**St. Thomas of Canterbury Catholic Academies Trust**

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| **TB Logo A** | **logo1** | **St Mary's Logo** | The Good Shepherd Primary School |
| **Thomas Becket****Secondary** | **St. Gregory’s****Primary** | **St. Mary’s****Primary** | **The Good Shepherd****Primary** |

**Inspired by Christ, to achieve excellence, to serve and to build hope for all**

**Right to Work Verification**

**Guide for employees**

The Trust and academies are legally required to conduct a right to work check on all employees before they commence employment to ensure they are not disqualified from working in the UK because of their immigration status.

You are requested to bring to the Trust/academy/school an original document from either List A or List B for verifying and copying. This is required before you are able to commence employment with the Trust/academy/school.

Any copies will be **securely** retained by **Trust HR** and the academy in your personnel file for the duration of your employment and for two years thereafter. The copies will then be destroyed.

**LIST OF ACCEPTABLE DOCUMENTS FOR RIGHT TO WORK CHECKS**

The list of acceptable documents for the right to work checks are attached. These are as listed by the Home Office.

If you have any questions about this process or need further advice then please contact the Trust HR Manager by emailing TrustHR@stccat.org

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| **List A**  |
| **Acceptable documents to establish a continuous statutory excuse**  |
| 1.  | A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.  |
| 2.  | A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.  |
| 3.  | A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.  |
| 4.  | A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.  |
| 5.  | A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.  |
| 6.  | A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.  |
| 7.  | A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.  |
| 8.  | A birth or adoption certificate issued in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.  |
| 9.  | A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.  |
| 10  | A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.  |

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| **List B**  |
| **Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**  |
| 1.  | A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.  |
| 2.  | A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.  |
| 3.  | A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.  |
| 4.  | A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.  |
| **Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**  |
| 1.  | A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of theImmigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.  |
| 2.  | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.  |
| 3.  | A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.  |

Nationals of the following European Economic Area (EEA) countries may work in the UK without restriction but need to provide evidence as detailed above. Nationals of Switzerland can also work without restriction.

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| Austria | Germany | Malta |
| Belgium | Greece | Netherlands |
| Bulgaria | Hungary | Norway |
| Croatia | Iceland | Poland |
| Cyprus | Ireland | Portugal |
| Czech Republic | Italy | Romania |
| Denmark | Latvia | Slovakia |
| Estonia | Liechtenstein | Slovenia |
| Finland | Lithuania | Spain |
| France | Luxembourg | Sweden |