

# Social Worker Children's Services

Interview date: TBA on receipt of applications



Dear Applicant

## Our vision for our children and young people

To make North Somerset a truly great place for children and young people to thrive; where all have the best possible life and opportunities, including those who are vulnerable, disadvantaged and/or have special educational or additional needs.

There are many reasons why North Somerset is an attractive place to live, work and visit. For most, the district is renowned for its wonderful natural assets, including part of the Mendip Area of Outstanding Natural Beauty, sites of Special Scientific Interest and 25 miles of beautiful coastline. It is in a great location, strategically positioned close to Bristol, Bath and the M4 corridor for fast regional connectivity. We are also well connected nationally and internationally, with quick links to London Paddington, South Wales, the Midlands and the South West via Bristol Airport, the port, the M5 motorway and direct trains.

Following a period of change, North Somerset Council is on a journey of further transformation and improvement in its Children's Services. As a result, exciting opportunities have arisen within the service. We want to provide the best support for children and families in North Somerset and have invested in our services and are looking for social workers to join us.

In order to deliver excellence support, we are looking for highly effective social workers who will focus on delivering consistently high-quality standards of social work practice using Signs of Safety and being Trauma informed. Our support offer includes regular high quality reflective supervision, low caseloads and our learning and development offer is excellent to ensure you have everything you need to deliver our vision for children and families. In particular we are seeking applicants who want to work in our:

- **Front Door**
- **Family Support & Safeguarding Teams**
- **Children with Disabilities Team**

Thank you for your interest.

Yours sincerely

**Sheila Smith**

Director of Children's Services

## How to Apply

Please apply by submitting an application form and CV.

Please ensure all gaps in employment and education history are fully explained on your CV; we may wish to verify this information during the recruitment process.

Please provide the details of two referees on your application form. Please note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.

Please ensure that you address the key requirement as set out in the job description and person specification. These competencies will be used as part of the shortlisting process.

Please complete the Equal Opportunities Monitoring Form at the back of the application form. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process, for example as a result of disability.



## Social Worker, Children's Services

Permanent, full time and part time • Up to £34,728 per annum, pro rata

**Our vision for our children and young people** - To make North Somerset a truly great place for children and young people to thrive; where all have the best possible life and opportunities, including those who are vulnerable, disadvantaged and/or have special educational or additional needs.

There are many reasons why North Somerset is an attractive place for Social Workers to live, work and visit. For most, the district is renowned for its wonderful natural assets, including part of the Mendip Area of Outstanding Natural Beauty, sites of Special Scientific Interest and 25 miles of beautiful coastline. But there is much more to North Somerset than meets the eye.

The district is in a great location, strategically positioned close to Bristol, Bath and the M4 corridor for fast regional connectivity. We are also well connected nationally and internationally, with quick links to London Paddington, South Wales, the Midlands and the South West via Bristol Airport, the port, the M5 motorway and direct trains.

Following a period of change, North Somerset Council is on a journey of further transformation and improvement in its Children's Services. We are looking for passionate, creative, experienced and child centred qualified social workers to join us. You will have a manageable caseload, high quality reflective supervision and leadership and work in supportive and creative social work teams. If you thrive on the opportunity to deliver high quality practice to children and young people whether that be in the Front Door, Family Support & Safeguarding or within Corporate Parenting and make a difference to these children and young people we would like to hear from you.

We offer a culture of continuous learning with excellent training opportunities and our practice model is a trauma informed strengths-based approach.

We offer

- A competitive salary
- Generous holiday
- Excellent local government pension scheme
- Family friendly policies and flexible working
- Excellent training

- Free parking at council offices
- Access to pool cars, bikes and cycle to work scheme
- Access to our Employee Assistance Programme – a 24 hour independent, free and confidential advice and support service

### For this role you must

- Be a qualified Social Worker (with a Social Work England Registration) with a passion for working with children and their families to help improve their outcomes and to keep them safe from harm using a strengths-based approach.
- You will have sound knowledge of relevant childcare legislation, including a clear understanding of 'Working Together to Safeguard Children' and fostering regulations and legislation.
- An ability to build effective relationships with children, young people and families.

This post is exempt under the provisions of the Rehabilitations of Offenders Act (Exceptions) Order 1975 and is subject to an enhanced Criminal Records Bureau check.

If you would like an informal conversation about what is on offer please call Dawn Newton, Head of Front Door & Family Wellbeing (Early Help) at [dawn.newton@n-somerset.gov.uk](mailto:dawn.newton@n-somerset.gov.uk); Shelley Caldwell, Head of Family Support & Safeguarding at [shelley.caldwell@n-somerset.gov.uk](mailto:shelley.caldwell@n-somerset.gov.uk); or Paul Johnson, Head of Corporate Parenting at [paul.johnson@n-somerset.gov.uk](mailto:paul.johnson@n-somerset.gov.uk).

### Want to know more and apply?

Visit [www.n-somerset.gov.uk/jobs](http://www.n-somerset.gov.uk/jobs) to download an application pack and apply online.

If you want to know more about what we can offer you please visit our website for the benefits and our offer.

Interview date: TBA

For more information and to apply, visit: [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)



## Job Description

**Job Title:** Social Worker

**Directorate:** Children's Services

**Grade:** JG7 – JM1 (£28,672 – £34,728)

**Responsible for:** The post holder will be required to have significant post qualification experience to deliver specific work streams provide technical advice and guidance to others (including other professionals) involved in specific service delivery and may have responsibility for managing resources within a team (budget and people).

To move over the JG7 threshold, ASYE's will need to have completed and passed their first year where they will then move to JM1.

### 1. Job outline and Purpose of role

This role requires social workers to meet all the fundamental professional standards as set out by Social Work England and ensure that the protection of children is adhered to ensure that children and young people are safe and their outcomes enhanced. The main duties and key responsibilities of this role is commensurate across Children's Services applying the skills and competencies in different areas across the service.

### 2. Purpose of Role

You will undertake S47, assessment, planning, intervention and review to support children who are in need, including child protection, care proceedings and children looked after. You will work collaboratively with other professionals in order to ensure a multi-disciplinary approach to improving outcomes for children, young people and their families.

You will work with a small number of children and families, to achieve the best possible long-term outcomes for children, using Signs of Safety (training and support provided if required).

You will be expected to continuously improve your practice by developing your knowledge and skills through post qualifying training. The post will participate in high quality supervision that achieves an appropriate balance between reflective practice and accountability for performance/standards.

You take part in rigorous self evaluation through annual appraisal and half year reviews.

This job description provides the core responsibilities for all children's social workers.

You must be registered to practice with Social Work England under the terms of the code of conduct for social workers.

### 3. Main Duties and Key Responsibilities

To provide a service in line with statutory requirements and departmental priorities.

To participate in training as required in the interests of the service overall and career development.

Undertake the full range of social work tasks with children in need and their families – Assessment, Planning, Intervention and Review. As a social worker you will be expected to provide a high level of direct work at an agreed local level.

Undertake a range of intervention with children and families including group work, family work and solution focused intervention, parenting work etc jointly, as appropriate.

Ensure and demonstrate that children, young people and parents/carers are listened to and treated with respect with their views recorded in the process of assessments, planning, intervention and review, and in all aspects of decision making and in shaping service delivery.

Act as the lead professional key worker in statutory cases that require a qualified social worker, including high-level children in need cases, child protection, care proceedings and children looked after.

Contribute to or bring together and co-ordinate a multi-disciplinary approach where children are subject to safeguarding plans, care proceedings, or admission to accommodation.

Demonstrate a good understanding of evidence-based practice in your day to day work with children and families.

A good knowledge of relevant legislation and procedures.

Participate positively in professional supervision and annual appraisal review, taking personal responsibility for the quality of practice.

Actively contribute to team working, supporting colleagues, and taking part in team meetings and development events.

Demonstrate a high level of competence and confidence in the use of Council electronic case recording/reporting tool, maintaining accurate and up to date child records.

Be responsible for individual care planning for children in line with professional standards.

To be active in implementing the council's equal opportunities policy in professional practice and service delivery.

To undertake service development tasks as appropriate.

Work with parents, children and young people to support them to achieve their best outcomes.

ASYE's will be supported by their manager and colleagues to develop in their role and their workload will increase with experience.

Work flexible hours as befits the needs of the service. This will include working outside of normal office hours, including evening and some weekend work as cases require.

Operate within legal, ethical and practice boundaries when working with families.

Develop and maintain skills, knowledge and competence.

Be responsible for Health and Safety and

Safeguarding of all young people with whom you work.

Comply with legal obligation (DATA PROTECTION ACT 1984) not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment to this post.

## 4. General

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The management team structures within Childrens' Services operate with a high degree of collaboration and flexibility, and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.



## Person Specification

**Directorate** Children's Services

**Post Title** Social Worker

**Grade** JG7 – JM1 (£28,672 – £34,728)

### Qualifications

#### Essential and evidenced

- Registered as a social worker with Social Work England.
- Social Work Qualification, ie Social Work Degree or Diploma in Social Work.
- Achieved or commitment to study for a specialist PQ award or equivalent

### Knowledge and Experience

#### Essential

- Experience of direct work with children in need and their families.
- Experience of statutory childcare work in a local authority setting.
- Communicate effectively with children, young people and families to ensure effective outcomes can be achieved.
- Support family cohesions, and empower and support families to manage their own lives.
- Enable, encourage and support children and young people's participation and decisions and activities that affect their lives.
- Safeguard and promote the welfare of vulnerable children and young people.
- Develop purposeful and productive outcome focused relationships with children, young people, and their parents/carers based upon partnership and mutual respect.
- Provide child-centred social work practice based upon social work value principles enshrined Social Work England's code of practice.
- Analyse, interpret and make professional judgements when undertaking assessments.
- 
- Define needs, clarify outcomes and implement strategies that enable outcomes to be achieved.
- Develop, implement, and review plans based upon assessments of children and families/ foster or adoptive carers which detail identified needs and intended service outcomes using evidence and best practice.
- Make effective decisions appropriate to the responsibilities of a social worker.
- Communicate effectively verbally and in writing to a range of audiences, including children and young people, courts, multi-agency panels, parents/carers.
- Work as part of a multi-agency team, including acting as a lead professional.
- Make use of technology including relevant computer systems such as LiquidLogic.
- Reflect on own practice, the practice of others, and to make effective use of supervision, coaching and training/development opportunities.
- Be creative and empowered to solve problems and find solutions to overcome challenges and barriers.
- You will be required to have the ability to travel within the geographical area of North Somerset. We encourage the use of public transport where this is appropriate'.
- Post holders must be willing to work outside normal working hours, both in a planned basis, and at short notice and, if necessary, to be part of an out of hours telephone support rota for children looked after by the authority.
- Post holders must participate in North Somerset Council's appraisal system, undertaking training and development as required to support their professional development and continued registration with the Health Professions Council.
- To maintain the Council's comprehensive equality policy, race and disability scheme and ensure at all times that the duties of the post are carried out in accordance with these policies.
- To maintain reasonable expected professional standards of behaviour outside of work and ensure that the standing and reputation of the Council is maintained when not in work.
-

- The ability to cope with the duties, responsibilities, and stresses associated with a professional social work role and to be emotionally resilient.
- A satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).

## Desirable

- Child Protection
- Court work
- Adoption/Fostering
- Children looked after
- Children with disabilities
- Therapeutic and counselling work
- Legal framework for children, young people and their families
- Child development

## Competencies

### Essential

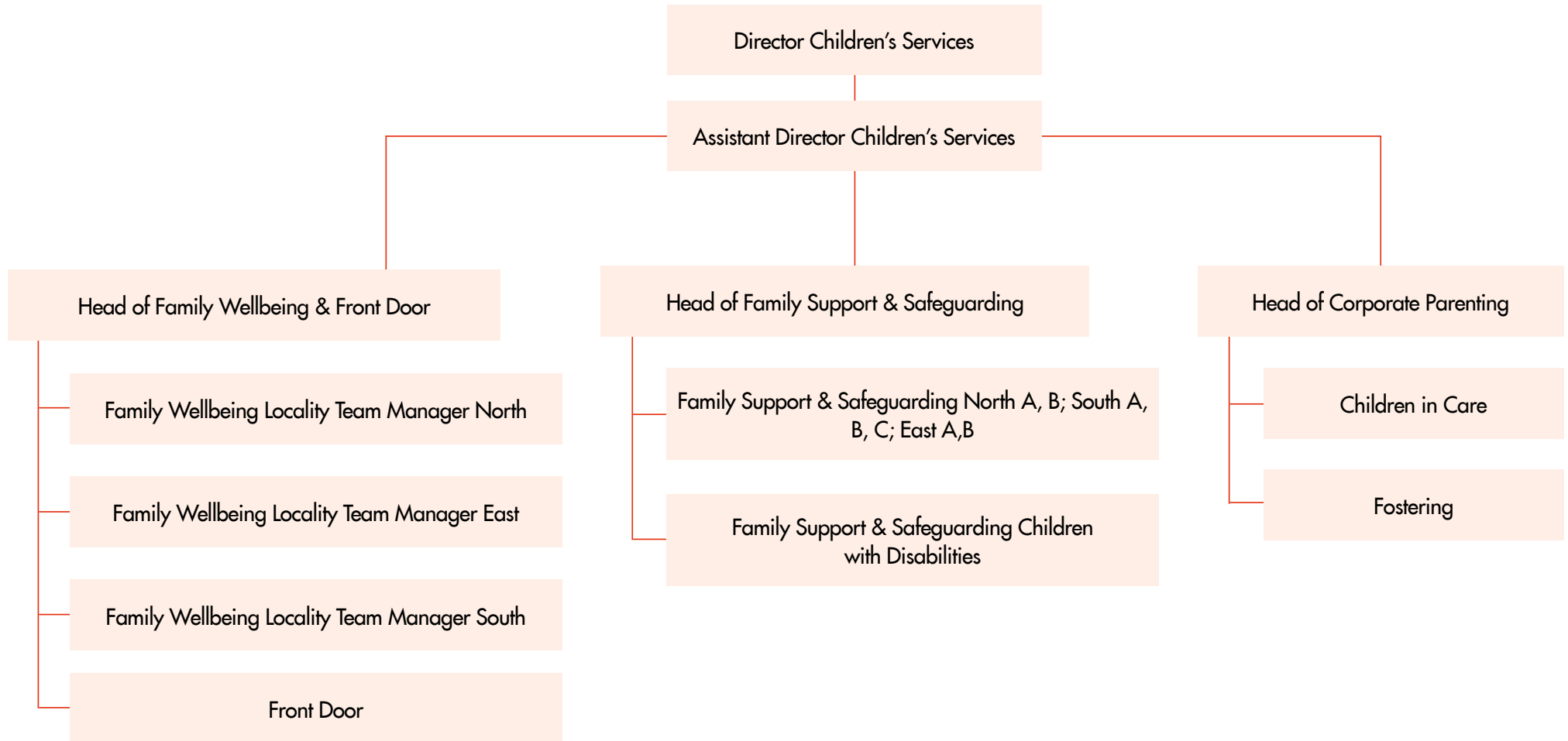
- Team Working ~ Assists team members through mentoring and longer-term assistance, encourages and empowers others
- Strengths based / outcome focused ~ sets challenging goals for self and others and identifies opportunities and barriers and deals with them to achieve service delivery
- Problem solving & judgment ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions
- Planning & Organising ~ Prioritises and organising work for self and others, makes plans to meet the longer-term requirements of the team
- Business Awareness ~ Understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.

## Performance Measures

- Quantifiable objectives ~ e.g. number of children and families you are working with, impact evaluation of service delivery, quality of records, etc
- Feedback from children, young people and families, colleagues and partner agencies
- Key Performance Indicators (assessment timescales, contacts and referrals managed in a timely manner)
- Line manager assessment



# Children Services's organisational structure



# North Somerset Council organisational structure



Chief Executive  
**Jo Walker**

Adult Social  
Services

Children's  
Services

Corporate  
Services

Place

Public  
Health and  
Regulatory  
Services



Director  
**Hayley Verrico**



Director  
**Sheila Smith**



Director  
**Amy Webb**



Director  
**Lucy Shomali**



Director  
**Matt Lenny**

## Our leadership commitments

Each of us has a crucial role to play in helping meet the needs of residents, customers and communities and to ensure North Somerset Council is an effective, positive and collaborative place to work. As such we place as much importance on how our staff achieve our objectives and outcomes through demonstrating the right behaviours and values as what they do to achieve them.

Our Corporate Plan, Vision and Priorities set out the attitudes and approach we expect from managers and staff: how we do things, how we treat others, what we say, how we say it and how we can expect to be treated.

### Our priorities are:

- Being advocates for change and innovation.
- Working well together.
- Putting customers first.
- Getting things done.
- Acting with integrity and behaving responsibly.
- Demonstrating strong leadership.

To support our values we have agreed five key sets of behaviours for every member of staff regardless of their role or grade. There are additional behaviours expected of managers.

### Our values are:

- We act with integrity
- We respect each other
- We innovate
- We care
- We collaborate



## Benefits of working for North Somerset Council



- Attractive area to live and work. Excellent schools and first class road, rail and air links.
- Competitive salary.
- Excellent pension scheme.
- Generous annual leave entitlements.
- High-quality supervision and support.
- Excellent training and development opportunities.
- Bicycle salary sacrifice scheme.
- Ability to influence strategy and practice.
- Relocation allowance.
- Family friendly policies including childcare benefit scheme.
- Employer committed to equality and diversity.
- Employee assistance programme and occupational health support.

## Conditions of service

Employment will be subject to the relevant national Negotiating Committee and any local conditions of service or local agreements adopted by the council. Any offer of employment will be subject to two references satisfactory to us (one from present or last employer) and satisfactory medical clearance from the council's Medical Adviser (you may be required to attend for medical examination).

### Salary

The salary for this role is up to £34,728 per annum, pro rata.

### Probation

All new employees are subject to the completion of a satisfactory probationary period of six months.

### Hours of work

Normal office opening hours will be from 8.45am–5pm Monday to Thursday, and until 4.30pm on Friday. You will be required to carry out the duties of the post during such hours as may be necessary to meet the needs of the service/organisation or during such hours as may be reasonably required.

### Annual leave

You will be entitled to 26 days annual leave plus Bank Holidays and an extra day agreed by the Authority to be taken at Christmas on a day determined by the Authority. An additional five days' annual leave will be awarded after five years' continuous service in local government.

### Place of work

The post holder will work in the locations where our teams are based, either Town Hall or out in the Community at one of our safeguarding offices.

### Pension

All employees are automatically admitted to the Local Government Pension Scheme from the day of appointment. It is possible to opt out of the Scheme and the successful candidate will receive further details regarding pension choices.

### Relocation

A relocation allowance of up to £8,000, if appropriate.

### Politically restricted post

This is a politically restricted post under the 1989 Local Government and Housing Act or any re-enactment thereof.

### Trade union membership

The council recognises the rights of individuals to belong to appropriate trades unions and supports the principle of collective bargaining by employer and employee representatives.

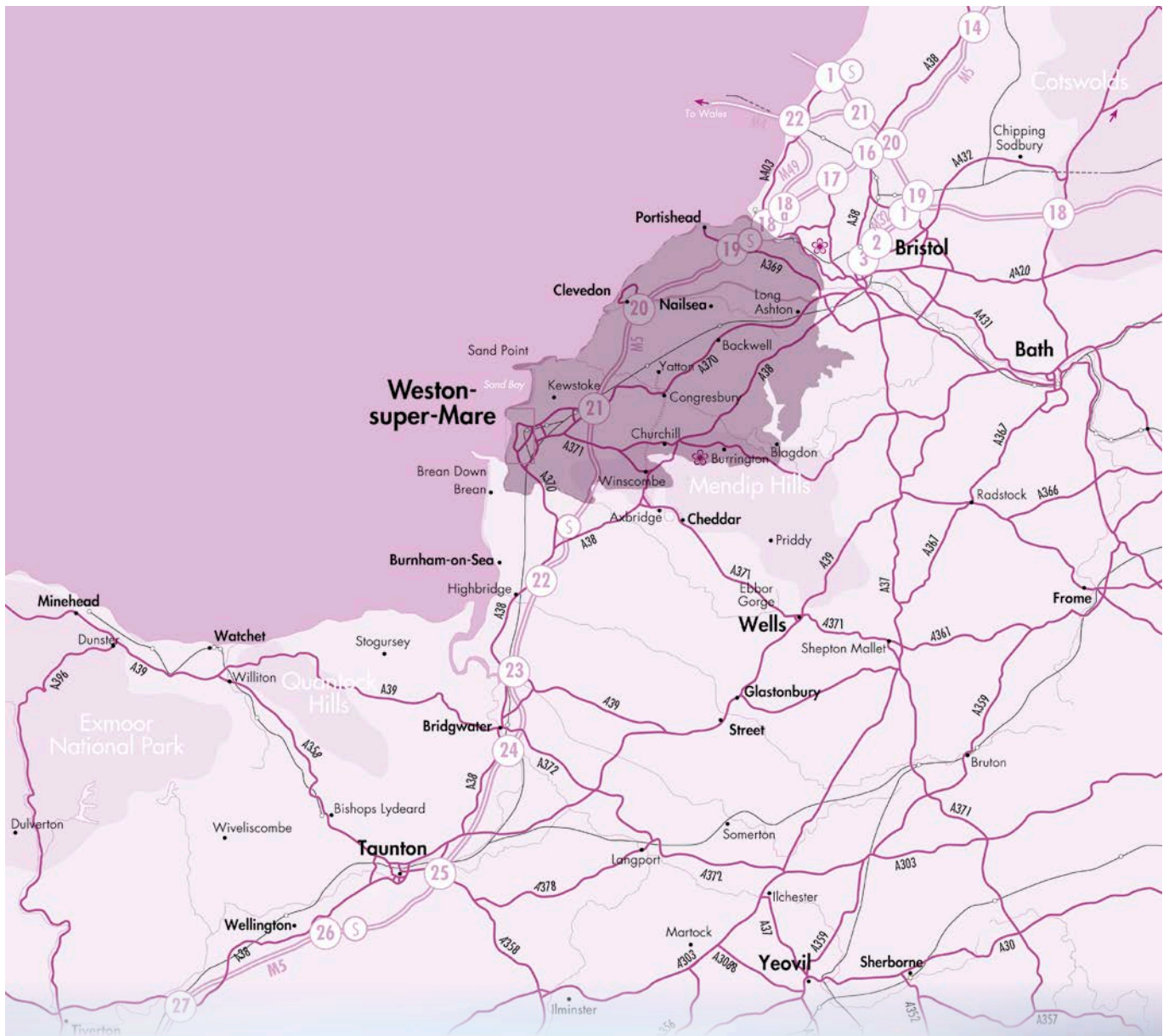
### Whole-time service

The postholder will be required to devote their whole-time service to the work of council and must not engage in any other business or take up any other additional appointment without the express consent of the council

**These conditions of service are for guidance only and do not form part of a binding contract.**



# North Somerset area map





## About North Somerset

North Somerset is part of the South West of England and situated on the M5 corridor. It extends from the edge of Bristol and the River Avon in the North, to the River Axe and the Mendip Hills in the South.

North Somerset is an area of contrasts from a coastline made up of cliffs and sandy beaches, to beautiful countryside with wooded hills, open moorland, wetlands, rhynes, reed beds and rich pasture land, with two thirds of the area greenbelt or an area of outstanding natural beauty.

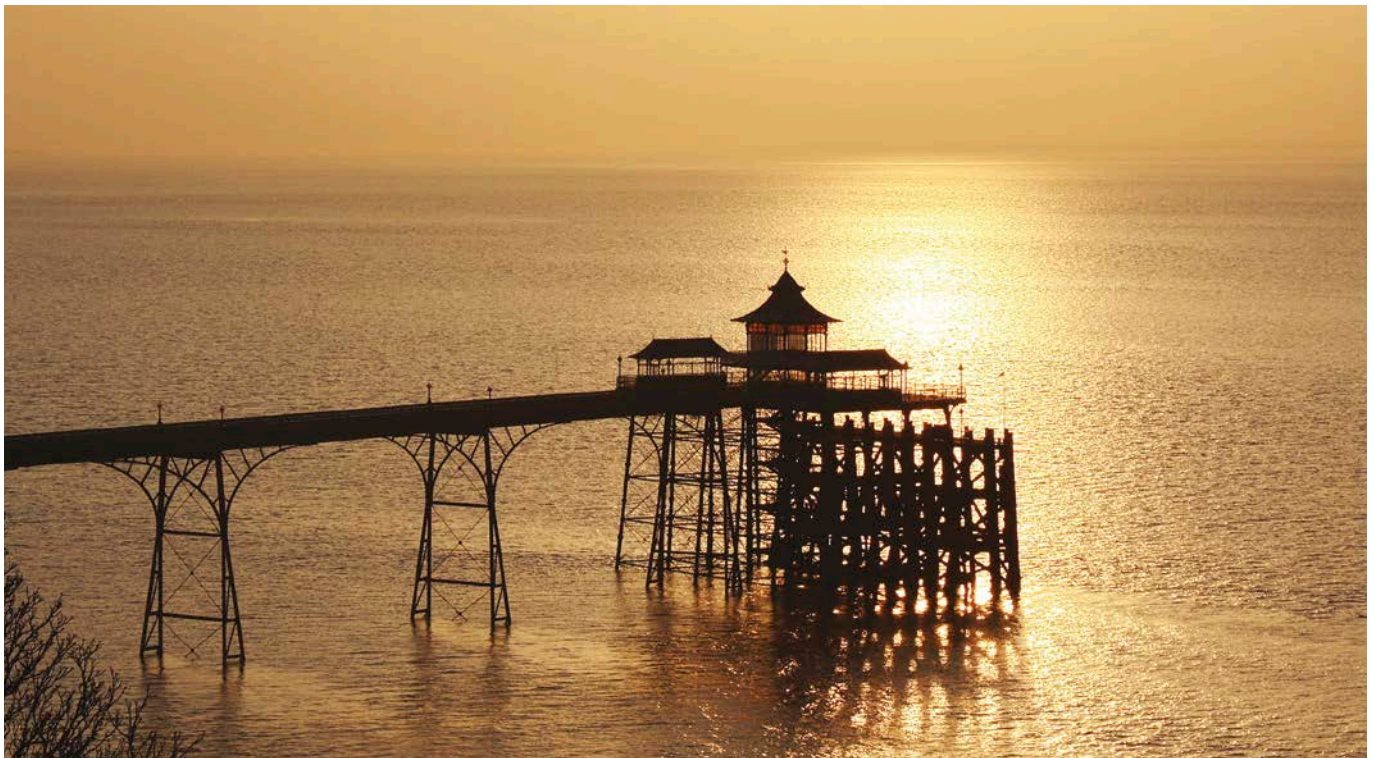
There are many district communities within the area which includes 35 rural parishes and the four towns of Weston-super-Mare, a large seaside resort; Clevedon, a Victorian seaside town, Nailsea, a new town built around the original village; and Portishead, a seaside town with its own marina and views across the River Severn and the two Severn Bridges.

North Somerset Council plays an important role in the life of the communities within the area and provides services to around 201,000 people in partnership with the private and public sectors, the voluntary sector and local people. The majority of our employees work from two bases in Weston-super-Mare and Clevedon.

North Somerset has a reasonably broad economic structure supporting defence, engineering, food processing, printing and packaging as well as agriculture, catering and the care industry. Tourism makes a significant contribution to the economic well-being of the area.

There are excellent roads and rail links to London and Bristol, and to Devon and Cornwall and the south west. Air transport is available at Bristol International Airport, which is situated in the North Somerset area, and there are port facilities at Royal Portbury Dock, which has contributed to attracting many new businesses to the area.

The council's headquarters are situated in Weston-super-Mare, conveniently placed within walking distance of the shops, other town centre facilities, the railway station and bus stops. Weston-super-Mare is one of the premier holiday resorts in the West Country, and is the largest town in the area. It offers a large range of shops and restaurants that offer dishes from virtually every corner of the world. Local schools provide high standards of education, and there is a wide choice of housing in the area, both in the towns and surrounding villages.



## References

If you are offered a job, we will take up references before your offer of employment is confirmed.

Wherever possible your current employer should be named as someone who can be approached for a reference. It is council policy to approach current employers, regardless of whether candidates give them as referees. You should note, however, that if you request that a referee is not approached before interview, this will be respected wherever possible.

Other references should include previous/most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

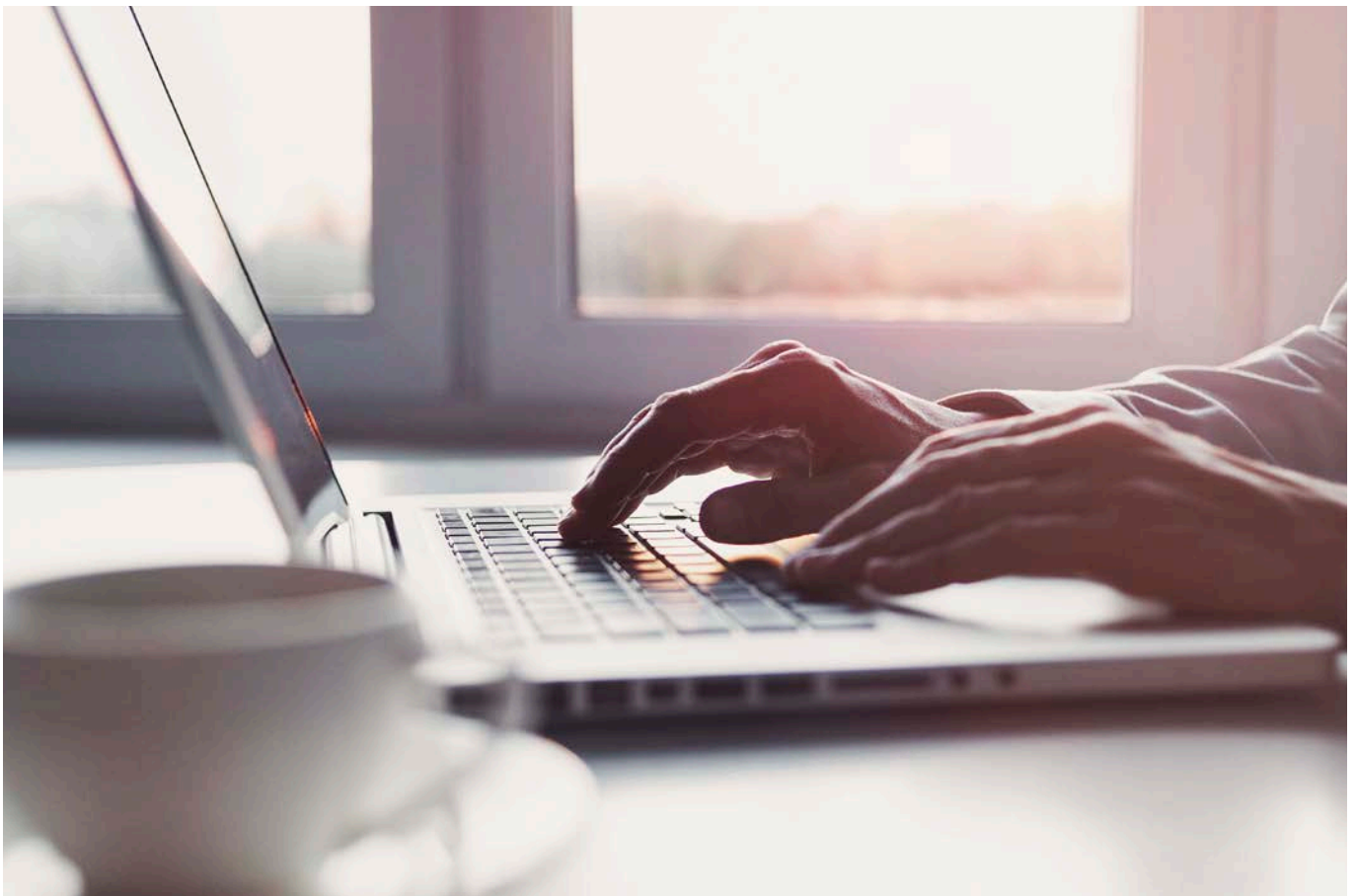
Online applications only - please indicate which is referee one and which is referee two using the reference type field.

## Disability

We are committed to the employment of people from all areas of the community. North Somerset Council works within the 'Disability Confident Scheme'. This means that if you identify yourself as disabled in line with the Equality Act definition and demonstrate on the application form that you meet all of the essential criteria listed in the person specification, we will guarantee you an interview. We will also make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

### Defining a disabled person

A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered.



## Impairment

This includes physical, mental and sensory impairments, such as those affecting sight or hearing. This can include long-term, recurring, varying or managed medical conditions such as asthma and diabetes; and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions, for example bipolar disorder or depression. Learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome) are also covered. Some people, including those with cancer, multiple sclerosis and HIV/AIDS, are expressly protected as disabled people.

## Substantial adverse effect

Something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

## Long-term effect of an impairment

One which has lasted at least 12 months, or where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected.

## Normal day-to-day activities

Activities which are carried out by most people on a fairly regular and frequent basis including: using a telephone, reading a book or using public transport. Some examples of difficulties in carrying out normal day-to-day activities include: difficulty in going up and down steps, loss of control of the bowels, inability to give oral basic instructions to colleagues, total inability to distinguish colours. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

## Severe disfigurement

Is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

## Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include jobs that involve regular caring for vulnerable adults, training, supervising or being in sole charge of those aged under 18.

The council has a number of jobs that require a disclosure check and successful applicants will be subject to a Criminal Records Bureau (CRB) disclosure check for any such job. If this applies, it will be stated in the advertisement. Please indicate you have read the declaration and print your name. You will not be able to submit your form until all mandatory fields are completed.

The completion of this section is voluntary. We only use it for monitoring purposes.

## Policy statement on recruitment of ex-offenders

North Somerset Council is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children and vulnerable adults.

People with criminal records applying for positions (paid or unpaid) with the council should be treated according to their merits and to any special criteria of the position (for example, caring for children and vulnerable adults, which debars some in this category).

North Somerset Council will ensure that as a 'Registered Body' it observes the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. All applicants for positions with the council will be provided with a copy of the council's Policy Statement on the employment of Ex-Offenders and will also be made aware of the existence of the DBS Code of Practice on handling Disclosures, a copy of which will be provided on request.

The council will ensure that all staff involved in the recruitment process are suitably trained to identify and assess the relevant of criminal offences and to take appropriate action.

For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued that a Disclosure will be requested in the event of the individual being provisionally offered the position. Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the council's policy to ask applicants questions about criminal records to ensure that people are not inadvertently placed in vulnerable positions within the council. For certain positions working with children or vulnerable adults applicants will also be required to declare any 'spent' convictions as defined by the Rehabilitation of Offenders Act 1974.

Having a criminal record in itself should not necessarily prevent a person from being appointed to any post, unless the offence statutorily debars the person or renders the person unsuitable to work with children or vulnerable adults. Where it is felt, however, that an offence might mean that the person presents a risk then that person should not be appointed.

If an applicant reveals a criminal record and/or other information which could render the applicant potentially unsuitable then the 'responsible' recruiting manager will arrange to discuss the Disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant. Following this consultation the recruiting manager is required to contact the Human Resources Service and arrange to discuss the application in the light of the information disclosed by the DBS and the applicant before a recruitment decision is made and confirmed to the applicant. Generally, a decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible, an applicant in those circumstances should be advised of why their application has been rejected.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of employment/non-employment arrangement.



# Immigration, Asylum Nationality Act 2006

## Preventing illegal working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:

- if you have an ongoing right to work in the UK - the original document(s) detailed in List A
- **OR** if your leave to enter or remain in the UK is time-limited – the original document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out on an annual basis.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.



## European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

### The following countries are part of the EEA:

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

\* Those marked are also members of the European Union.

\*\* Those marked are free to come and work in the UK but will need to apply for an accession worker card, unless exempt, from the Home Office. In addition some categories of employment will also require a work permit. Work cannot commence until requirements are fully met.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

## List A

### Original documents to provide (if you have an ongoing right to work in the UK)

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination 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 full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination 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 full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination 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 full birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination 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, when produced in combination 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 letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination 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 provide one of the documents above there is no need to provide any documents from List B.**



## List B

### Original documents to provide (if your leave to enter or remain in the UK is time-limited)

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national or a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination 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 letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Information about all council services is available in other formats on request.

Publications, leaflets, strategies and other documents are all available in large print, audio, easy read and other formats.

Downloadable documents from our website can also be made available as plain text files and emailed to you.

Help is also available for people who require council information in languages other than English.

To request information in an alternative format please call **01275 888 788** or email **human.resources@n-somerset.gov.uk**