

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

**IMPORTANT INFORMATION FOR ALL SHORTLISTED CANDIDATES
PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS
SET OUT IN THIS LEAFLET**

This Act of Parliament places a legal responsibility on employers to only recruit new casuals from those who are eligible to work in the United Kingdom. An employer who does not comply will face a civil penalty up to £20,000.

It is, therefore, very important for an employer to obtain information which will demonstrate that all its new casuals meet the eligibility rules. The information needs to be in a form which can be recorded for future demonstration that the employer has complied with the Act in its recruitment practices and decisions.

In practice this means that every *candidate who is shortlisted for interview is required to bring to that interview documentary evidence which confirms their eligibility to work in the United Kingdom. The Home Office have specified several documents which will satisfy this requirement and these are listed in tables in the enclosed document.

- **Note on nationals who are successful candidates from the European Economic Area (EEA):**
 - Nationals from Croatia must obtain an Accession Worker Registration Certificate (or 'Purple Registration Certificate') from the Home Office *before* starting work.
- *** Note on current employees of Bradford Council:**
 - Current employees are automatically deemed to be eligible and are not required to bring specified document/s but will still need to complete the attached form.

CANDIDATES MUST BRING THE SPECIFIED DOCUMENT/S TO THE INTERVIEW.

**THE DOCUMENT/S MUST BE ORIGINAL/S AND MUST RELATE TO THE CANDIDATE.
(PHOTOCOPIES ARE NOT ACCEPTABLE).**

**CANDIDATES SHOULD NOTE THAT FAILURE TO PRODUCE THE SPECIFIED DOCUMENT/S WILL
MEAN THAT THE COUNCIL WILL NOT BE ABLE TO OFFER CASUAL WORK.**

The specified document/s will be inspected and copied. Any personal information in the document/s supplied will be kept on a confidential basis and it will not be used for any other purpose other than compliance with this Act.

It is anticipated that the documentation provided by candidates will be straightforward and readily recognised. However, in cases where documents are unfamiliar, advice will be sought and this may lead to a short delay in offering employment. In such cases every effort will be made to keep the delay to a minimum in the interests of all applicants

ALL CANDIDATES MUST COMPLETE THE FORM ON THE REVERSE OF THIS LEAFLET



PLEASE COMPLETE THE FORM BELOW AND BRING IT WITH YOUR SPECIFIED DOCUMENT/S TO THE INTERVIEW

(PLEASE USE BLOCK CAPITALS)

SURNAME:			
FIRST NAME:			
CASUAL POST TITLE:			
SERVICE/LOCATION:			
POST REFERENCE NO.:		INTERVIEW DATE:	

ARE YOU CURRENTLY AN EMPLOYEE OF THE CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL?

(PLEASE TICK THE BOX THAT APPLIES TO YOU)

YES: <input type="checkbox"/> PLEASE COMPLETE SECTION A	NO: <input type="checkbox"/> PLEASE COMPLETE SECTION B
--	---

SECTION A

ARE THERE ANY RESTRICTIONS ISSUED BY THE HOME OFFICE OR THE UK BORDER AGENCY WHICH MAY AFFECT YOUR CASUAL STATUS WITH THIS AUTHORITY?

YES:

OR

NO:

(FURTHER DOCUMENTATION AS DETAILED IN THE ATTACHED TABLES WILL BE REQUIRED IF YOU ANSWER YES TO THIS QUESTION)

SECTION B

PLEASE REFER TO THE SPECIFIED DOCUMENTS LISTED IN THE ATTACHED TABLES. IDENTIFY THE REFERENCE NUMBER NEXT TO THE TYPE OF DOCUMENT/S YOU WILL BRING TO YOUR INTERVIEW, READ THE STATEMENT BELOW, AND ENTER THE DOCUMENT REFERENCE LETTER AND NUMBER.

I AM **NOT** A CURRENT EMPLOYEE OF THE CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL AND I HAVE INDICATED BELOW THE REFERENCE NUMBER OF THE TYPE OF SPECIFIED DOCUMENT/S THAT I HAVE PRESENTED AT MY INTERVIEW. I CONFIRM THAT I AM THE PERSON REFERRED TO IN THE DOCUMENT/S AND THAT I AM ENTITLED TO WORK IN THE UK. INFORMATION OR DOCUMENTATION SUPPLIED WHICH LATER PROVES TO BE FALSE OR MISLEADING WILL BE GROUNDS FOR DISMISSAL.

TABLE A:

OR

TABLE B:

DECLARATION

I CONFIRM THAT THE INFORMATION ON THIS FORM IS CORRECT

SIGNED:		DATED:	
----------------	--	---------------	--

FOR OFFICE USE ONLY

CHAIR OF PANEL:	
------------------------	--

DOCUMENT LIKENESS VERIFIED (✓):

PHOTOCOPIES ATTACHED (✓):

ACCEPTABLE SPECIFIED DOCUMENTS TO COMPLY WITH THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

CANDIDATES MUST PROVIDE ONE DOCUMENT OR A COMBINATION OF DOCUMENTS AS INDICATED IN THE INDIVIDUAL BOXES BELOW. DOCUMENTS CANNOT BE MIXED AND MATCHED BETWEEN BOXES.

TABLE A - Documents show that the holder is not subject to immigration control, or has no restrictions on their stay in the UK.

TABLE B - Documents demonstrate that the person has been granted leave to enter or remain in the UK for a limited period of time.

REF. NO.	TABLE A ACCEPTABLE DOCUMENTS TO ESTABLISH A CONTINUOUS STATUTORY EXCUSE
A1	A passport showing that the holder, or a person named in the passport as a child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
A2	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 a EEA country or Switzerland.
A3	A Registration Certificate or document certifying permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a EEA country or Switzerland.
A4	A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a EEA country or Switzerland.
A5	A current Biometric Immigration Document issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
A6	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
A7	A current Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, 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.
A8	A full birth certificate issued in the UK 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.
A9	A full adoption certificate issued in the UK 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.
A10	A 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.
A11	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.
A12	A certificate or 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.

REF. NO.	<u>TABLE B – GROUP 1</u> <u>ACCEPTABLE DOCUMENTS TO ESTABLISH A CONTINUOUS STATUTORY EXCUSE UNTIL THE EXPIRY DATE OF LEAVE</u>
B1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
B2	A current Biometric Immigration Document issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
B3	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence.
B4	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK 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.

REF. NO.	<u>TABLE B – GROUP 2</u> <u>ACCEPTABLE DOCUMENTS TO ESTABLISH A CONTINUOUS STATUTORY EXCUSE FOR 6 MONTHS</u>
B1	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (EEA) Regulations 2006 to a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with A Positive Verification Notice from the Home Office Employer Checking Service.
B2	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, when produced in combination with A Positive Verification Notice from the Home Office Employer Checking Service.
B3	A Positive Verification Notice from the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.