

PROOF OF ELIGIBILITY TO WORK IN THE UK: DOCUMENTS REQUIRED



Under current legislation (Asylum & Immigration Act 1996) it is a criminal offence for Clean Genie to employ a person who is not entitled to work in the UK and we are, therefore, obliged to make certain checks with **all** new employees **before** you begin work for Clean Genie.

Please bring these documents with you to your interview/selection day.

Your employment will have to be refused if you cannot supply the relevant documents.

Ideally we would like you to provide **two original documents** from **LIST A prior to your joining** the Company. Alternatively you could provide one original document from **LIST B** or two original documents from **LIST C**.

List A (two documents required)

- A document giving your permanent NI Number and name ie P45/P60/NI card or letter from a Government agency (NI Numbers beginning with TN or ending in E to Z not accepted)

TOGETHER WITH ONE OF THE FOLLOWING:

- A full birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland, including the names of your parents
- A certificate of registration or naturalisation stating you are a British citizen
- A letter or Immigration Status Document issued by the Home Office to you stating you can stay indefinitely in the UK (may also state your right to take up employment of the type offered)

Please note that if your name differs on the 2 documents you will also need to supply a further document explaining the reason e.g. marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

List B (one document required)

- A passport showing you are a British citizen or have the right of abode in the UK
- A passport or national ID card showing you are a national of an EEA country or Switzerland
- A residence permit issued to you by the Home Office as a national of an EEA country or Switzerland
- A passport/other document issued by the Home Office with an endorsement stating you have a current right of residence in the UK as a family member of an EEA/Switzerland national who is resident in the UK
- A passport/other travel document endorsed to show you can stay indefinitely in the UK
- A passport/other travel document endorsed to show you can stay in the UK and endorsed to allow you to do the type of work you are offered
- An Application Registration Card issued by the Home Office stating you are permitted to take up employment

List C (two documents required)

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

TOGETHER WITH ONE OF THE FOLLOWING:

- A letter issued by the Home Office, passport or other travel document endorsed to show you are able to stay in the UK and can take the work permit employment in question

Please note that if your name differs on the 2 documents you will also need to supply a further document explaining the reason e.g. marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

FURTHER REQUIREMENT FOR NEW EMPLOYEES FROM SOME EUROPEAN UNION COUNTRIES

If you are from any of the countries listed below you are also required to provide an original national passport or national identity card:

- Hungary Latvia Slovakia Czech Republic Lithuania Slovenia Estonia Poland

You are required to register with the Home Office to entitle you to work in the UK. Please provide us with a copy of your completed application form before it is sent to the Home Office.