

RIGHT TO WORK IN THE UK

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 Failure to provide this information will result in the offer of employment being withdrawn.

Candidates must supply any ONE document from List A below. If you are unable to provide a list A document, you must provide any TWO documents from List B instead. Original documents must be shown.

List A

A passport showing you are a British Citizen or that you have the right of abode in the United Kingdom.

A document showing that you are 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 you as 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 you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.

A passport or other travel document endorsed to show you can stay in the United Kingdom indefinitely or that you have no time limit on your stay.

A passport or other travel document endorsed to show you can stay in the United Kingdom and that this endorsement allows you to do the type of work we are offering if you do not have a work permit.

An Application Registration Card issued by the Home Office to you as an asylum seeker stating that you are permitted to take employment.

List B (First Combination)

A. A document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency. Permanent numbers **do not** start with TN or have a letter ending in the range E to Z.

Along with one of the following documents listed in sections B - H:

B. A full birth certificate issued in the U.K. which includes the names of your 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 you are a British citizen; OR

E. A letter issued by the Home Office to you which indicates that you can stay indefinitely in the U.K. or that there is no time limit on your stay; OR

F. An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay indefinitely in the United Kingdom, or that there is no time limit on your stay; OR

G. A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, **and** this allows you to do the type of work we are offering; OR

H. An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom **and** this allows you to do the type of work we are offering.

List B (Second Combination)

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

Along with a document issued by Work Permits UK, you should also provide a copy of one of the following documents listed below.

B. A passport or other travel document endorsed to show that you are able to stay in the U.K. and can take the work permit employment in question; OR

C. A letter issued by the Home Office to you confirming that you are able to stay in the U.K. and can take the work permit employment in question.