

Immigration, Asylum and Nationality Act 2006

IMPORTANT INFORMATION TO ALL SHORTLISTED CANDIDATES (Please read carefully and follow the instructions set out in this leaflet)

The Immigration, Asylum and Nationality Act 2006 places a legal responsibility on employers to only recruit new staff from those eligible to work in the United Kingdom. An employer who does not comply will be committing a criminal offence and could be subject to a maximum fine of £10,000 per individual recruited.

It is, therefore, very important for an employer to obtain information which will demonstrate that all its new employees meet the eligibility rules. The information that will be required is very basic but it is essential that decisions in this area are not based on assumptions or stereotypes or any other type of discrimination. The information needs to be in a form which can be recorded for future demonstration that the employer has complied with the Act in its recruitment practices and decisions.

In practice this means that every candidate who is shortlisted for interview is required to bring to that interview documentary evidence which confirms their eligibility to work in the United Kingdom. The Home Office have specified several documents which will satisfy this requirement and these are listed in tables on the enclosed document.

YOU MUST BRING THE SPECIFIED DOCUMENT/S WITH YOU TO THE INTERVIEW.

**THE DOCUMENT/S MUST BE ORIGINAL/S AND MUST RELATE TO YOU.
(PHOTOCOPIES ARE NOT ACCEPTABLE).**

YOU SHOULD NOTE THAT FAILURE TO PRODUCE THE SPECIFIED DOCUMENT/S WILL MEAN THAT WE WILL NOT BE ABLE TO OFFER YOU EMPLOYMENT.

The specified document/s will be inspected and copied and the original/s will be returned to you. Any personal information in the document/s supplied by you will be kept on a confidential basis and it will not be used for any other purpose other than compliance with this Act.

It is anticipated that the documentation provided by applicants will be straightforward and readily recognised. However, in cases where documents are unfamiliar, advice will be sought and this may lead to a short delay in offering employment. In such cases every effort will be made to keep the delay to a minimum in the interests of all candidates.

May we apologise to you for any inconvenience that this process causes but you will appreciate the need to comply with the Act.

All candidates shortlisted for interview are required to complete the declaration below and to produce documentary evidence at interview

Immigration, Asylum and Nationality Act 2006 Declaration

The Immigration, Asylum and Nationality Act 2006 places a legal responsibility on employers to only recruit new staff from those eligible to work in the United Kingdom. All candidates shortlisted for interview are required to complete the declaration below and to produce documentary evidence at interview.

SECTION 1. DECLARATION	
Full Name:	
Address:	
Post Applied For:	
Date:	
Signature:	
<i>(By signing, you are declaring that you are eligible to work in the UK)</i>	

SECTION 2. DOCUMENTARY EVIDENCE	
One of the original documents or two original documents in the specified combinations given in Table A	
OR	
One of the original documents or two original documents in the specified combinations given in Table B	
Signature:	
<i>[By signing, you are declaring that you are the person referred to in the documents.]</i>	

All applicants must complete this form and bring it to the interview together with corresponding documentary evidence. An administrator will make and verify (sign and date) photocopies of all documents, and maintain the photocopies with this form.

Acceptable specified documents to comply with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006

MUST HAVE:

One of the original documents or two of the original documents in the specified combinations given in Table A

OR

One of the original documents or two of the original documents in the specified combinations given in Table B

Table A (Documents show an ongoing right to work)	
You must have one of the original documents or two original documents in the specified combinations:	
A1	Passport showing that holder is a British citizen or has a right of abode in the UK
A2	Passport or nationality identity card showing that the holder is a national of the European Economic Area (EEA) or Switzerland
A3	Residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border & Immigration Agency or UK Border Agency to a national of a EEA country or Switzerland
A4	A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a EEA country or Switzerland
A5	A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named on it is allowed to stay indefinitely in the UK, or has no limit on their stay in the UK
A6	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
A7	An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, 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
A8	A full birth certificate issued in the UK 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 previous employer
A9	A full adoption certificate issued in the UK 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 National Insurance Number and their name issued by a Government agency or previous employer
A10	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
A11	An adoption certificate issued in the Channel Islands, 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
A12	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 named issued by a Government agency or a previous employer
A13	A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, 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

Table B:

Documents show a right to work for 12 months and a follow-up check of the same kind at least once every 12 months is required by the employer.

You must have one of the original documents or two original documents in the specified combinations:

B1	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
B2	A Biometric Immigration Document issued by the UK Border 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
B3	A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border 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, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same
B4	A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months when produced in combination with evidence of verification by the UK Border Agency Employer checking service
B5	A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a EEA country or Switzerland
B6	An application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service

B7	An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border 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
B8	A letter issued by the Home Office, Border and Immigration Agency or UK Border 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

FOR OFFICE USE only

Signature of the Chair:

Documents and likeness verified

Photocopies attached

This is a Legal requirement, if there is a failure to comply Employers could be liable to a penalty of £10,000 per individual.]