



IDENTIFICATION REQUIREMENTS

All candidates must produce 1 of the following documents on registration:

List A

- » Passport or National Identity Card.
- » Residence permit, registration certificate or document certifying permanent residence issued by the Home Office of the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
- » A permanent residence card issued by the Home Office of the Border and Immigration Agency to the family member of a national or a European Economic Area country or Switzerland.
- » A biometric Immigration Document issued by the border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the United Kingdom.
- » A passport or other travel document 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.
- » An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer.
- » A full birth certificate issued in the UK which includes the name(s) of a least one of the holder's parents, when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer.
- » A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer.
- » A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent NI Number and their name issued by a government agency or a previous employer.
- » A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or a previous employer.



IDENTIFICATION REQUIREMENTS

List B

- » A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- » A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- » A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
- » A certificate of application issued by the Home Office or the Border and Immigration Agency to or for 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 when produced in a combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.
- » A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
- » An application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.
- » An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent NI Number and their name issued by a government agency or a previous employer.
- » A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do work in question when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer.

Candidates from the following eight countries are required to register with the Home Office within 4 weeks of working for us or their contract MUST be terminated.

Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia.

Candidates from the following two countries are required to provide authorisation to work before we can place them:

Romania and Bulgaria.

Candidates from the following countries can work in the UK without restrictions, however all documents should be checked and copied to demonstrate this:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and UK.