

# Preventing Illegal Working - Home Office Regulations May 2004

## A Guide for Candidates

It is a requirement by law, that before any new appointments are made, we must check the applicant's eligibility to reside and work in the United Kingdom. Therefore any offers of employment made will be subject to verification of the following documentation.

### LIST 1

Applicants **must** be able to provide any **one** of the following:

- A passport showing that you are a British Citizen, or have a right of abode in the United Kingdom.
- A document showing that you are 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 showing that you are 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 you have 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 you 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 you can stay in the United Kingdom; and that this endorsement allows you 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 Officer to an asylum seeker stating that you are permitted to take employment.

### LIST 2

If you are unable to provide a document from List 1, you must be able to provide a combination of **two documents** as detailed below:

The documents must be from the same combination; you will not be able to provide one document from the first combination and one from the second combination.

#### **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 checking and copying a document giving your National Insurance Number, one of the documents listed in sections B-H: will be checked and copied.

- B. A full birth certificate issued in the United Kingdom, which includes names of your 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 you are a British Citizen; or
- E. A letter issued to you by the Home Office which indicates that you can stay indefinitely in the United Kingdom, or has no time limit on your stay: or
- F. An immigration Status Document issued to you by the Home Office with an endorsement indicating that you can stay indefinitely in the United Kingdom, or has no time limit on your stay: or
- G. A letter issued to you by the Home Office which indicates that you can stay in the United Kingdom, and this allows you to do the type of work you are offering; or
- H. An Immigration Status Document issued to you by the Home Office with an endorsement indicating that you can stay in the United Kingdom, and this allows you 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, one of the following documents listed B-C will be checked and copied:**

- 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 to you by the Home Office confirming that you are able to stay in the United Kingdom and can take the work permit employment in question.

If you are a national of any of the following European Economic Area Countries will be required to register with the Workers Registration Scheme.

CZECH REPUBLIC  
ESTONIA  
HUNGARY  
LATVIA

LITHUANIA  
POLAND  
SLOVAKIA  
SLOVENIA