

## SYNOD PROPERTY ADMINISTRATOR JOB APPLICATION

### PROOF OF ELIGIBILITY TO WORK IN THE UK TO SATISFY HOME OFFICE UK BORDER & IMMIGRATION REGULATIONS

**If you are short listed, then on the day that you are invited in for your interview, you will be asked to provide documents showing proof of eligibility to work in the UK.**

**The Synod Clerk will take a photocopy of these documents. The reasons for this are stated below:**

To show proof of your eligibility to reside and work in the United Kingdom (UK), all prospective employees will be asked to provide a document to prove eligibility to work in the UK such as a passport or registration card. The United Reformed Church is legally required to see and take a copy of these documents before employment commences. If proof of eligibility to work in the UK is not confirmed prior to or on the day of commencement of employment, then the prospective employee will not be allowed to commence employment.

Section 8 of the Asylum and Immigration Act 1996 came into effect in January 1997. This made it a criminal offence to employ a person subject to immigration control aged 16 or over unless that person has current and valid permission to be in the UK and that permission does not prevent him or her taking the job in question, or the person comes into a category where such employment is otherwise allowed.

With effect from 1 May 2004, the Act was amended to make it harder for people who do not have permission to work in the UK to obtain work by using forged or false documents. As previously, work permits are still required in most cases for nationals of countries outside the European Economic Area (EEA). **For UK citizens, nationals of other EEA countries and other individuals with a right to live and work in the UK, the only single document which is now acceptable as a defence under the Act is either a current:**

- Passport;
- National identity card;
- Registration Card;
- UK Residence Permit;
- Other travel documents besides a passport.

However, if you are not any of the following: UK citizens, nationals of other EEA countries and other individuals with a right to live and work in the UK, then you will need to produce a combination of two documents, giving your permanent National Insurance number and name, and evidence of your identity, normally in the form of a full birth certificate (a short birth certificate is not sufficient). In addition, if the names on the two documents are not identical, a third document is required to explain the difference (e.g. a marriage certificate). If the family name or other personal details on the two documents checked do not match then you will be asked to obtain further proof of the reason for any difference between the two documents produced. This should be in the form of a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

We must see two documents in either of the combination lists below to have a defence. It will not provide a defence to see just one document from one combination.

### **First combination**

**A** - A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency; and  
**one of the following documents from (B- H)**

**B** - a birth certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland which specifies 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 as a British citizen; or

**E** - a letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted Indefinite Leave to Enter or Remain in the UK; or

**F** - an Immigration Status Document issued by the Home Office, to the holder, endorsed with a UK Residence, which indicates that the holder has been granted Indefinite Leave to Enter or Remain in the UK; or

**G** - a letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the UK and is entitled to take the employment in the UK; or

**H** - an Immigration Status Document issued by the Home Office, to the holder, endorsed with a UK Residence Permit, which indicates that the holder has been granted Limited Leave to Enter or Remain in the UK and is entitled to take the employment in question in the UK.

### **Second combination**

**A** - A work permit or other approval to take employment issued by Work Permits UK; and

**one of the following documents from (B-C)**

**B** - a passport or other travel document endorsed to show that the holder has current Leave to Enter, or Remain in the UK and is permitted to 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 UK and can take the work permit employment in question.