

NOTES TO APPLICANTS REGARDING EMPLOYMENT WITH WORKING WELL TRUST

Following the introduction, with effect from 27th January 1997, of the Asylum and Immigration Act 1996, it is a criminal offence for an employer to recruit a person who does not have a right to be in, or to work in the United Kingdom.

In order to comply with the requirements of the above Act, **ALL** successful applicants for posts with the Trust will be required to produce one or more of the documents listed below, **before** any offer of employment is confirmed. Failure to produce this documentation will result in the job offer being withdrawn.

Below is a list of specified documents, any of which, are acceptable as evidence of entitlement to reside or work in the UK.

- An official document, which states the National Insurance number of the person named. This can be from a number of issuing sources – a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency, or the Employment Service. (e.g. a P45, a pay slip, a P60, a NINO card).
- A current or expired passport describing the person as a British Citizen, or as having the right of abode in, or an entitlement to re-admission, to the UK.
- A passport containing a certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.

Or,

- A UK residence permit issued to the national of a state that is party to the European Economic Area Agreement.
- A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter or remain in the UK, or has no time limit on his or her stay. (*A letter from the Home Office stating that the person named has such status will also suffice*).
- A passport or other travel document endorsed to show that the person named has current leave to enter or remain in the UK and is not precluded from taking the employment in question.

Or,

- A letter issued by the Home Office confirming that this is the case.
- A passport or other travel document endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a state which is party to the EEA agreement and who is resident in the UK.
- A letter issued by the immigration and Nationality Directorate of the Home Office, indicating that the person named in the letter is a British Citizen, or has permission to take employment.
- A work permit or other approval to take employment issued by the Department for Education and Employment, or, in Northern Ireland, by the Training and Employment Agency.
- A passport describing the holder as a British Dependant Territories Citizen and which indicates that the status derives from a connection with Gibraltar.

The Trust will be required to see at least one of the documents listed above as proof that a potential employee is legally allowed to reside in, and take up employment in the UK. The Trust can request this information at any time, although it should be noted that it will not usually be requested prior to a provisional job offer.