

## Employing someone legally

Under Section 8 of the Asylum and Immigration Act 1996, an employer has the responsibility to check that the person they are employing has the right to work legally in the United Kingdom.

In order to do this you must ask the prospective Personal Assistant to produce original documents for you to photocopy and keep in a safe place.

We ask applicants to bring these documents to the interview so this can be verified at the earliest possible stage.

Below is a list of the documents that are used for this purpose. Once again we can assist you in this area if you have any doubts.

### List 1

Any ONE of these documents in List 1:

- A passport showing that the holder is a British citizen, or has a right of abode in the UK
- A document showing that the holder is a national of a European Economic Area country 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 UK

- 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 the employer is 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.

OR

## List 2

There are two combinations of documents. You will need to provide two documents from either the First Combination or Second Combination List (not one from each).

### First combination

You must provide item A:

- A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.

In addition to A, you must also provide one of the following documents:

- A full birth certificate issued in the UK, which includes the names of the holder's parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- 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; OR

- F. 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 UK, or has no time limit on their stay; OR
- G. 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 the employer is offering; OR
- H. 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 the employer is offering.

### Second combination

You must provide item A:

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

In addition to A, you must also provide one of the following documents:

- B. A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; OR
- C. 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.