

# Viewpoint Housing Association

## Checklist for documentation required for all staff

**Please note that if you are invited to interview you must bring with you the document/s from either list 1 or list 2 that are proof of your right to work in the UK.**

### List 1

Any **one** of the documents included below in **List 1**:

- A passport showing that you are a British citizen, or have a right of abode in the UK.
- A national passport or national identity card showing that you are a national of a European Economic Area (EEA) country or of Switzerland.
- A residence permit issued by the Home Office showing that you are a national of an EEA country or of 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 UK as the family member of a national of an EEA country or of Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the United Kingdom, and that, if you do not have a work permit, you are allowed to do the type of work that the organisation is offering you.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that you are permitted to take employment.

**Members of the EEA (European Economic Area):** Austria, Belgium, Cyprus, \*Czech Republic, Denmark, \*Estonia, Finland, France, Germany, Greece, \*Hungary, Iceland, Ireland, Italy, \*Latvia, \*Lithuania, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, \*Poland, Portugal, \*Slovakia, \*Slovenia, Spain, Sweden, United Kingdom. If you are a national of one of the eight countries marked with an asterisk, you must register with the Home Office under the Workers Registration Scheme within one month of starting employment with Viewpoint Housing Association.

**Employment of students outside the EEA –** please bring the passport stamp or endorsement to demonstrate that you have the right to work. We will also require a letter on headed paper from your college/university before you can start work confirming your student status, course and weekly hours of study, duration of the course and term and holiday dates.

## List 2

You should provide the correct **combinations** of the documents included below in **List 2**

### First combination

- A document giving your permanent National Insurance Number and name. This could be: a P45 or P60 issued by a previous employer, a National Insurance card, or a letter from a relevant Government Agency. *(Please note that temporary NI numbers (beginning with TN), and numbers ending in a letter from E to Z inclusive, are not valid for this purpose.)*

**Along with a document giving your National Insurance Number, you must also provide only one of the following documents:**

- A full birth certificate issued in the UK, which includes the names of your parents.
- A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland.
- A certificate of registration or naturalisation stating that you are a British Citizen.
- A letter issued to you by the Home Office indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- An Immigration Status document issued to you by the Home Office with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- A letter issued to you by the Home Office indicating that you can stay in the UK and that you are allowed to do the type of work that the University is offering you.
- An Immigration Status document issued to you by the Home Office with an endorsement indicating that you can stay in the UK and that you are allowed to do the type of work that the University is offering you.

*(Note that if for any reason the name given on the two documents that you supply is not identical, you will also need to supply a third original document to explain the reason for the difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate, or statutory declaration.)*

### Second combination

- 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 one of the following documents listed:**

- A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit employment in question.
- A letter issued to you by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question.