| **PRE-EMPLOYMENT CHECKS** |
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The UK law on preventing illegal working is set out in the Immigration, Asylum and Nationality Act 2006 and the Immigration Acts 1971 and 2016. As an applicant for employment with the PHG Foundation you must complete this form as part of the recruitment process. If you are offered a job it will be conditional upon you providing proof of your entitlement to work in the United Kingdom. Prior to starting work for us you must show an original document or a combination of original documents from either list A or B below. The document (s) will be checked, copied and returned to you.

<https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>

Please indicate below which document(s) you intend to provide as evidence of your entitlement to work in the UK. You should **not** provide these documents now, you will be asked to produce them later if you are offered a job.

If you believe you have an ongoing (unlimited) entitlement to work in the UK, use **List A.**

If you believe you have restricted entitlement to work in the UK, use **List B**.

**Choose only ONE option from either List A or List B and sign and date the form.**

**LIST A - Acceptable documents to establish a continuous right to work**

|  | A passport (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. |  |
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|  |  A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen. |  |
|  | 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. |  |
|  | 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. |  |
|  | 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. |  |
|  | A birth or adoption certificate (short or long) 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. |  |
|  | A birth 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. |  |
|  | 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. |  |

**If you cannot produce any one of the above documents (or combination of documents) you must show *one* of the following (or combination of) original documents:**

**LIST B - Group 1 – Documents where a time-limited right to work lasts until the expiry date of leave**

|  | 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. |  |
| --- | --- | --- |
|  | 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. |  |
|  | 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 – Documents where a time-limited right to work lasts for 6 months**

|  | 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. |  |
| --- | --- | --- |
|  | 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. |  |
|  | 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. |  |
|  | 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. |  |
|  | 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. |  |

**Signed: ………………………………………………............ Date: …………………………………...**

**Your name: …………………………………………........... Nationality: ……………..………….**

**Post applied for: ..…………………………......................................................................**