

## **GUIDANCE NOTES**

### **APPLICATION FORMS & LEGALITY TO WORK IN THE UK**

Please find attached a copy of the Application Form which **must** be completed and signed by every job applicant with immediate effect. There must be no exceptions so that we can demonstrate that all job applicants have received equality of opportunity.

As an employer, we can only employ those who are able to remain in the UK and work here lawfully. Therefore, we are obliged to comply with a number of statutory obligations in this respect. A failure to do will render both you and the Company liable to a civil penalty of £10,000 per illegal employee.

The relevant legal requirements can seem to be relatively complex. Therefore, the Company is introducing the following simplified procedure which **must** be followed in **every** case with immediate effect **before** offering someone employment:

- 1 require the applicant to sign, date and submit the application form
- 2 require the applicant to bring with him/her to the interview both the original **and** a copy of one of the following documents:
  - (a) a passport showing the holder as a British citizen or a citizen of the UK and colonies having the right of abode in the UK; or
  - (b) a passport or national identity card showing the holder as a national of the European Economic Area or Switzerland; or
  - (c) a residence permit, registration certificate or document certifying permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland; or
  - (d) 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 a European Economic Area country or Switzerland; or
  - (e) 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.

- 3 Check that any photographs contained in the document is consistent with the appearance of the holder, the stated date of birth looks reasonable, the expiry dates of any limited leave to enter or remain in the UK have not passed, any UK Government endorsements (stamps, visas, etc) to see if your prospective or current employee is able to do the type of work on offer, and satisfy yourself that the document is genuine and has not been tampered with and belongs to the holder.
- 4 Check that the copy is full, accurate and complete. Sign and date the copy and retain it. Give the original document back.
- 5 If there is any difficulty regarding the above, please email me and obtain my reply **before** offering the applicant employment.

Keith Davis  
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