

## EVIDENCE OF ELIGIBILITY TO WORK IN THE UK GUIDANCE FOR APPLICANTS

### Immigration, Asylum and Nationality Act 2006

Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, which set out the law on the prevention of illegal migrant working, came into force on 29 February 2008.

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. This means that, in order to comply with this Act, Northern Star Academies Trust must ensure that all prospective employees and casual staff who are due to commence work on or after 29 February 2008 have the right to work in the UK before they commence employment.

In order that Northern Star Academies Trust complies with the law, **please bring along to your interview an original document showing that you are eligible to work in the UK. Remember the law states that we must photocopy an original document.**

You are asked to provide an original document or combination of documents from EITHER List A (documents which establish an ongoing entitlement to work in the UK) OR List B (documents which indicate restrictions on entitlement to work in the UK), if you provide documents from List B, Northern Star Academies Trust will check your continuing eligibility to work at least every twelve months or until the time-limited restriction expires or you are able to produce a document from List A.

For further information on Immigration, Asylum and Nationality Act 2006 please visit the official government website - [www.ukba.homeoffice.gov.uk/workingintheuk](http://www.ukba.homeoffice.gov.uk/workingintheuk)

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### LIST A – DOCUMENTS WHICH ESTABLISH AN ONGOING ENTITLEMENT TO WORK IN THE UK

1. A passport showing that the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
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 United Kingdom, or has no time limit on their stay in the United Kingdom.
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 United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
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 United Kingdom or has no time limit on their stay in the United Kingdom, **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 full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **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.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **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.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **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.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **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.
12. A certificate of registration or naturalisation as a British citizen, **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.
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 United Kingdom **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.

## LIST B – DOCUMENTS WHICH INDICATE RESTRICTIONS ON ENTITLEMENT TO WORK IN THE UK

Please note that employees who have a restricted entitlement to work in the UK will be required to have their documents checked at least once every 12 months.

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom 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 United Kingdom and is allowed to do the work in question.
3. 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 United Kingdom 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.
4. 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\*.
5. 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.
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 United Kingdom, 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 United Kingdom 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.

\*Please note that if an applicant provides this document as evidence of the right to work in the UK and are subsequently offered employment with NYCC, you can contact the Employer Checking

Service to verify the entitlement to work in the UK. Please contact Employment Support Service (ext 2190) for further guidance

**Documents which are not acceptable in any circumstances**

1. A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call the Border and Immigration Agency on 0151 237 6375 for information about how they can apply for an application Registration Card;
2. A temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive;
3. A permanent National Insurance number when presented in isolation;
4. A driving licence issued by the Driver and Vehicle Licensing Agency;
5. A bill issued by a financial institution or a utility company;
6. A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
7. A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents;
8. A licence provided by the Security Industry Authority;
9. A document check by the Criminal Records Bureau; a card or certificate issued by the Inland Revenue under the Construction Industry Scheme