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| **Confidential** |  | **SUPPORT STAFF APPLICATION FORM (including CASUAL)****Please read first**Please complete in clearly in black ink. Continue on separate sheet where necessary. If you require assistance filling in this form please contact the School. CVs will not be accepted. |
| **Please refer to the guidance notes and the person specification before completing this form.**For information on how we use the information you provide to us, please read our Privacy Statement which is included in the guidance. |
| **Where did you see this job advertised? (please be specific)**        |
| **Job applied for:**       | **Job reference:**  |
| **Based at:**       | **Closing date:**       |
| **Grade:**       |  |
| Personal details *(To assist with identification and vetting requirements)* |
| **First name(s)**       | **Last name:**       |
| **Address:**      **Postcode:**      **Date of Birth:** | **Title:**  |
| **Daytime tel. no. (inc. STD code):**       |
| **Evening tel. no. (inc. STD code):**      **Email address:**      **National Insurance No:**  |
| Eligibility to work in the UK (Please refer to guidance notes) |
| **Are you a National of a Country outside of the EEA or Switzerland or an EEA/Swiss National who was not living in the UK by 31 December 2020?** | **Yes [ ]  No [ ]**  |
| Present/most recent employment |
| **Name and address of employer:**       |
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| **Job/title:**       | **Grade:**       |
| **Date from/to:**       | **Salary/Other benefits:**       |
| **Major duties/responsibilities**       |
| **Reason for seeking new position/leaving:**       |
| **Period of notice/date available to start**:       |
| **Local Government Start Date (if known):**       |
| Employment history **previous posts (please start with most recent)** |
| **Name and address of employer:** | **Job/title:** | **Dates (month/year)** | **Final Salary:** | **Reason for leaving:** |
|       |       | mm/yyyy to mm/yyyy |       |       |
|       |       | mm/yyyy to mm/yyyy |       |       |
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| **Please give details and an explanation of any gaps in your employment history:** |
|       |
| **(N.B. We retain the right to seek references from all previous employers)** |

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| Professional membership |
| Name of professional body: | Grade of membership and whether by examination: | Date: |
|       |       |       |
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| Education and training (Proof of qualifications will be required at interview) |
| **Name and address of institution:** | **Courses taken/subjects:** | **Dates (from - to):** | **Full/part-time:** | **Qualifications****/grade:** |
|       |       | mm/yyyy to mm/yyyy |       |       |
|       |       | mm/yyyy to mm/yyyy |       |       |
|       |       | mm/yyyy to mm/yyyy |       |       |
|       |       | mm/yyyy to mm/yyyy |       |       |
|       |       | mm/yyyy to mm/yyyy |       |       |
|       |       | mm/yyyy to mm/yyyy |       |       |

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| Relevant experience |
| In support of your application please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. **Please demonstrate clearly how you meet the requirements in the job description/person specification.** |
|       |
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| Additional information |
| **Dates when you are unavailable for interview (e.g. holidays):**       |
| **Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?\*** | **Yes [ ]  No [ ]** **(If yes, please give details)**  |
| References |
| Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you worked with children. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.References for shortlisted candidates will be taken up before interview. If you do not wish your referees to be approached at this stage you should request this in writing stating the reasons, the shortlisting panel will consider your request. In all cases, references will be taken up before a job offer is confirmed.Please ensure you ask permission from your proposed referees prior to naming them. |
|  |
| **(i) Current/most recent employer**  | **(ii) Other employer or alternative referee where not available** |
| **Name:**       | **Name:**       |
| **Address:**       | **Address:**       |
| **Tel. no:**       | **Tel. no:**       |
| **Work email address:**       | **Work email address:**       |
| **Relationship:**       | **Relationship:**       |
| **How long have they known you?**       | **How long have they known you?**       |
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| Equality Act 2010 |
| The School welcomes all legislation designed to protect the rights of people. The Equality Act defines a person as having a disability if he or she has a ‘physical or mental impairment that has a substantial (that is, more than minor or trivial) and long-term adverse effect on the ability to carry out normal day-to-day activities’. |
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| **Do you have a disability?** | **Yes [ ]  No [ ]**  |
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| Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. If you require assistance at any stage of the process please contact the School. |

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| **Declaration by Applicant** |
| I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to the pre-employment checks set out in Part 3 of *Keeping Children Safe in Education*, including a medical assessment, two satisfactory references, the right to work in the UK check and satisfactory Disclosure and Barring Service checks (an enhanced DBS Disclosure check and DBS Barred List check (or DBS Status Check, where relevant)). The processing of criminal records information is lawful as it is ‘necessary for compliance with a legal obligation’ to which the school is subject (GDPR Article 6 (1)(c)). The specific condition in Schedule 1 of the Data Protection Act 2018 for the processing of this data is that it is ‘necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law’ (Data Protection Act 2018, Clause 10 (4) and (5) and Schedule 1, Part 1, paragraph 1 (1)(a)).Any misleading statement or deliberate omission may disqualify my application and where I am a current employee of the school may lead to dismissal.I consent to the necessary enquiries and checks being undertaken by the School/Council in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for, including the on-line ‘Status Check’ using the DBS’s Update Service and an External Validation Service check of my identity if I am unable to produce the ID required under Route One of the DBS’s ID checking guidelines.I will provide proof of identification to fulfil the requirements of the Disclosure and Barring Service (DBS) Disclosure check.I confirm I will complete a pre-employment medical assessment accurately and fully.I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the School/Council during the course of my employment or engagement and for a reasonable time after the employment or engagement ends.I acknowledge that all paid positions which involve working regularly within Schools are exempt from the Rehabilitation of Offenders Act 1974 and I am required to disclose details of any ‘unfiltered’ criminal convictions and cautions.You are not required to disclose any ‘protected’ (i.e. ‘filtered’) convictions and cautions. *For further information please see the ‘DBS filtering guidance’ page of the GOV.UK website. Note: relevant workers should answer the question relating to Childcare Disqualification on the Self-Disclosure Form. If you are unsure whether this applies to you, please contact the school.*I declare that I am not disqualified from working with children and/or vulnerable adults *(pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000, the Care Standards Act 2000, the Safeguarding and Vulnerable Groups Act 2006 the Safeguarding and Vulnerable Groups Act 2006 and the Childcare Act 2006).***All applicants, please sign** (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview). |
| **Signature:** | **Date:** |

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| **Please return your application form to the contact / address indicated in the advertisement / application pack by the closing date stated.** |

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| Monitoring for equal opportunities |
| To help us make sure we are recruiting fairly we would be grateful if you would share the following personal information with us.The School is committed to being an employer of choice by a wide and diverse range of people. We are working to eliminate discrimination, promote equality and to recruit and retain a suitably skilled workforce.In order to realise this commitment we must have accurate information about the people who apply for jobs. The information we collect will be kept confidential and will only be used to review our employment practices.Thank you for your cooperation. |
| **Job title and reference number (as advertised)**       |
| **Female/Male**       | **Date of birth** dd/mm/yyyy |

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| Ethnic origin |
| **I would describe my ethnic origin as:****(please tick one box only, see notes overleaf)** |
| White | English / Welsh / Scottish / Northern Irish British [ ]  | Irish [ ]  | Gypsy or Irish Traveller [ ]  | Any other White background [ ] Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mixed / multiple ethnic groups | White & Black Caribbean [ ]  | White & Black African [ ]  | White and Asian [ ]  | Any other Mixed background [ ] Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Asian /Asian British | Indian [ ]  | Pakistani [ ]  | Bangladeshi [ ]  | Chinese [ ]  |
|  | Any other Asian background [ ]  | Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Black / African / Caribbean /Black British | African [ ]  | Caribbean [ ]  | Other Black [ ]  | Any other Black/African/ Caribbean backgroundPlease specify\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Otherethnic group | Arab [ ]  | Any other ethnic group [ ]  | Please specify\_\_\_\_\_\_\_\_\_\_\_\_ | Prefer not to say [ ]  |
| **Do you consider yourself to have a disability?** (please see note overleaf) |
| Yes [ ]  No [ ]  Prefer Not to Say [ ]  If you are a disabled person, what is the nature of your disability?Physical [ ]  Mental [ ]  Learning [ ]  Sensory [ ]  Prefer Not to Say [ ]   |
| **Are you already employed by the School and applying for a change of job?** |
| Yes [ ]  No [ ]   |
| **Notes of guidance** |

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| Ethnic originThe form lists a number of ethnic groups. You should put a tick against the one you feel you belong to. If the group you belong to is not listed, tick ‘other’ and provide details in the space provided.Disability**Defining a disabled person:** A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered. Impairment: this includes physical, mental impairments and sensory impairments, such as those affecting sight or hearing. The term ‘mental impairment’ is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities. **Substantial adverse effect:** is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people. **Long-term effect of an impairment** is one: * which has lasted at least 12 months, or
* where the total period for which it lasts is likely to be at least 12 months, or
* which is likely to last for the rest of the life of the person affected.
 |  | Normal day-to-day activities: are those activities which are carried out by most people on a fairly regular and frequent basis. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work. The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories listed: * mobility
* manual dexterity
* physical co-ordination
* continence
* ability to lift, carry or otherwise move everyday objects
* speech, hearing or eyesight (excluding people who wear spectacles)
* memory or ability to concentrate, learn or understand, or
* perception of the risk of physical danger.

Severe disfigurement: is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities. **Progressive illness:** anyone who has HIV infection, cancer or multiple sclerosis is automatically treated as disabled under the Act. **We welcome applications from disabled people who are currently under-represented in our work force.** |

Guidance notes for completing your application form

The following information is designed to assist you in your application for this job.

**Please read carefully.**

**The application form and short listing procedure**

Applications should be typewritten or completed legibly in black ink to allow for photocopying. **Please do not send in your C.V.** In the interests of fairness, all applications must be made on the Council's official application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

**Job description and person specification**

Every advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification**.

On the person specification we list the criteria in two ways:

**Essential** (e.g. the minimum skills, qualifications or experience which you must have in order to do the job) and

**Desirable** (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to assess and decide which applicants further meet the additional requirements of the job, and should be invited for an interview (or to the next stage as indicated).

**Equality of opportunity for people with disabilities**

The council is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

**Rehabilitation of Offenders Act**

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include all paid roles within school that will involve working regularly in school when children are on site. All such positions within Schools will be subject to an enhanced-level Disclosure and Barring Service (DBS) disclosure check and a DBS Barred List check. Certain spent convictions are filtered (that is, not disclosed). For further information on filtered convictions, see the GOV.UK website.

**Completing your application form**

**Job title and reference number**

Please enter these details on the application form so that we can identify which job you are applying for. The job title and job reference number can be found on the advertisement.

**Employment history**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

**Education and training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

**Relevant experience**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

**References**

References will be required for all jobs within Schools. One referee must be your current or most recent employer for which you worked with children.

It is council policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form! If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

**Privacy Statement**

*The School is registered with the Information Commissioner’s Office for the purposes of processing personal data.*

*The information you provide will be held and used in accordance with the requirements of UK data protection law. If you are successful in your application, the information provided will form part of your personnel file, which, in accordance with Section 2 of the Limitation Act 1980, will be stored securely until six years after the termination of your employment period. If you are unsuccessful in your application, the information provided will be held on file for no longer than six months after a formal appointment is made to the post.*

*Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes your name, address, email address, contact telephone number(s), National Insurance number, relevant qualifications, employment history and any criminal records. The processing of this information is lawful as it is necessary in order to take these steps prior to entering into a contract (GDPR Article 6 (1)(b)). We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the incorrect administration of your application.*

*We may disclose information to Government Departments where there is a legal obligation to do so. Under the conditions of the Digital Economy Act 2017, we may share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.*

*If you have any questions or concerns about the way we process your personal data, please contact our Data Protection Officer through the School.*

RIGHT TO WORK IN THE UK

# Preventing Illegal Working

Legislation, including the Immigration Asylum and Nationality Act 2006, is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:-

* if you have an ongoing right to work in the UK - the **original** document(s) detailed in List A;
	+ **OR** if your leave to enter or remain in the UK is time-limited - the **original** document(s) detailed in List B.

We will check the documentation you provide in accordance with government guidance.

We will check that:

* the documents are genuine, original and unchanged and belong to you
* the dates for your right to work in the UK have not expired
* photos are the same across all documents and look like you
* dates of birth are the same across all documents
* you have permission to do the type of work you’re offering (including any limit on the number of hours you can work)
* if 2 documents give different names, you have supporting documents showing why they’re different, such as a marriage certificate or divorce decree

We will then copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out when the time-limited leave to remain in the UK is due to expire. As required by the Home Office, a record will be made and retained of the date on which a right to work check was conducted. A copy of each document will be made and retained securely in accordance with government guidance.

All potential employees will be treated in the same way and will be required to prove their right to work in the UK.

**Right to work checks during the temporary COVID-19 measures**

During the coronavirus pandemic we will, where necessary, carry out right to work checks in line with government guidance on the alternative method of conducting a right to work check during the period of the pandemic.

We will:

* Ask you to submit a scanned copy or a photo of your original document(s) via email or using a mobile app
	+ Arrange a video call with you and ask you to hold up the original document(s) to the camera and check them against the digital copy of the document(s)
	+ Record the date we made the check and mark it as “adjusted check undertaken on [insert date] due to COVID-19”
	+ If you have a current Biometric Residence Permit or Biometric Residence Card or status under the EU Settlement Scheme we can use the [online right to work checking service](https://www.gov.uk/view-right-to-work) while doing a video call if you give us permission to view your details

### If you cannot show your documents during the coronavirus pandemic

We will contact the [Home Office Employer Checking Service](https://www.gov.uk/employee-immigration-employment-status). If you have a right to work, the Employer Checking Service will send us a ‘Positive Verification Notice’. This provides us with a statutory excuse to employ you for 6 months from the date in the notice.

**Retrospective check if check carried out using alternative method of documents could not be shown during the coronavirus pandemic**

When the Covid measures end, we will carry out a retrospective check on you if you were checked during the pandemic using the alternative method set out above or if you could not show your documents during the pandemic.

The retrospective check will be carried out within 8 weeks of the COVID-19 measures ending. We will keep a record of both checks.

**Online Right to Work Checking Service**

In circumstances in which an online check is not possible, we will conduct the manual check and applicants whose right to work in the UK can be checked through the online service can choose to establish their right to work in the UK by providing documents for manual checking if they wish.

Currently, the [online right to work checking service](https://www.gov.uk/prove-right-to-work) supports checks in respect of those who hold:

* + a biometric residence permit;
	+ a biometric residence card; or
	+ status issued under the EU Settlement Scheme (alternatively, these individuals continue to be able to demonstrate their right to work by presenting their EU passport or ID card until the end of the EU-Exit grace period on 30 June 2021); or
	+ status issued under the points-based immigration system; or
	+ British National Overseas (BNO) visa; or
	+ Frontier workers permit

If you use the online checking service this will generate a share code. We will then use the [employers’ online service](https://www.gov.uk/view-right-to-work) to check your right to work using this share code. We will check that any photograph on the online right to work check is of you and we will retain a clear copy of the response provided by the online right to work check in accordance with government guidance.

**Ireland**

Following the United Kingdom’s departure from the European Union on 31 January 2020, Irish citizens will continue to be able to prove their right to work in the UK as before.

# European Economic Area other than Ireland

Until 30 June 2021, if you are a national from a European Economic Area country you will be able to prove your right to work as you did prior to the United Kingdom leaving the European Union.

The relevant documents will be checked as set out here. You will also be able to prove your right to work using your ‘digital status’ granted under the EU Settlement Scheme or the Euro Temporary Leave to Remain (TLR) Scheme but you cannot be required to show us your status under the EU Settlement Scheme until after 30 June 2021.

Until 30 June 2020, if you are a job applicant from the EU, EEA and Switzerland you can prove your right to work in the following ways:

* if you are an EU, EEA or Swiss national you can use your passport or national identity card or registration certificate or document certifying permanent residence (for further information please see the [right to work checks employer guide](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) )
* if you are a non-EU, EEA or Swiss national family member please see the [right to work checks employer guide](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) for the documents you can use

The following countries are part of the EEA:

Austria Germany Malta

Belgium Greece Netherlands

Bulgaria Hungary Norway

Croatia Iceland Poland

Cyprus Ireland (see above) Portugal

Czech Republic Italy Romania

Demark Latvia Slovakia

Estonia Liechtenstein Slovenia

Finland Lithuania Spain

France Luxembourg Sweden

## LIST A – Original Documents to Provide

**(if you have an ongoing right to work in the UK)**

List A contains the range of documents we may accept for a person who has a permanent right to work in the UK. Once we have conducted this right to work check, we do not have to conduct any further checks on you. If you provide one of the documents above, there is no need to provide any documents from List B.

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| **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, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.  |
| 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 of a European Economic Area country or Switzerland.  |
| 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 birth or adoption certificate issued 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.  |
| 9.  | A birth (short or long) 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 – Original Documents to Provide**

**(if your leave to enter or remain in the UK is time-limited)**

List B contains a range of documents we may accept if you have a temporary right to work in the UK. if we intend to employ you after the end of the limited period in which you were given the right to work in the UK, we are required to conduct a follow-up check on you when that period is due to expire in order to check your temporary right to work period has been extended or made permanent. We will undertake the check in the same way as the original check.

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| **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 18(3) or 20(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.  |

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**EEA and Swiss nationals – acceptable documents**

EEA and Swiss nationals, as part of the right to work check, can demonstrate this using their passport or national ID card, as well as the documents set out below.

**Registration Certificates:** some EEA nationals may also have been issued with a registration certificate. This is a document issued by the Home Office to confirm that they are living here in compliance with the EEA Regulations, either by fulfilling the requirements for residence (also known as ‘exercising Treaty rights’) or by residing here as the family member of another EEA national who is exercising Treaty rights, or who has permanent residence.

**Document Certifying Permanent Residence:** some EEA nationals may be able to produce a document certifying that they have a right of permanent residence in the UK.

All of these documents (passport establishing EEA nationality, national identity card establishing EEA nationality, registration certificate and document certifying permanent residence) are included in **List A** of acceptable documents.

**Non-EEA family members of EEA nationals – acceptable documents**

A non-EEA national family member of an EEA national who is living in the UK in compliance with the EEA Regulations, or who has acquired the rights of ‘permanent residence’ in the UK under EU law, as part of a right to work check, can demonstrate their right to work using documents set out below.

**Residence Cards:** Some non-EEA family members of EEA nationals have been issued with a Residence Card by the Home Office.

A valid Residence Card is included in **List B** of acceptable documents.

**Permanent Residence Cards:** Some non-EEA family members of EEA nationals have been issued with Permanent Residence Cards by the Home Office.

A Permanent Residence Card, issued to a family member of an EEA national, is included in **List A** of acceptable documents.

When a current Residence Card, Permanent Residence Card, or derivative residence card has been issued as a vignette holder’s passport, there is no requirement for that passport to be current.

**Non-EEA Nationals with a Derivative Right of Residence – acceptable documents**

**Derivative Residence Cards:** Some non-EEA nationals have been issued with a Derivative Residence Card by the Home Office. This confirms that they have a right to live and work based on their relationship with an EEA national or a British citizen. These rights only arise in a limited range of circumstances when specific conditions are met. They are based on judgments of the Court of Justice of the European Union and related to cases where the non-EEA national’s presence in the UK is necessary in order to enable the relevant EEA national or British citizen to continue to live here. (For example, a non-EEA primary carer of a British citizen child may meet the requirements).

A valid Derivative Residence Card is included in **List B** of acceptable documents.