

## **JCB FINANCE LTD**

### **ASYLUM AND IMMIGRATION ACT 1996** **PROOF OF ELIGIBILITY TO WORK IN THE UK**

To comply with Asylum and Immigration legislation you will be required, if appointed, to provide **one** of the original documents from List 1 **or two** of the original documents from List 2 which provides evidence of your entitlement to work in the UK.

#### **List 1**

- 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, but note that nationals from 8 of the 10 new EEA countries have to register with the government under the Workers Registration Scheme within 1 month of commencing employment.
- A resident's permit issued by the Home Office to a national from EEA 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 EEA 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 to their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and this endorsement allows the holder to do the type of work you 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.

If you are unable to provide any one of the documents contained in the above List, you are required to produce two documents from the combinations contained in List 2.

## **List 2**

### **First Combination**

- 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. Only permanent national insurance numbers will be permitted. Temporary numbers begin with the letters TN or end in the letters E to Z inclusive and cannot be permitted.

### **Plus any one of the following**

- A full birth certificate issued in the United Kingdom, which include the names of the holder's parents; OR
- A certificate of registration on actualisation stating that the holder is a British Citizen; OR
- 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
- 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
- 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 you are offering; OR
- 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 you are offering.

### **Second Combination**

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

### **Plus any one of the following**

- 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
- 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.