

Eligible?



Eligibility to work

The Students' Union needs to ensure that we only employ students who can legally work in the United Kingdom. Therefore when you attend interview you need to provide us with the following documentation:

One of the **original** documents included in List 1 **OR**

Two of the **original** documents in the combinations given in List 2.

List 1

Documents which you can bring in on their own;

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- 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
- A residence permit issued by the Home Office to a national from a European Economic Area 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 United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- 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
- 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 offered 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.

Once you have produced one of these documents, and it has been copied for records, there is no need to produce any further documents contained in List 2.

Should you not have access to any of the above you will need to produce items from the following.

List 2

Documents which you need to produce in combination

You must produce two documents from either the first combination or the second combination

First combination

A: A document giving your 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 document containing your National Insurance Number, you must also produce ONE of the following documents listed in sections B-H:

B: a full birth certificate issued in the United Kingdom, which includes the names of the holder's parents;

or

C: a birth certificate issued in the Channel Islands, the Isle of Man, or Ireland;

or

D: a certificate of registration or naturalisation stating that the holder is a British citizen;

or

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

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

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 offered;

or

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 offered

Second combination

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

Along with a document issued by Work Permits UK, you must also produce ONE of the following documents listed in sections B-C:

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

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"

None of the document descriptions contained in **List 1** and **List 2** reflect the precise wording contained in the law. **If** you would like to obtain a full legal description of the changes, this will be available in the booklet the Home Office will be producing alongside this guidance.