

STRATHCLYDE PARTNERSHIP FOR TRANSPORT

There is now a legal requirement on SPT to ensure that all prospective employees are legally eligible to work in the UK. You should bring to your interview the appropriate documentation as detailed below. No offer of appointment will be made until SPT are satisfied that your documentation meets the requirement of current legislation. This applies equally to both internal and external candidates.

Interviewees must provide

- One of the **original** documents included in list 1

OR

- Two of the **original** documents included in list 2.

The HR representative must then check the document(s) to ensure the potential employee is the rightful holder of the document(s).

The personnel representative in order to check the documents correctly must do the following:

- Check any photographs to ensure they are consistent with the potential employees appearance.
- Check the dates of birth so you are satisfied they are consistent with the appearance of the potential employee.
- Check the expiry dates have not passed.
- Check any UK Government stamps or endorsements to see if the potential employee is able to do the type of work on offer.
- If the potential employee gives you two documents from List 2 which have different names you should ask them for a further document to explain the reason for this eg marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

Make a photocopy of the following parts of all the documents shown to you.

- The front cover and all of the pages which give the potential employees personal details. In particular you should copy the page with the photograph and the page with the applicants signature.

And

- Any page containing a UK stamp or endorsement which allows the potential employee to do the type of work on offer.

The photocopies of the above documents must then be placed in the new employees personnel file.

List 1

Any one of the documents included below will be sufficient for checking purposes.

- A passport showing 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 (see appendix A) 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 UK 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 UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work we are offering 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.

List 2

This list states the combination of documents which will be sufficient for checking purposes.

First Combination

- A document giving the prospective employees permanent National Insurance number and name (e.g. a P45, P60, National Insurance card, or a letter from a Government agency).

AND ONE OF THE FOLLOWING

- A full birth certificate issued in the UK which includes the names of the holder's parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that the holder is a British citizen.

- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK **or** has no time limit on their stay.
- 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 UK, or has no time limit on their stay.
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK **and** this allows them to do the type of work you are offering.
- 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 UK, and this allows them to do the type of work you are offering.

Second Combination

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

AND ONE OF THE FOLLOWING

- A passport or other travel document endorsed to show that the holder is able to stay on the UK and can take the work permit employment in question.
- 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.

APPENDIX 1

The following countries are part of the EEA:

Austria*	Greece*	Netherlands*
Belgium*	Iceland	Norway
Denmark*	Ireland*	Portugal*
Finland*	Italy*	Spain*
France*	Liechtenstein	Sweden*
Germany*	Luxembourg*	United Kingdom*

* Those countries marked with stars are also members of the European Union

From 1 June 2002, nationals from **Switzerland** have also had the same free movement and employment rights as existing EEA nationals.