

Preventing illegal working - Home Office regulations

It is a requirement by law that, before Wolverhampton City Council can appoint any new employee, we must check your eligibility to live and work in the UK. Any offers of employment made will be subject to verification of the following documentation:

List 1

You must be able to provide any one of the following:

- a passport showing that the holder is a British Citizen or has a right of abode in the UK
- a document showing that the holder is a national of a European Economic Area (EEA) country or Switzerland. This must be a national passport or national identity card
- a residence permit issued by the Home Office to a national from a 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 you are offering if they 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

List 2

If you are unable to provide a document from List 1, you must be able to provide a combination of two documents from list 2:

The documents must be from the same combination; you will not be able to provide one document from the first combination and one from the second combination.

First combination

- 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

Along with the above you must provide one 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, 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 you are offering
- 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 you are offering

Second combination

- a work permit or other approval to take employment that has been issued by Work Permits UK.

Along with the above, you must provide one 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

Workers Registration Scheme

If you are a national of any of the below EEA countries you will be required to register with the Workers Registration Scheme:

- Czech Republic
- Estonia
- Hungary
- Latvia
- Lithuania
- Poland
- Slovakia
- Slovenia

For further information on the Workers Registration Scheme please contact the Home Office on:

- Telephone: 0151 237 6375