

**PREVENTING ILLEGAL WORKING - HOME OFFICE REGULATIONS**  
**ASYLUM AND IMMIGRATION ACT 1996**

It is a requirement by law that, before Warrington Collegiate can appoint any new employee, we must check your eligibility to reside and work in the United Kingdom. Therefore any offers of employment made will be subject to verification of the following documentation.

**LIST ONE**

**You must be able to provide any one of the following documents in 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.
- 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 United Kingdom 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 United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that 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.

**OR**

**LIST 2**

**If you are unable to provide a document from List 1, you must be able to provide a combination of two documents as detailed below:**

**The documents must be from the same combination; you will not be able to provide one document from the first combination and one from the second 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.

**Along with A you must provide one of the following documents listed in sections B-H:**

- B. A full birth certificate issued in the United Kingdom, which includes 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 stating that the holder is a British citizen; OR  
E. 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  
F. 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  
G. 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  
H. 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. A work permit or other approval to take employment that has been issued by Work Permits UK.

**Along with A, you must provide one of the following documents listed in sections B-C:**

- B. 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  
C. 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.

None of the document descriptions contained in **List 1** and **List 2** reflect the precise wording contained in the law.