

An interpretation of the Asylum and Immigration Act 2004

To protect our client (you potential employers) from the possibility of legal action, before Jaclyn Agency can offer you work, we need to know that you have a right to work in this country. We need to see and make a copy of relevant documentation.

You may bring your documents into the Jaclyn office at an agreed time for inspection and copying. If you are posting documents we highly recommend that you send by recorded delivery and enclose a prepaid recorded delivery self addressed envelope for return. Please note your passport number and issue date prior to sending. Jaclyn Agency can not accept responsibility for the loss or damage to any of these evidence documents.

Any of the following documents can be accepted alone:

- 1) A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- 2) A document showing that the holder is a national of European Economic Area country or Switzerland. This must be a national passport or national identity card.
- 3) A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- 4) Passport or other document issued by the Home Office endorsed to show that the holder has a current right of residence in the UK as the family member of a national from an EEA country or Switzerland
- 5) 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.
- 6) 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 offered if they do not have a work permit.
- 7) An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

Or alternatively (group 1)

Evidence of a permanent National Insurance number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency. (Temporary National Insurance numbers beginning with **TN**, or any number which ends with the letters from **E** to **Z** inclusive will NOT be acceptable)

Together with one of the following:

- 1) Full UK Birth Certificate (Full version only)
- 2) Full Birth Certificate from the Channel Islands, Channel Isles or Ireland
- 3) A certificate of registration or naturalisation stating that the holder is a British citizen.
- 4) 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.
- 5) 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.
- 6) 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 offered.
- 7) 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 offered.

Or alternatively (group 2)

- 1) Work permit or other approval to take employment issued by work permits UK.

Together with either:

- 1) 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.
- 2) 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.