

RIGHT TO WORK IN THE UK DOCUMENTS TO BE SHOWN ON FIRST DAY OF EMPLOYMENT

Employers are required by law to check that all potential employees have the right to work in the UK. ISHA will not be able to offer you a job if you cannot provide for checking the documents listed below.

In order to be able to work for ISHA you should be able to provide the following:

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

LIST 1

- Passport showing that the holder is a British citizen or has a right of abode in the UK
- A document – either passport or identity card - showing that the holder is a national of a European Economic Area country¹ or Switzerland; a national from the countries who joined the European Union in 2004² (please note that you may need to register with the UK Border Agency; a national from Bulgaria and Romania (you may need to apply for permission from the UK Border Agency before you can start work
- A residence permit issued by the Home Office to a national from a EEA or EU 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 a national from a EEA or EU country or Switzerland 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 ISHA is offering if they do not have a work permit
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

LIST 2

Two documents to be provided in each combination. In each combination the document A should be provided.

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.

Plus one of the following document:

¹ Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, United Kingdom.

² Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia.

- B. A full birth certificate issued in the UK, which includes 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 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 ISHA is offering; 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 ISHA is offering.

Second Combination

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

Plus one of the following document:
- 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.

If you want more information or have any query about any of the above please check the Home Office website on www.ind.homeoffice.gov.uk and/or contact the Head of People and Organisational Development at ISHA