

## STRATHCLYDE PARTNERSHIP FOR TRANSPORT

There is now a legal requirement on SPT to ensure that all prospective employees are legally eligible to work in the UK. You should bring to your interview the appropriate documentation as detailed below. No offer of appointment will be made until SPT are satisfied that your documentation meets the requirement of current legislation. This applies equally to both internal and external candidates.

Interviewees must provide

- One of the **original** documents included in list 1

**OR**

- Two of the **original** documents included in list 2.

### List 1

Any one of the documents included below will be sufficient for checking purposes.

- A passport showing 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 (see appendix A) 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 UK 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 UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work we 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.

## List 2

This list states the combination of documents which will be sufficient for checking purposes.

### First Combination

- A document giving the prospective employees permanent National Insurance number and name (e.g. a P45, P60, National Insurance card, or a letter from a Government agency).

#### **AND ONE OF THE FOLLOWING**

- A full birth certificate issued in the UK which includes the names of the holder's parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that the holder is a British citizen.
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK **or** has no time limit on their stay.
- 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 UK, or has no time limit on their stay.
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK **and** this allows them to do the type of work you are offering.
- 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 UK, and this allows them to do the type of work you are offering.

### Second Combination

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

#### **AND ONE OF THE FOLLOWING**

- A passport or other travel document endorsed to show that the holder is able to stay on the UK and can take the work permit employment in question.
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

## APPENDIX 1

### The following countries are part of the EEA:

Austria*	Greece*	Netherlands*
Belgium*	Iceland*	Norway*
Denmark*	Ireland*	Portugal*
Finland*	Italy*	Spain*
France*	Liechtenstein*	Sweden*
Germany*	Luxembourg*	United Kingdom*
Czech Republic#	Estonia#	Hungary#
Latvia#	Lithuania#	Malta*
Poland#	Romania	Bulgaria
Slovakia#	Slovenia#	Cyprus*

\* These countries can work without restrictions in the UK.

From 1 June 2002, nationals from **Switzerland** have also had the same free movement and employment rights as existing EEA nationals.

# Workers from these countries will normally have to register under the Workers Registration Scheme within one month of commencing employment

National from Romania and Bulgaria require work authorisation documents and the employer may need to apply for a work permit.

For additional information see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)