

This procedure must be followed for all applicants invited to attend interview.



EMPLOYING & VETTING UK AND NON UK NATIONALS **FORMAL PROCEDURE**

1. Introduction

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement for employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions. New civil penalties were introduced with fines up to £20,000 for each illegally employed worker and unlimited fines and imprisonment of up to 2 years for knowingly employing illegal workers.

2. Why are you being asked to bring evidence of your right to work to interview?

Under the Act the Council is required to check your eligibility to work in the UK before you start work. All candidates must bring proof of their right to work to the interview when a copy will be taken. If you do not currently have the right to work, and need to apply for a work permit or a certificate of sponsorship please note this on your application form and raise it at the interview.

If you are successful at interview this documentation will be kept on your personnel file. If you are not successful following the interview, the documentation will be shredded and securely disposed of. If you forget to bring this documentation you will be asked to bring the original to Human Resources before an offer can be made and a contract issued.

3. What do I need to bring along to the interview?

You will need to produce a passport (**UK expired passports or an expired passport from a Member State of The European Economic Area are acceptable**) or if this is not available:

- An official letter or document from a government agency (e.g. HM Revenue and Customs, Department for Work and Pensions, or the Social Security Agency in Northern Ireland) or previous employer, showing your name and National Insurance number and
- A full birth or adoption certificate (that shows details of at least one of your birth or adoptive parents).

If you do not have a passport and are not a British Citizen then you can check what is required by visiting <https://www.gov.uk/legal-right-work-uk> or by contacting HR for further information.

4. Expiry of Residence permit/Certificate of Sponsorship

It is the responsibility of the employee to ensure that their Residence permit (if applicable) is current and up to date. If there is an expiry date on the document produced at the recruitment stage then formal monitoring will be put in place by the manager and Human Resources to ensure further certificates are received before the expiry date. Reviews and monitoring will also apply to Certificates of Sponsorship.

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