

Everyone who starts working for the Council must provide documents to prove they are allowed to work in the position offered.

Before you start working you must provide:

- **One** of the **original** documents included in **List 1**; **OR**
- **Two** of the **original** documents in the combinations given in **List 2**.

There is no need to produce documents from both **Lists 1** and **2**.

Documents will be checked; copies will be made and kept on the employee's personnel file. If family name or other personal details on the two documents you produced do not match then you must provide further proof of the reason for any difference between the two documents.

This must be in the form of a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

LIST 1 - Please produce ONE document from this list

- A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom
- 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
- A national passport or national identity card document showing that you are a national of one of the countries below:

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

Nationals from the countries highlighted will need to apply to register with the Home Office as soon as they begin working or within a month of commencement date.

- A United Kingdom residence permit issued to a national of a state which is a party to the European Economic Area Agreement or any other agreement forming part of Communities Treaties which confers rights of entry to or residence in the United Kingdom.
- A passport or other travel document or a residence document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the 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 you have indefinite leave to enter or remain in the United Kingdom, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you have current leave to enter, or remain, in the United Kingdom; and permitted to take the employment in question, provided that it does not require the issue of a work permit.
- An Application Registration Card issued by the Home Office to you as an asylum seeker stating that you are permitted to take employment.

If you do not provide one of the documents above then you will need to provide TWO from LIST 2 in the combinations listed below:

First combination

A - A document issued by a previous employer, Inland Revenue, the Department for Work and Pensions' Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number of the person named in the document; and one of the following documents from (B - H)

B - A birth certificate issued in the United Kingdom, the Channel Islands, the Isle of Man or Ireland which specifies 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 as a British citizen; or

E - A letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted Indefinite Leave to Enter or Remain in the United Kingdom; or

F - An Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence, which indicates that the holder has been granted Indefinite Leave to Enter or Remain in the United Kingdom; or

G - A letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom; or

H - An Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted Limited Leave to Enter or Remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.

If you do not provide two documents from the first combination, you may provide two from the Second combination.

A - A work permit or other approval to take employment issued by Work Permits UK; and either

B - A passport or other travel document endorsed to show that the holder has current Leave to Enter, or Remain in the United Kingdom and is permitted to take the work permit employment in question;

OR

C - A letter issued by the Home Office to the holder, confirming the same.

The following documents are not acceptable:

- A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the United Kingdom. If presented with these documents then advise the applicant to call the Home Office on **0151 237 6375** for information about how they can apply for an Application Registration Card;
- A letter issued by the Home Office stating that the holder is a British citizen;
- A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- A short birth certificate issued in the United Kingdom which does **not** have details of one of the holder's parents;
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.
- A temporary National Insurance Number beginning with **TN**, or any number which ends with the letters from **E to Z** inclusive;
- A driving licence issued by the Driver and Vehicle Licensing Agency;
- A bill issued by a financial institution or a utility company.