**We require candidates to complete checks to verify their Right to Work in the UK.**

If we offer you the job you are applying for, you will have to provide documentary evidence of your entitlement to work BEFORE we are able to confirm your employment. In order to avoid any problems at a late stage in selection, we shall require you to bring the appropriate document with you to your interview, should you be short-listed. We will take a copy immediately, so that you will be able to take the document away with you.

In the first instance **you must return this form with your application**, indicating below what documentary evidence you will be submitting, should you be offered an interview. Any one of those listed will suffice – please tick against the one you will be using.

Please note that the document must be an ORIGINAL. A copy is NOT acceptable.

Failure to complete and return this form or to submit acceptable documentary evidence if you are offered an interview, will seriously jeopardise your chances of selection.

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Name:** |  | | |
| **DOCUMENTATION PROVIDED:** (please tick appropriate box) | | | |
| A formal document (e.g. a pay slip) from a previous employer showing your name and N.I number | | |  |
| A P.45 | | |  |
| A P.60 | | |  |
| A letter or other formal document stating your name and N.I number from the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents) | | |  |
| A National Insurance Card (either the new plastic card or the old style card) | | |  |
| A Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland | | |  |
| A passport confirming that you are a British Citizen or otherwise entitled to work in the United Kingdom | | |  |
| A letter from the Home Office confirming that you allowed to work | | |  |
| **None of the above, but I will submit**  (please give full details of the document you intend to offer in the box below) | | |  |
|  | | | |
| **COMPLETED FORM - Please return this form with your application form.** | | | | |
| Signature: | | Date: | | |