

## Action Together CIO

### Guidance Notes: The Immigration, Asylum and Nationality Act 2006

With reference to the Immigration, Asylum and Nationality Act 2006, we require all candidates applying for vacancies at Community and Voluntary Action Tameside to provide documentary evidence showing their right to work and reside in the UK prior to confirmation of employment.

You may provide one of the following documents:

- A passport or national ID card showing that the holder is a British Citizen or has the right of abode in the UK.
- Is a citizen of a European Economic Area country or Switzerland.
- A passport of a family member as above.
- A passport or other travel document showing that the holder can stay in the UK indefinitely or has no time limit on their stay and can do the type of work we are offering.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to work.

If these documents are not available you may bring a combination of other documents as follows:

- A P45 or National Insurance card showing a permanent NI number in **combination with** one of the following documents:
  - A full UK birth certificate including the holder's parents or a birth certificate issued in the Channel Islands, Isle of Man or a certificate of registration or naturalisation stating that the holder is a British Citizen.
  - Or a letter from issued by the Home Office to the holder indicating that the person named can stay indefinitely in the UK or has no time limit on their stay.
  - Or an immigration Status Document issued by the Home Office endorsed to indicate that the named person can stay indefinitely in the UK or have no time limit on their stay.
  - Or a letter issued by the Home Office indicating that the holder can stay in the UK and this allows them to do the type of work we are offering.

If you are unable to produce this evidence prior to employment, Action Together CIO may be unable to progress your application and any employment offer will be subject to receipt of documented proof of ability to work in the UK.