

PROOF OF RIGHT TO WORK IN THE UK FORM

Title: **Mr** **Mrs** **Miss** **Ms** **Other**

Surname:

Forename (s):

Position applied for: **Vacancy Ref. No.(If applicable)**

Directorate / School:

I can provide the following document to prove my right to work in the UK and understand a copy of this document will be held on my personal file.

Document must be an original and from List A or List B (see notes).

Document from
List A

OR

Document from
List B

Signature

Date

Original documents seen by: _____ on _____
(Signature)

NOTES

Documents demonstrating right to work in the UK

LIST A

Documents demonstrating an individual has the right to work in the UK with no restrictions:

Documents listed as items 1 to 6 can be presented on their own as indefinite evidence of eligibility to work in the UK

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 UK and Colonies having the right of abode in the UK.
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.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

The following documents, if presented, must be accompanied by an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
8. A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents.
9. A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
12. A certificate of registration or naturalisation as a British citizen.
13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

LIST B

Documents which indicate eligibility to work in the UK with limitations. These documents must be checked again a least every 12 months whilst employed by the organisation.

Documents listed as items 1, 2 and 3 can be presented on their own as evidence of limited eligibility to work in the UK

1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
3. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

The following documents, if presented, must be accompanied by the official documentation stipulated

4. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
5. A certificate of application issued by the Home Office or the Border and Immigration 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 Border and Immigration Agency Employer Checking Service (see guidance notes for details of this service).
6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.