



# acts

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## Guidance Note - For All Applicants

In order to comply with new legislation all candidates invited to interview will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

Under the Asylum and Immigration Act 1996, it is a criminal offence for any employer to employ a person aged 16 years or over, who has no right to work in the United Kingdom, or right to commence any employment offered.

The list of required documentation is provided by the Home Office and is detailed below in List 1, List 2 or List 3. It is sufficient to produce documentation from within one of these lists. Please read this information carefully. If you are unsure on any matters you should contact the Church of Scotland Human Resources Department for further guidance.

A photocopy of this documentation will be taken for all candidates as part of the recruitment process and will be retained in the personal file of the successful candidate.

Where employment applications are not taken forward, following the interview process, this documentation will be confidentially destroyed.

The lists are as follows:

### **LIST 1**

An original of **one** of the following documents is required:

- a) A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom.
- b) A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card or a residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- c) 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 United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- d) 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 the type of work offered if they do not have a work permit.

- e) 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** original items are required from this list. **One** item must include a document containing the candidate's permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card or a letter from a government agency. One other item should include:

- a) A full birth certificate issued in the United Kingdom, which includes the name of the holder's parents or a birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- b) A certificate of registration or naturalisation stating that the holder is a British Citizen.
- c) A letter issued by the Home Office to the holder which indicates that the person named has indefinite leave to enter or has no time limit on their stay or which indicates that the named person can stay in the United Kingdom and that this letter allows them to undertake the type of work offered.
- d) An immigration Status Document issued by the Home Office to the holder with an endorsement that the named person can stay indefinitely in the United Kingdom or has no time limit on their stay or which indicates that the named person can stay in the United Kingdom and this allows them to undertake the type of work offered.

## **LIST 3**

In addition to a work permit or other approval to take employment that has been issued by Work Permits UK we will also require either:

a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question or a letter issued by the Home Office to the holder confirming that the person named is able to stay in the United Kingdom and can take the work permit employment in question.