**Preventing Illegal Working (Right to Work)**

Sections 15 to 26 of the Immigration, Asylum and Nationality Act 2006 came into force on 29 February 2008. Under the 2006 Act, it is a **criminal offence** to **knowingly employ** a person aged 16 or over who is subject to immigration control and has no permission to work in the UK; or works for the company in breach of their conditions of stay in the UK. You should also be aware that we will also need to undertake repeat document checks at least once a year if you have limited leave to remain in the UK.

In line with UKBA guidance on the prevention of illegal working we will need to verify and take a copy of your **original** ID documentation as evidence of your right to work in the UK if you are to be engaged by Pathfinder Personnel Ltd for temporary work. Please refer to the below tables for the full list of acceptable documentation as published by the Home Office. You should note that you will be required to bring the correct documentation when requested and that your registration cannot be finalised without it.

**List A – Documents which show an ongoing right to work**

|  |
| --- |
| 1. 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 (UK) and Colonies having the right of abode in the UK. |
| 1. 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 (EEA) or Switzerland. |
| 1. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of an EEA country or Switzerland. |
| 1. A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of an EEA country or Switzerland. |
| 1. A Biometric Residence Permit issued by the UK Border Agency 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. |
| 1. A passport or other travel document 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. |
| 1. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border 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 National Insurance Number and their name issued by a Government agency or a previous employer. |
| 1. A full birth certificate issued in the UK which includes the name(s) or at least one of the holder’s parents, **when produced in combination with** an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer. |
| 1. A full adoption certificate issued in the UK which includes the name(s) or at least one of the holder’s adoptive parents **when produced in combination with** an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer. |
| 1. 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 National Insurance Number and their name issued by a Government agency or a previous employer. |
| 1. 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 National Insurance Number and their name issued by a Government agency or a previous employer. |
| 1. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer. |
| 1. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK **when produced in combination with** an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer. |

**List B – Documents which show a right to work for up to 12 months**

|  |
| --- |
| 1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to the type of work in question, provided that it does not require the issue of a work permit. |
| 1. 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 UK and is allowed to do the work in question. |
| 1. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the 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 UK and is allowed to do the work in question, or a letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or the employer or a prospective employer confirming the same. |
| 1. A Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of an 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 confirmation letter from the Employer Checking Service. |
| 1. A residence card or document the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of an EEA country or Switzerland. |
| 1. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment **when produced in combination with** a positive letter from the Employer Checking Service. |
| 1. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can 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 National Insurance Number and their name issued by a Government agency or a previous employer. |
| 1. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or the employer or a prospective employer, which indicates that the person named in it can stay in the UK and and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer. |

**Documents that are NOT acceptable for proving a Right to Work**

* A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK;
* A National Insurance number on its own in any format;
* A driving licence issued by the DVLA;
* A bill issued by a financial institution or utility company;
* A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
* A short (abbreviated) birth certificate issued in the UK which does not have the details of at least one of the holder’s parents;
* A licence issued by the Security Industry Authority;
* A document check by the Criminal Records Bureau;
* A card or certificate issued by the Inland Revenue under the Construction Industry Scheme

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **European Economic Area Countries**: | | | | | |
| Austria | Belgium | Cyprus | Czech Republic | Denmark | Estonia |
| Finland | France | Germany | Greece | Hungary | Iceland |
| Ireland | Italy | Latvia | Liechtenstein | Lithuania | Luxembourg |
| Malta | Netherlands | Norway | Poland | Portugal | Slovakia |
| Slovenia | Spain | Sweden | United Kingdom | *Switzerland* |  |