

## IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

The requirements of the Immigration, [Asylum and Nationality Act 2006](#) include that at the time of recruitment an employer must be able to demonstrate that the person has permission to work in this country.

**For this reason, all external candidates invited to attend interview for a post in the College must produce an original document from the list below.**

### LIST A – THOSE WITH NO RESTRICTIONS ON WORKING IN UK, YOU ONLY NEED ONE OF THESE:

Manual Check	
Step 1 - Obtain	
List A	
<input type="checkbox"/>	1.A passport <sup>1</sup> (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
<input type="checkbox"/>	2.A passport or passport card <sup>1</sup> (in either case, whether current or expired) showing that the holder is an Irish citizen.
<input type="checkbox"/>	3.A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
<input type="checkbox"/>	4.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 <sup>2</sup> .
<input type="checkbox"/>	5. 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
<input type="checkbox"/>	6. A birth or adoption certificate <sup>3,4</sup> issued in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
<input type="checkbox"/>	7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
<input type="checkbox"/>	8. A certificate of registration or naturalisation as a British citizen, <b>together with</b> 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 – THOSE WITH RESTRICTIONS ON WORKING IN THE UK

### YOU NEED ONE OF THESE:

#### List B Group 1

- ☐ 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<sup>5</sup>.
- ☐ 2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- ☐ 3. 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.

#### List B Group 2

- ☐ 1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- ☐ 2. A Certificate of Application (non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- ☐ 3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
- ☐ 4. 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.
- ☐ 5. 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.

**Please note that failure to produce an original document may mean that the Selection Panel will be unable to interview the candidate.**