

Asylum & Immigration Act 1996 – Prevention of Illegal Working

Section 8 of the Asylum and Immigration Act 1996 requires employers in the UK to make appropriate document checks on every potential employee. This is to make sure that employers do not break the law by employing individuals who are not permitted to work in the UK.

All external candidates must produce either a single document from List One, or one of the combination of documents shown under List Two. If you are unable to do so, please contact the Personnel office.

List One

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country (list below) 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 travel document endorsed to show that the holder has a current right of residence in the United Kingdom as a 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.

Or **two** original documents from one of the following combinations listed:

First 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.

Along with the a document giving the person's National Insurance Number, external candidates must also provide 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, external candidates must 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 that failure to produce the required document(s) will mean that the candidate will be unable to proceed to interview.

All identification produced by external candidates will be copied and, held in Kibble's recruitment records for a period of six months, they will then be confidentially destroyed. In the case of the successful candidate, the copies will be kept in the individual's personnel file. Kibble Education and Care Centre is a registered data user under the Data Protection Act 1998.

Countries in the European Economic Area (EEA)

Austria, Belgium◆, Bulgaria, Cyprus, Czech Republic*, Denmark, Estonia*, Finland, France, Germany, Greece, Hungary*, Iceland, Ireland, Italy, Latvia*, Liechtenstein, Lithuania*, Luxembourg, Netherlands, Norway, Poland*, Portugal, Romania◆, Slovakia*, Slovenia*, Spain, Sweden, United Kingdom

- * nationals from these countries are required to register with the Home Office
- ◆ nationals from these countries require authorisation from the Home Office before starting work in the UK.