Combinations list 1 or two documents from Combinations List 2:</b>	
<b>Combination List 1: Two items from this list (must include Item A)</b>	
<b>(A)</b>	<b>A document giving the person's permanent National Insurance number and name – a P45, P60 or N.I. Card.</b>
<b>And ONE of the following:</b>	
<b>(B)</b>	A full birth certificate issued in the UK, which includes the names of the holder's parents;
<b>(C)</b>	A birth certificate issued in the Channel Islands, the Isle of Man or Ireland;
<b>(D)</b>	A certificate of registration or naturalisation stating that the holder is a British citizen;
<b>(E)</b>	A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the UK
<b>(F)</b>	An immigration status document issued by the Home Office stating that the person named in it can stay indefinitely in the UK
<b>(G)</b>	A letter issued by the Home Office which indicates that the person can stay in the UK and is allowed to do the type of work the employer is offering
<b>(H)</b>	An immigration status document issued by the Home Office stating that the person named in it can stay in the UK and this allows them to do the type of work the employer is offering
<b>OR</b>	
<b>Combination List 2: Two items from this list (must include Item A)</b>	
<b>(A)</b>	A work permit or other approval to take employment that has been issued by Work Permits UK
<b>and one of the following:</b>	
<b>(B)</b>	A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question
<b>(C)</b>	A letter issued by the Home Office confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

**Please Note:** A driving licence cannot be witnessed as a valid proof of identification.