

# Right to Work in the UK – until 30<sup>th</sup> June 2021

It is a legal requirement that all staff in the council are eligible to work in the UK and that Denbighshire County Council retains proof of this for each individual. Please be aware that you will be unable to commence employment until we have a copy of the required evidence as per the below. Failure to provide this information will result in the offer of employment being withdrawn.

Until the 30<sup>th</sup> June 2021, the UK has introduced a Grace Period, to allow nationals from an EEA country or Switzerland to continue working in the UK whilst applying to qualify through either the EU Settlement Scheme, or the new points-based Immigration system. EEA and Swiss nationals are nationals of the below countries:

- |                  |           |                 |               |
|------------------|-----------|-----------------|---------------|
| • Austria        | • Finland | • Latvia        | • Portugal    |
| • Belgium        | • France  | • Liechtenstein | • Romania     |
| • Bulgaria       | • Germany | • Lithuania     | • Slovakia    |
| • Croatia        | • Greece  | • Luxembourg    | • Slovenia    |
| • Cyprus         | • Hungary | • Malta         | • Spain       |
| • Czech Republic | • Iceland | • Netherlands   | • Sweden      |
| • Denmark        | • Ireland | • Norway        | • Switzerland |
| • Estonia        | • Italy   | • Poland        |               |

EEA or Swiss Nationals can demonstrate their right to work in the UK by either presenting a document from the below list, or using the Home Office online service and sharing the code generated to [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk). If you are using the manual check and presenting a document from the below lists, please note that original documents must be shown.

This guide is also applicable to non-EEA family members of EEA nationals, non-EEA Nationals with a Derivative Right of Residence, and those who have been granted British citizenship or are allowed to stay indefinitely in the UK.

<b>List A</b> <b>Permanent right to work in the UK</b>
A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
A <b>current</b> passport 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.

A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B

#### Temporary right to work in the UK (until the expiry date of leave)

A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B

#### Temporary right to work in the UK (lasts for 6 months)

A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.

An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Please note that a follow up check of an individuals right to work in the UK will be conducted if the document is time limited as per List B – this will be carried out upon expiry of the document.

Those wishing to present their evidence of right to work in the UK using the Home Office online service may do so by visiting <https://www.gov.uk/prove-right-to-work>. You may then either email the link code to [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk) or generate an email to this same address via the online system. The HR team will then check your right to work in the UK via <https://www.gov.uk/view-right-to-work>

As of the 1<sup>st</sup> January 2021, only those employers granted a Sponsor Licence will be legally allowed to employ individuals who enter the UK on a Skilled Worker visa.

If you have any queries please do not hesitate to contact Human Resources on 01824 706200 or email [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk)

**Thank you**