ELIGIBILITY TO WORK IN THE UK

Information for job applicants

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, if you are made an offer of employment, this will be subject to the College verifying that you are eligible to work in the UK before you start work.

Applicants invited for interview should provide the original of any one or combination of documents set out in List A or List B as appropriate to provide evidence of eligibility to work in the UK. Further information is provided below. If you cannot provide evidence of the right to work in the UK at interview stage, this must be provided before you can take up employment with us and any offer of employment will be conditional upon producing evidence of this.

Do I have the right to work in the UK?

UK, Swiss and EEA Nationals who can work without restriction

If you are a citizen of the United Kingdom, Switzerland or one of the following European Economic Area (EEA) countries, you have the right to work in the UK:

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

You will need to produce any one or combination of documents from List A in order to evidence your right to work before you can be employed.

EU Accession States

Croatia

If you are a Croatian national and you have not been working legally as an employee within the UK for twelve months without a break, you will need the permission of the Home Office before you can be employed. If you are made an offer of employment by the College, the HR team will apply for a Certificate of Sponsorship. Once you have been issued a Certificate of Sponsorship, you can use this to apply for a purple registration certificate, using application form CR3. This purple registration certificate will act as evidence of your permission to work in the UK. You will need to have this before you can start working at the College and you will be responsible for any cost associated with these requirements. There are a number of exemptions to this requirement. However, unless you fall into one of the exempted categories you must follow the process above in order to obtain the right to work in the UK.

Once you have been employed in the UK for twelve months without a break, you can submit Form CR1 to the Home Office to apply for and obtain a blue registration certificate which confirms your right to work in the UK indefinitely.

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Please see the Croatian nationals section of the Home Office website for more information. Under current guidelines, these restrictions will remain in force until 30 June 2018.

**What if I don’t yet have the right to work in the UK?**

If you don't already have the legal right to work in the UK, you are still welcome to apply for a job with the College. The most common route through which you can gain the right to work in the UK is through the points-based system, although there are other relevant routes depending on any family or ancestral links you may have with the UK.

If you are made an offer of employment with the College and you intend to seek permission to work in the UK via a Tier 2 (General) visa (which is the main route for skilled workers), you must first obtain a Certificate of Sponsorship from the College. This will require that the job is skilled to at least degree level or above, and meets the minimum salary requirements for the role (commonly £30,000, depending on experience).

We strongly recommend that you consult the Apply for a UK visa section of the Home Office webpages to determine your suitability for a UK visa.

Any job application you submit to us will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favourably than another applicant on the grounds of national origin. However, any offer of employment we make to you will be conditional upon you gaining permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted.

**LIST A – Documents which show an on-going right to work**

1. 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.

2. 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.

3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

5. A current 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.

6. A current 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.

7. 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.

8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **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.

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9. A birth 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.

10. 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 – Documents which provide an excuse for a time-limited period**

**Group 1: Documents which provide an excuse until the expiry date of leave**

1. 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.

2. 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.

3. 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. **(Please note: EEA Family Permits are not included in this list and the College is unable to accept these as proof of right to work.)**

4. 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.

**Group 2: Documents where a time-limited excuse lasts for 6 months**

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 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.

2. An Application Registration Card (ARC) 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.

3. 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.