**STEPHENSON COLLEGE, COALVILLE**

**The Right to work in the UK**

The law on preventing illegal working is set out in sections 15 to 25 of the ***Immigration, Asylum and Nationality Act 2006 (the 2006 Act).*** This legislation replaced section 8 of the Asylum and Immigration Act 1996 (the 1996 Act) in respect of employment commenced on or after 29 February 2008. Under section 15 of the 2006 Act, as an employer we may be liable for a civil penalty if we employ someone who does not have the right to undertake the work in question. We have a legal duty to prevent illegal working in the UK by carrying out prescribed document checks on people before employing them to ensure they are lawfully allowed to work. These checks should be repeated in respect of those who have time-limited permission to work in the UK.

If you are successful in your application and are offered a position in the College we will be asking to see proof that you are eligible to work and live here in your UK **before** you start work with us. You will therefore need to show us all **original documents** as required either from List A or B:

|  |
| --- |
| **LIST A -Acceptable documents to establish a continuous statutory excuse** |
| **1.** | A passport showing the holder, or a person named in the passport as the child of the holder, |
| **2.** | A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland. |
| **3.** | A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland. |
| **4.** | A Permanent Residence Card issued by the Home Office to the family member of a national |
| **5.** | A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. |
| **6.** | A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. |
| **7.** | A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| **8.** | A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| **9.** | A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| **10** | A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |

|  |
| --- |
| **List B** |
| **Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave** |
| **1.** | A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| **2.** | A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. |
| **3.** | A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. |
| **4.** | A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| **Group 2 – Documents where a time-limited statutory excuse lasts for 6 months** |
| **1.** | A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service. |
| **2.** | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification** **Notice** from the Home Office Employer Checking Service. |
| **3.** | A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. |

You should note that the Human Resources Department will need to meet with you in person to verify your identity and to ensure that they take copies of your original documentation. A member of the team will contact you to arrange a Pre-employment Meeting to conduct these checks before your start date can be agreed.