

Eligibility to Work in the UK Form

Vacancy

Job Title		Reference	
Business		Geographic Location	

Candidate Details

Name	
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List 1		List 2	
Any one of the documents included below in List 1 are acceptable:		List 2 covers the combinations of documents which are acceptable if produced in the correct combination.	
		EITHER First Combination	
A passport showing that the holder is a British citizen, or has a right to abode in the United Kingdom.	<input type="checkbox"/>	A	A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency. <input type="checkbox"/>
		AND one of the following documents detailed in B to H	
A document showing that the holder is a national of a European Economic Area Country or Switzerland. This must be a national passport or national identity card.	<input type="checkbox"/>	B	a full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR <input type="checkbox"/>
A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.	<input type="checkbox"/>	C	a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR <input type="checkbox"/>
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 United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.	<input type="checkbox"/>	D	a certificate of registration or naturalisation stating that the holder is a British citizen; OR <input type="checkbox"/>
A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.	<input type="checkbox"/>	E	a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR <input type="checkbox"/>
A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work being offered if the holder does not have a work permit.	<input type="checkbox"/>	F	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 United Kingdom, or has no time limit on their stay; OR <input type="checkbox"/>
An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.	<input type="checkbox"/>	G	a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered; OR <input type="checkbox"/>
		H	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 United Kingdom, and this allows them to do the type of work being offered. <input type="checkbox"/>
		OR Second Combination	
		A	A work permit or other approval to take employment that has been issued by Work Permits UK. <input type="checkbox"/>

AND		
B	a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR	<input type="checkbox"/>
C	a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.	<input type="checkbox"/>

Signature

I confirm that I have read the accompanying guidelines. I hereby confirm that I have received proof of the above-named person's eligibility to work in the United Kingdom and have attached a copy of the relevant documents, which I have seen in the original.

Manager		Date	
Print Name			

European Economic Area Countries

Austria	Latvia (A8 country)
Belgium	Liechtenstein
Bulgaria *requires a work permit	Lithuania (A8 country)
Cyprus	Luxembourg
Czech Republic (A8 country)	Malta
Denmark	Netherlands
Estonia (A8 country)	Norway
Finland	Poland (A8 country)
France	Portugal
Germany	Romania *requires a work permit
Greece	Slovakia (A8 country)
Hungary (A8 country)	Slovenia (A8 country)
Iceland	Spain
Ireland	Sweden
Italy	United Kingdom

A8 Countries

Nationals of the EU countries of Latvia, Slovakia, the Czech Republic, Lithuania, Slovenia, Estonia, Hungary and Poland can live and work in the UK. These countries are referred to as the 'A8 countries'. However, the government's Worker Registration Scheme (WRS) monitors the participation of nationals of these EU countries in the UK labour market.

Unless exempt, an A8 worker should apply to register under the Worker Registration Scheme with the Home Office within one month of starting work for you. They will need to provide evidence of their employment (letter or contract) as part of the application and a £70 fee, unless they already have a certificate of registration.