

Eligibility to Work in the UK

To apply for any position within Prospect Housing and Support Services, you must be eligible to work in the UK.

Please note that if you are invited to interview, you will be required to show evidence of your eligibility to work in the UK. Please ensure you are able to provide the documentation as indicated overleaf.

If you do not have the required documents as evidence of your eligibility to work we advise you not to apply for this post as we will not be able to employ you.

Please sign and return this with your application.

I confirm that I am able to provide evidence of my eligibility to work in the UK as detailed overleaf.

Signed: Date:

PROOF OF IDENTITY AND PERMISSION TO WORK IN THE UNITED KINGDOM

Under section 8 of the Asylum and Immigration Act 1996, employers are required to make basic document checks on all their employees. We are required to check and make a copy of one of the original documents in List 1 or a combination of two original documents in List 2.

List 1 – Any one of the following document

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 United Kingdom 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.

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

List 2 - A combination of any two documents

Combination A

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

With one of the following:

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

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

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

A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR**

An Immigration Status Document issued by the Home Office 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**

A letter issued by the Home Office 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**

An Immigration Status Document issued by the Home Office 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.

Combination B

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

With one of the following:

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**

A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom