

Right to Work instructions for candidates attending an Assessment.

Legal Requirement

As part of the Assessment process you **must** make sure you bring with you your Right to Work documentation. You **must** bring the original document(s) and a **good quality photocopy**

You need to bring to your Assessment

There are two lists of acceptable documentation;

List A – A valid passport, document providing an ongoing right to work in the UK or full birth certificate together with National Insurance number.

—OR—

List B – A valid passport, work permit or document which shows a time limited right to work.

More detailed guidance and examples can be found below.

Making a photocopy of your documentation

When copying your documentation to bring to your Assessment it is important the copy is **clear**.

For passports, candidates must have copied their **identification page**, which contains their personal details, such as full name, date of birth, signature, date of expiry and passport number.

For Biometric Residence Cards both sides of the document must be copied.

Examples of Right to Work documentation and additional guidance



List A – no time limit on stay/work in the UK

- A passport showing the holder is a British Citizen or a citizen of the UK and Colonies, or that the holder is exempt from immigration control, having the right to work in the UK
- A full birth or adoption certificate issued in the UK which includes the names 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.

—OR—

List B – restrictions on stay/work in the UK

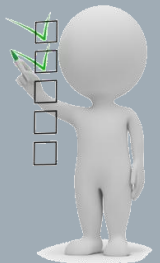
- A current passport, Biometric Immigration Document, Residence Card or Immigration Status document containing a photograph issued by the Home Office to the holder with the valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question. If presenting an Immigration Status Document this must be presented **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
- 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.

At the Assessment

The hiring manager will check your Right to Work documentation. Once they have performed all of the checks they will authenticate your copy.

These copies will be returned to you as a physical document or electronically.

If you are successful you will need to return this document to our Personnel Service Centre before your employment can commence.



Finally

It is important to remember to bring your original Right to Work document and a good quality photocopy with you to your Assessment.

Failure to bring a copy means we cannot guarantee a copy can be made on the day.



If you have any questions regarding your Right to Work documentation, please contact the Resourcing Service Centre on 0845 610 0370 or 01344 764370, selecting Option 5.