

PROOF OF ELIGIBILITY

Under Section 8 of the Immigration Act we are required to check that all employees are eligible to work within the UK. Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy.

**You MUST include either: One document from List One OR
Two documents from One of the Combinations in List Two**

LIST 1 - ONE DOCUMENT ONLY	<i>Please Tick</i>
• A British Citizen passport.	
• A passport or national identity card issued by a State which is a party to the EEAA (European Economic Area Agreement) or Switzerland, describing the holder as a national of that State.	
• A Home Office issued residence permit to a national from a State which is a party to the EEAA or Switzerland.	
• A passport or other document endorsed and issued by the Home Office stating that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State party to the EEAA or Switzerland who is resident in the United Kingdom.	
• A passport or other travel document endorsed showing the holders entitlement to indefinite stay in the United Kingdom, or no restrictions on the length of 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 type of work you are offering if they do not have a work permit.	
• A Home Office issued Application Registration Card for the asylum seeker stating that the holder is permitted to take employment.	

OR ALTERNATIVELY

LIST 2 - COMBINATION A. DOCUMENT 1, PLUS ONE FROM THE OTHER SEVEN:	<i>Please Tick</i>
1. A document giving the person's permanent National Insurance Number and name. This could be: P45, P60, National Insurance Card, or a letter from a Government Agency.	
2. A full Birth Certificate issued in the United Kingdom, which must include the names of the holder's parents.	
3. A Channel Islands, Isle of Man or Ireland issued Birth Certificate.	
4. A Registration or Naturalisation Certificate confirming the holder is a British Citizen.	
5. A Home Office issued letter to the holder confirming that the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay.	
6. A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay.	
7. A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering.	
8. A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering.	

OR ALTERNATIVELY

LIST 2 - COMBINATION B. DOCUMENT 1, PLUS ONE FROM THE OTHER TWO	<i>Please Tick</i>
1. Work Permit or other approval to take employment issued by Work Permits UK	
2. Passport or other travel document endorsed, showing the holders entitlement to stay in the United Kingdom and can take the work permit employment in question.	
3. A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and can take the work permit employment in question.	

<p align="center">DECLARATION (Please read this carefully before signing the application)</p>	
<p align="center">I confirm the above information is complete and correct and any untrue or misleading information will give my employer the right to terminate any employment contract offered.</p>	
<p align="center">I authorise you to contact my doctor for further details and confirmation of my state of health.</p>	
<p align="center">***Choose as appropriate***</p> <p>I agree to undergo a medical examination if this is required to ensure my suitability to carry out my duties. I have given my explicit consent freely.</p> <p align="center">OR</p> <p>I agree to undergo a medical examination if this is required to ensure my suitability to carry out my duties and for provision of medical information as part of an occupational health scheme or private medical insurance scheme. I have given my explicit consent freely.</p>	
<p align="center">I authorise you to contact the above two stated referees.</p>	
Signed :	Dated :

FOR OFFICE USE ONLY

NAME OF APPLICANT:

POSITION APPLIED FOR:

Rejection letter - Yes : No If yes - date sent:

Reasons for rejection /acceptance for interview:

First interview date: Rejection letter 2nd Interview

Notes on First interview:

Second interview date: Rejection Letter Offer letter

Notes on Second interview:

Acceptance	YES	NO		
Proof of Eligibility of UK Employment - Doc 1			<i>Checked</i>	<i>Copied</i>
			<i>Checked</i>	<i>Copied</i>
Proof of Eligibility of UK Employment - Doc 2			<i>Checked</i>	<i>Copied</i>
			<i>Checked</i>	<i>Copied</i>
References	YES		NO	
Medical	YES		NO	
CRB Clearance Required	Yes	No	IF "YES", confirm receipt of Suitable Disclosure Document	
Start Date				