

Asylum and Immigration Information for Candidates Invited to Interview

Sections 15 to 25 of the Asylum and Immigration Act 2006 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ.

In order for us to comply with this Act all candidates attending an interview need to bring with them original document/s from List A or List B detailed on the following pages.

It is a legal requirement that we carry out the following steps when checking documents presented by potential employees:

- Check any photographs, where available, to ensure that we are satisfied that they are consistent with your appearance.
- Check the dates of birth listed to ensure that we are satisfied that they are consistent with your appearance.
- Check that any expiry dates have not passed.
- Check any work restrictions to determine if you are allowed to do the type of work on offer.
- Check the documents are genuine, have not been tampered with and belong to you.
- Where two documents are provided with different names on, ask for an explanation and further documents to support the reasons for this. Further documents could include, for example, a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

A copy of the document/s you supply will be kept with your application in a confidential file and the information will only be used for the purpose stated above. If you are subsequently unsuccessful for the post you are being interviewed for, the document/s will automatically be destroyed.

Colchester City Council is unable to issue an offer of employment to successful candidates without having first received these documents. If you are unable to meet this requirement for any reason, please contact us in advance of your interview for further discussion of this matter on the telephone number on your interview invitation.

List A

List A contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK.

Please bring the original version of the following document/s with you to interview:

A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.

A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

A **current** passport 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.

The documents below must also be provided with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

A birth or adoption certificate issued in the UK.

A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.

A certificate of registration or naturalisation as a British citizen.

If you have document/s from List A you do not need to bring anything from List B. However, if you are unable to provide anything from List A please bring document/s from List B (see below).

List B

GROUP ONE - documents where a time-limited statutory excuse lasts until the expiry date of leave

A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

GROUP TWO – Documents where a time-limited statutory excuse lasts for 6 months

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together** with a Positive Verification Notice from the Home Office Employer Checking Service.

A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules **together** with a Positive Verification Notice from the Home Office Employer Checking Service.

An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together** with a Positive Verification Notice from the Home Office Employer Checking Service.

A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.

There will be some individuals who have been issued their immigration status digitally by the Home Office. They can only use the online service to prove their right to work. This includes:

- a biometric residence permit; or
- a biometric residence card; or
- status issued under the EU Settlement Scheme; or
- status issued under the points-based immigration system; or
- British National Overseas (BNO) visa; or
- Frontier Worker permit.

The organisation will ensure that the documents that you provide and the personal data that it obtains from them, will be handled and processed in accordance with its data protection and retention policies.

List A and List B information provided by the Home Office 'Employers' right to work checklist' – April 2024

If you have any questions about acceptable right to work documentation, please contact the HR Service Centre at hr.servicecentre@colchester.gov.uk