



## **IMPORTANT NOTE FOR ALL APPLICANTS**

### ***PLEASE READ CAREFULLY***

## **ASYLUM AND IMMIGRATION ACT 1996 SECTION 8 PREVENTION OF ILLEGAL WORKING**

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers.

On 1 May 2004, the Government introduced changes to the types of document that an employer will need to check to avoid employing illegal workers.

**If you are successful in your application for this post you will be required to provide one of the documents from List 1 or 2 documents in the combination as stated in List 2.**

### **LIST 1**

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to 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 who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

*There is no need to provide documents from the following list (2) if you have provided a document in List 1 above.*

## LIST 2

### First combination

**A** a document giving your **permanent** National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

### Along with one of the following documents listed in sections B–H:

**B** a full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR

**C** a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR

**D** a certificate of registration or naturalisation stating that the holder is a British citizen; OR

**E** 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; OR

**F** an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR

**G** a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering; OR

**H** an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering.

### Second combination

**A** A work permit or other approval to take employment that has been issued by Work Permits UK.

### Along with a document issued by Work Permits UK, you should also provide one of the following documents listed in Sections B–C:

**B** a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR

**C** a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Please note it is a requirement that we keep a photocopy of the original documents if you are successful in your application.

## WORKERS REGISTRATION SCHEME

If you are a national from one of the following countries who joined the European Union on the 1 May 2004, you will need to register with the Home Office when you commence employment and a copy of your Registration Certificate will be kept on your personal file.

**Czech Republic**  
**Estonia**

**Latvia**  
**Lithuania**

**Slovakia**  
**Slovenia**

**Hungary**  
**Poland**

Nationals from **Cyprus** or **Malta** will not be required to register.