

Legal Right to Work in the UK

Under the Asylum and Immigration Act, 1996, all employers must ensure that only people who have the legal right to work in the UK are taken on as employees. CLIC Trust is committed to race equality and to ensuring that all job applicants are treated fairly and equally regardless of race, colour, nationality or ethnic or national origins.

To comply with the law, we ask all applicants to prove their legal right to work in the UK by showing us documentation as required by the Home Office. Please refer to attached list for appropriate document/s to provide.

Legal Right to Work Documents

LIST 1

Please produce **one** of the original from below:

- A passport showing that the holder is a British citizen, or has the right of abode in the UK
- A document showing that the holder is a national of a European Economic Area (EEA) country or Switzerland. This must be a national passport or a national identity card.
- A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of an EEA country or Swiss national who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK, and that this endorsement allows the holder to do the type of work we are offering if they do not have a work permit.
- An Application Registration card issued by the Home Office to an asylum seeker permitted to take employment

If unable to provide a document from above list, please refer to appendix 2 for appropriate documents to produce.

LIST 2

First Combination

- a) A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government Agency.

Along with checking and copying any of the above, you must also check and copy only one of the following documents: AND ONE OF THE FOLLOWING:

- b) a full birth certificate issued in the UK, which includes name of the holders' 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 stating that the holder is a British citizen; OR
- e) a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- f) an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- g) a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, **and** this allows them to do the type of work being offered; OR
- h) an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, **and** this allows them to do the type of work being offered.

or

Second Combination

- a) A work permit or other approval to take employment that has been issued by Work Permits UK.

And one of the following documents:

- b) A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; OR
 - c) A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.
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