

We must comply with the Government's requirement that you prove who you are and your entitlement to work in the UK. This can be done by providing us with copies of: –

- A passport showing that you are a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom, or
- A passport or national identity card showing that you are a national of a European Economic Area country including Switzerland, or
- A passport endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do any type of work or endorsed to show that you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the UK, or has no time limit on your stay.

If you are unable to provide one of the above then you will need to provide, clear copies of the following, one document from either List A, B or C **and** one document from List D together with documentation clearly showing your national insurance number (i.e. a P45, P60, or National Insurance Card).

List A	List B	List C	List D
A permanent residence card or a residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or Border and Immigration Agency to a national or family member of an EEA country or Switzerland	An Immigration Status Document issued by the Home Office or Border and Immigration Agency you with an endorsement indicating that you can stay indefinitely in the UK, or has no time limit on your stay	A travel document endorsed to show that you are allowed limited stay in the United Kingdom and are allowed to do any type of work	Any valid passport
A Biometric Immigration Document issued by the Border and Immigration Agency, which, indicates that you are allowed to stay indefinitely in the UK, or have no time, limited on your stay	A full birth or adoption certificate issued in the UK which includes the name(s) of a least one parent; or A birth or adoptive certificate issued in the Channel Islands, Isle of Man or Ireland	A Certificate of Application issued by the Home Office or the Border and Immigration Agency to a national of a EEA country or Switzerland stating that you are permitted to take employment which is less than 6 months old	Provisional or full Driving Licence bearing photograph and signature.
A travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do any type of work	A certificate of registration or naturalisation as a British citizen	A residency Card or document issued by the Home Office or Border and Immigration Agency stating you are permitted to take employment	National Identity Card bearing photograph and signature

We also need a copy of a recent utility bill (dated within the last 3 months) to confirm your address. This will need to be an official letter, showing your name and the address that you have provided on your application form.

Once we have received copies of your documents, you are able to begin working and enjoy all the benefits of being our employee.

*Smart People
use Smart Pay*