



ELIGIBILITY TO WORK IN THE UK

Under the provisions of the Asylum and Immigration Act 1999, 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 Turning Point. The required documentation is described below.

YOU MUST <u>EITHER</u> PROVIDE ONE OF THE FOLLOWING DOCUMENTS:
A passport showing the holder is a British citizen, or has a right of abode in the UK
A document showing the holder is a national of a European Economic Area country (Austria; Belgium; Denmark; Finland; France; Germany; Greece; Iceland; Ireland; Italy; Liechtenstein; Luxembourg; Netherlands; Norway; Portugal; Spain; Sweden; UK) or Switzerland . The document must be a national passport or national identity card.
If you a citizen of Czech Republic; Estonia; Hungary; Latvia; Lithuania; Poland; Slovakia; or Slovenia which became part of the EEA effective 1 st May 2004 you must also provide proof that you have met the Government's requirement to register with the Workers Registration Scheme. Citizens from Cyprus and Malta , which also become EEA countries from the 1 st May 2004, are not required by the Government to register with the Workers Registration Scheme.
A residence permit issued by the Home Office to a national from a European Economic Area (EEA) country or Switzerland
A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a EEA country or Switzerland who is resident in the UK
A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay
A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work we are offering if you do not have a work permit
An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

Continued on next page...

ELIGIBILITY TO WORK IN THE UK



OR A COMBINATION OF TWO DOCUMENTS FROM EITHER OF THE COMBINATIONS QUOTED BELOW:
(NB - Both documents must be from the same combination)

FIRST COMBINATION

A document giving your permanent National Insurance Number and name. This could be a: P45, P60, NI card, or letter from a Government agency – Please state document provided:

Together with one other of the following documents:

A full birth certificate issued in the UK, which includes the names of the holder's parents

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland

A certificate of registration or naturalisation stating that the holder is a British Citizen

A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay

An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay

A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, **and** this allows them to do the type of work that is being offered

an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, **and** this allows them to do the type of work being offered

SECOND COMBINATION

A work permit or other approval to take employment that has been issued by Work Permits, UK

Together with one other of the following documents:

A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question

A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question