

## PERMISSION TO WORK IN THE UK

### What Documents We Must See

When employing a supply teacher, we need to ensure that the teacher is eligible to work within the Borough. The Asylum and Immigration Act, 1996, makes it an offence to employ anyone who does not have permission to be in, or work in, the United Kingdom. All workers, including casuals, are subject to this requirement irrespective of the type of contract under which they are employed.

We therefore require sight of the following documents:

#### List 1: - one of the following items,

- A passport showing that the holder is a British citizen or has a right of abode in the UK
- One of a number of documents showing that the holder is from the European Economic area or has a passport giving them permission to stay and work in the UK.

#### List 2: - first combination:

A A document giving the persons permanent NI number and name, e.g. a P45, P60, National Insurance card, or letter from a government agency

Plus

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

A certificate of registration or naturalization stating the holder is a British citizen OR

One of a number of documents showing the individual has a right to stay and work in the UK. Your personnel team can show you the full list of acceptable documents and pictures of what they will look like

#### List 2: - second combination:

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

Plus

B 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 OR

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.

We must be satisfied that you are the rightful holder of any of the document presented,