

# Right to Work

In March 2004, the government introduced new stringent legislation to ensure that all employers and employment businesses carry out careful checks to ensure that potential employees have the right to work in the UK. Significant changes were made to this legislation on February 29th 2008 and it is now a criminal offence to not undertake these checks. The new government legislation does not allow us or you to avoid them and your cooperation is appreciated. Please note every employer in the country has to undertake these checks and you are required to provide the information in the form dictated by the new law.

**ProtocolNational**

Leaders in FE Recruitment Process Outsourcing

To support your right to work in the UK, you will need to provide us with the appropriate original documentation outlined below. Please note that **photocopies are not acceptable** and we therefore recommend that you use special delivery if sending them to us.

N.B. If any of the following original documents are being supplied to satisfy your right to work, it is possible they may also support your Disclosure application.

## List A Documents

ALL List A documents will satisfy Right to Work (RTW) for your "working life" and only need producing once. However, some List A documents can be provided on their own whilst other List A documents need to be provided with other information. The lists are split into List A1 and list A2 below:

### List A1

Stand-alone proof of identity requiring no further supporting evidence

- A** A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and the Colonies having the right of abode in the UK.
- B** A passport or national identity card showing the holder, or a person named as a child of the holder, is a national of an EEA country or Switzerland.
- C** A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border & Immigration Agency to a national of an EEA country or Switzerland.
- D** A permanent residence card issued by the Home Office or Border & Immigration Agency to the family member of a national of an EEA country or Switzerland.
- E** A passport or other travel document 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.

If you are unable to supply any documentation from List A1, then List A2 covers a combination of documents that you can also provide to satisfy your right to work in the UK. Once you have done this, you do not need to present any further documents contained in List A1.

### List A2

You must provide an official document confirming your National Insurance Number (A) and in addition one other document listed from B – H.

- A.** A document giving your permanent National Insurance Number and name. This could be a: P45, P60, Payslip, National Insurance card, issued from a Government agency or previous employer.
- B.** An immigration status document issued by the Home Office or the Border & Immigration Agency to the holder with an endorsement indicating the person named is allowed to stay indefinitely in the UK, or has NO time limit on their stay in the UK.
- C.** A full Birth Certificate issued in the UK which includes the name(s) of a least one of the holder's parents.
- D.** A full Adoption Certificate issued in the UK which includes the name(s) of a least one of the holder's adoptive parents.
- E** A Birth Certificate issued in the Channel Isles, the Isle of Man or Ireland.
- F.** An Adoption Certificate issued in the Channel Isles, the Isle of Man or Ireland.
- G.** A Certificate of Registration or Naturalisation as a British citizen.
- H.** A letter issued by the Home Office or the Border & Immigration Agency to the holder indicating the person named is allowed to stay indefinitely in the UK, or has NO time limit on their stay in the UK.

For further information on Right to Work then please visit [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) or [www.protocol-national.co.uk](http://www.protocol-national.co.uk) alternatively call our Visiting Lecturer Support Team on 0115 911 1166

## List B documents

ALL List B documents will satisfy RTW, however you will need to provide proof of these **every 12 months**. Some List B documents can be provided on their own, other List B documents need to be provided with other information. The lists are split into List B1 and List B2 below.

### List B1

Stand-alone proof of identity, showing the person has RTW in the UK for a specified time period.

- A passport or other travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the work in question, provided that it does not require the issue of a work permit
- A residence card or documents issued by the Home Office or the Border & Immigration Agency to a family member of a national of a EEA country or Switzerland
- A Biometric Resident Permit, issued by the Border & Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question

### List B2

Proof of identity requiring further supporting evidence. Only the supporting evidence linked to each option shown below is acceptable.

Proof of Identity	Additional Supporting Evidence
A certificate of application issued by the Home Office or the Border & Immigration Agency to or for a family member of a national of an EEA country or Switzerland, stating that the holder is permitted to take employment, which is less than 6 months old.	Verification by the Border & Immigration Agency Employer Checking Service.
An Application Registration Card (ARC) issued by the Home Office or the Border & Immigration Agency stating that the holder is permitted to take employment.	
An Immigration Status Document issued by the Home Office or the Border & Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the work in question.	An official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer (e.g. P45, P60, National Insurance Card or Payslip).
A letter issued by the Home Office or the Border & Immigration Agency to the holder of the employer or prospective employer, which indicates that the person named in it can stay in the UK. and is allowed to do the work in question	

## PLEASE NOTE:

We can only accept the documents contained in this guide to confirm your Right to Work in the UK.

If any documents contain previous surnames, you will need to supply one of the following items to confirm the change of name:

- Statutory Declaration of Name Change
- Marriage Certificate
- Divorce Decree Absolute
- Deed Poll Certificate