



For women and children.  
Against domestic violence.

## **DOCUMENTARY VERIFICATION OF ELIGIBILITY TO WORK IN THE UK Asylum and Immigration Act 2006**

It is essential that all candidates for Refuge roles provide details of their eligibility to work in the United Kingdom before an unconditional offer of employment can be made. Work permits are normally required for citizens of countries outside of the EC who do not have UK residency. If you require a work permit you must declare this on your application form, providing details of the type of permit you hold/are required to hold and the expiry date of the permit.

Under the provisions of the above Act if you are successful in being offered employment with Refuge you will be required to produce documentation proving your right to work in the UK before you can commence employment. If you are unable to produce these documents you will not be able to start work with Refuge. The required documentation is described below:

1. One of the following:

- Your passport showing that you are a British citizen or a citizen of the UK and Colonies with a right of abode in the UK.
- Your passport or national identity card showing that you are a national of the European Economic Area (EEA) or Switzerland.
- Your residence permit, registration certificate or document certifying or indicating your permanent residence issued by the Home Office on the basis that you are a national of an EEA country or Switzerland.
- Your permanent residence card issued by the Home Office if you are a family member of a national of an EEA country or Switzerland.
- Your Biometric Immigration Document issued by the Home Office indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
- Your passport or travel document endorsed to show that you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.

If you do not have one of the above documents we can accept one of the documents from the list below provided that it is produced in combination with an official document issued by a government agency or a previous employer giving your name and permanent national insurance number:

- Your immigration status document issued by the Home Office with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
- Your full birth certificate issued in the UK stating the name(s) of at least one of your parents.
- Your full adoption certificate issued in the UK stating the name(s) of at least one of your adoptive parents.
- Your birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- Your adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- Your certificate of registration or naturalisation as a British citizen.

- A letter issued to you by the Home Office indicating that you are allowed to stay indefinitely in the UK.

If you do not have the above documents we will accept one of the documents from the list below. However please note that we will be required from time to time and at least once every 12 months request that you provide us with more recent information and a failure to do so may result in your employment being terminated:

- Your passport or travel document endorsed to show that you are allowed to stay in the UK and do the type of work in question, provided that it does not require the issue of a work permit.
- Your Biometric Immigration Document issued by the Home Office that indicates that you can stay in the UK and are allowed to do the work in question.
- Your work permit or other approval to take employment issued by the Home Office.
- Your residence card or document issued by the Home Office if you are a family member of a national of an EEA country or Switzerland.
- Your certificate of application issued by the Home Office if you are a family member of a national of an EEA country or Switzerland stating that you are permitted to take employment that is less than six months old or your Application Registration Card issued by the Home Office stating that you are permitted to take employment. However, these documents must be produced in combination with evidence of verification by the Home Office Employer Checking Service.
- Your Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay in the UK, and are allowed to do the type of work in question or a letter issued to you by the Home Office or your employer or prospective employer. However, these documents must be produced in combination with an official document giving your permanent national insurance number and his/her name issued by a government agency or a previous employer.