

## Confidential

### SUPPORT STAFF APPLICATION FORM (including CASUAL)

#### **Please read first**

Please complete in clearly in black ink.

Continue on separate sheet where necessary. If you require assistance filling in this form please contact the School.

CVs will not be accepted.

**Please refer to the guidance notes and the person specification before completing this form.**  
For information on how we use the information you provide to us, please read our Privacy Statement which is included in the guidance.

**Where did you see this job advertised? (please be specific)**

**Job applied for:**

**Job reference:**

**Based at:**

**Closing date:**

**Grade:**

### **Personal details** *(To assist with identification and vetting requirements)*

**First name(s)**

**Last name:**

**Address:**

**Title:**

**Daytime tel. no. (inc. STD code):**

**Evening tel. no. (inc. STD code):**

**Email address:**

**Postcode:**

**National Insurance No:**

**Date of Birth:**

### **Eligibility to work in the UK** *(Please refer to guidance notes attached to this form)*

**Do you have the right to work in the UK?**

**Yes**

**No**

## Present/most recent employment

Name and address of employer:

Job/title:

Grade:

Date from/to:

Salary/Other benefits:

Major duties/responsibilities:

Reason for seeking new position/leaving:

Period of notice/date available to start:

Local Government Start Date (if known):

## Employment history previous posts (please start with most recent)

| Name and address of employer: | Job/title: | Dates (month/year) | Final Salary: | Reason for leaving: |
|-------------------------------|------------|--------------------|---------------|---------------------|
|                               |            | mm/yyyy to mm/yyyy |               |                     |
|                               |            | mm/yyyy to mm/yyyy |               |                     |
|                               |            | mm/yyyy to mm/yyyy |               |                     |
|                               |            | mm/yyyy to mm/yyyy |               |                     |
|                               |            | mm/yyyy to mm/yyyy |               |                     |
|                               |            | mm/yyyy to mm/yyyy |               |                     |
|                               |            | mm/yyyy to mm/yyyy |               |                     |
|                               |            | mm/yyyy to mm/yyyy |               |                     |

Please give details and an explanation of any gaps in your employment history:



## Relevant experience

In support of your application please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. **Please demonstrate clearly how you meet the requirements in the job description/person specification.**

## Additional information

Dates when you are unavailable for interview (e.g. holidays):

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?\*

Yes

No

(If yes, please give details)

## References

Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you worked with children. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post.

Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.

References for shortlisted candidates will be taken up before interview. If you do not wish your referees to be approached at this stage you should request this in writing stating the reasons, the shortlisting panel will consider your request. In all cases, references will be taken up before a job offer is confirmed.

Please ensure you ask permission from your proposed referees prior to naming them.

**(i) Current/most recent employer**

**Name:**

**Address:**

**Tel. no:**

**Work email address:**

**Relationship:**

**How long have they known you?**

**(ii) Other employer or alternative referee where not available**

**Name:**

**Address:**

**Tel. no:**

**Work email address:**

**Relationship:**

**How long have they known you?**

## Equality Act 2010

The School welcomes all legislation designed to protect the rights of people. The Equality Act defines a person as having a disability if he or she has a 'physical or mental impairment that has a substantial (that is, more than minor or trivial) and long-term adverse effect on the ability to carry out normal day-to-day activities'.

**Do you have a disability?**

**Yes**

**No**

Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. If you require assistance at any stage of the process please contact the School.

## Declaration by Applicant

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to the pre-employment checks set out in Part 3 of *Keeping Children Safe in Education*, including a medical assessment, two satisfactory references, the right to work in the UK check and satisfactory Disclosure and Barring Service checks (an enhanced DBS Disclosure check and DBS Barred List check (or DBS Status Check, where relevant)).

The processing of criminal records information is lawful as it is 'necessary for compliance with a legal obligation' to which the school is subject (GDPR Article 6 (1)(c)). The specific condition in Schedule 1 of the Data Protection Act 2018 for the processing of this data is that it is 'necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law' (Data Protection Act 2018, Clause 10 (4) and (5) and Schedule 1, Part 1, paragraph 1 (1)(a)).

Any misleading statement or deliberate omission may disqualify my application and where I am a current employee of the school may lead to dismissal.

I consent to the necessary enquiries and checks being undertaken by the School/Council in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for, including the on-line 'Status Check' using the DBS's Update Service and an External Validation Service check of my identity if I am unable to produce the ID required under Route One of the DBS's ID checking guidelines.

I will provide proof of identification to fulfil the requirements of the Disclosure and Barring Service (DBS) Disclosure check.

I confirm I will complete a pre-employment medical assessment accurately and fully.

I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the School/Council during the course of my employment or engagement and for a reasonable time after the employment or engagement ends.

I acknowledge that all paid positions which involve working regularly within Schools are exempt from the Rehabilitation of Offenders Act 1974 and I am required to disclose details of any 'unspent' criminal convictions, cautions and bind-overs. *Note: relevant workers should answer the questions relating to Childcare Disqualification on the Self-Disclosure Form. If you are unsure whether this applies to you, please contact the school.*

I declare that I am not disqualified from working with children and/or vulnerable adults (*pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000, the Care Standards Act 2000, the Safeguarding and Vulnerable Groups Act 2006 the Safeguarding and Vulnerable Groups Act 2006 and the Childcare Act 2006*).

**All applicants, please sign** (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview).

**Signature:**

**Date:**

**Please return your application form to the contact / address indicated in the advertisement / application pack by the closing date stated.**

# Monitoring for equal opportunities

To help us make sure we are recruiting fairly we would be grateful if you would share the following personal information with us.

The School is committed to being an employer of choice by a wide and diverse range of people. We are working to eliminate discrimination, promote equality and to recruit and retain a suitably skilled workforce.

In order to realise this commitment we must have accurate information about the people who apply for jobs. The information we collect will be kept confidential and will only be used to review our employment practices.

Thank you for your cooperation.

**Job title and reference number (as advertised)**

**Female/Male**

**Date of birth** dd/mm/yyyy

## Ethnic origin

**I would describe my ethnic origin as:**  
(please tick one box only, see notes overleaf)

|   |  |  |  |  |
|---|--|--|--|--|
| White   | English / Welsh /<br>Scottish / Northern<br>Irish British <input type="checkbox"/> | Irish <input type="checkbox"/>                     | Gypsy or Irish<br>Traveller <input type="checkbox"/> | Any other White<br>background <input type="checkbox"/><br>Please specify |
| Mixed / multiple<br>ethnic groups                 | White & Black<br>Caribbean <input type="checkbox"/>                                | White & Black<br>African <input type="checkbox"/>  | White and<br>Asian <input type="checkbox"/>          | Any other Mixed<br>background <input type="checkbox"/><br>Please specify |
| Asian /<br>Asian British                          | Indian <input type="checkbox"/>  | Pakistani <input type="checkbox"/>                 | Bangladeshi <input type="checkbox"/>                 | Chinese <input type="checkbox"/>   |
|   | Any other Asian<br>background <input type="checkbox"/>                             | Please specify<br>_____                            |  |  |
| Black / African /<br>Caribbean /<br>Black British | African <input type="checkbox"/>   | Caribbean <input type="checkbox"/>                 | Other Black <input type="checkbox"/>                 | Any other<br>Black/African/<br>Caribbean<br>background<br>Please specify |
| Other<br>ethnic group                             | Arab <input type="checkbox"/>  | Any other ethnic<br>group <input type="checkbox"/> | Please specify<br>_____                              | Prefer not to say<br><input type="checkbox"/>                            |

**Do you consider yourself to have a disability?** (please see note overleaf)

Yes  No  Prefer Not to Say

If you are a disabled person, what is the nature of your disability?

Physical  Mental  Learning  Sensory  Prefer Not to Say

**Are you already employed by the School and applying for a change of job?**

Yes  No

# Notes of guidance

## Ethnic origin

The form lists a number of ethnic groups. You should put a tick against the one you feel you belong to. If the group you belong to is not listed, tick 'other' and provide details in the space provided.

## Disability

**Defining a disabled person:** A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered.

**Impairment:** this includes physical, mental impairments and sensory impairments, such as those affecting sight or hearing.

The term 'mental impairment' is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.

**Substantial adverse effect:** is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

**Long-term effect of an impairment** is one:

- which has lasted at least 12 months, or
- where the total period for which it lasts is likely to be at least 12 months, or
- which is likely to last for the rest of the life of the person affected.

**Normal day-to-day activities:** are those activities which are carried out by most people on a fairly regular and frequent basis. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories listed:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight (excluding people who wear spectacles)
- memory or ability to concentrate, learn or understand, or
- perception of the risk of physical danger.

**Severe disfigurement:** is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

**Progressive illness:** anyone who has HIV infection, cancer or multiple sclerosis is automatically treated as disabled under the Act.

**We welcome applications from disabled people who are currently under-represented in our work force.**



## Guidance notes for completing your application form

The following information is designed to assist you in your application for this job.

**Please read carefully.**

### **The application form and short listing procedure**

Applications should be typewritten or completed legibly in black ink to allow for photocopying. **Please do not send in your C.V.** In the interests of fairness, all applications must be made on the Council's official application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

### **Job description and person specification**

Every advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list the criteria in two ways:

**Essential** (e.g. the minimum skills, qualifications or experience which you must have in order to do the job) and

**Desirable** (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to assess and decide which applicants further meet the additional requirements of the job, and should be invited for an interview (or to the next stage as indicated).

### **Equality of opportunity for people with disabilities**

The council is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

## **Rehabilitation of Offenders Act**

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include all paid roles within school that will involve working regularly in school when children are on site. All such positions within Schools will be subject to an enhanced-level Disclosure and Barring Service (DBS) disclosure check and a DBS Barred List check. Certain spent convictions are filtered (that is, not disclosed). For further information on filtered convictions, see the GOV.UK website.

## **Completing your application form**

### **Job title and reference number**

Please enter these details on the application form so that we can identify which job you are applying for. The job title and job reference number can be found on the advertisement.

### **Employment history**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

### **Education and training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

### **Relevant experience**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

### **References**

References will be required for all jobs within Schools. One referee must be your current or most recent employer for which you worked with children.

It is council policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form! If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

## Privacy Statement

*The School is registered with the Information Commissioner's Office for the purposes of processing personal data.*

*The information you provide will be held and used in accordance with the requirements of UK data protection law. If you are successful in your application, the information provided will form part of your personnel file, which, in accordance with Section 2 of the Limitation Act 1980, will be stored securely until six years after the termination of your employment period. If you are unsuccessful in your application, the information provided will be held on file for no longer than six months after a formal appointment is made to the post.*

*Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes your name, address, email address, contact telephone number(s), National Insurance number, relevant qualifications, employment history and any criminal records. The processing of this information is lawful as it is necessary in order to take these steps prior to entering into a contract (GDPR Article 6 (1)(b)). We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the incorrect administration of your application.*

*We may disclose information to Government Departments where there is a legal obligation to do so. Under the conditions of the Digital Economy Act 2017, we may share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.*

*If you have any questions or concerns about the way we process your personal data, please contact our Data Protection Officer through the School.*

# RIGHT TO WORK IN THE UK

## Preventing Illegal Working

It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

All potential employees will be required to prove their right to work in the UK.

### Online right to work check

The Home Office [employers' online service](#) on GOV.UK enables employers to check whether a person has a right to work and, if so, the nature of any restrictions on that person's right to do so.

Currently, the [online right to work checking service](#) supports checks in respect of those who hold:

- a biometric residence permit or;
- status issued under the EU Settlement Scheme; or
- status issued under the points-based immigration system; or
- British National Overseas (BNO) visa; or
- Frontier workers permit

If you have an immigration status that can be checked online you can view your own Home Office right to work record. You can then choose to share this information with us by providing us with a share code. If you have an immigration status that can be checked online and you provide us with a share code we will then use the employer part of the online checking service [View a job applicant's right to work details - GOV.UK \(www.gov.uk\)](#) to check your right to work in the UK (and to do any work or the work in question) using this share code. We will check that any photograph on the online right to work check is of you in your presence and we will retain a clear copy of the response provided by the online right to work check. We will carry out the online check in accordance with government guidance (i.e. as set out in the government's 'An employer's guide to carrying out right to work checks').

If you have a limit on your right to stay / work in the UK, we will carry out a follow-up check online when your time-limited right to stay / work in the UK is due to expire.

In circumstances in which an online check is not possible, we will conduct the manual check (see below). If your right to work in the UK can be checked through the online service you can choose to establish your right to work in the UK by providing documents for manual checking if you wish, unless your right to work can only be evidenced online.

### Manual document-based right to work check

If you have an ongoing right to work in the UK, as a potential employee you will be asked to provide the **original** of the relevant document(s) detailed in List A; if your leave to enter or remain in the UK is time-limited, you will be asked to provide the **original** of the relevant document(s) detailed in List B.

We will carry out the manual document-based right to work check in accordance with government guidance (i.e. as set out in the government's 'An employer's guide to carrying out right to work checks').

We will check the validity of the original document(s) in your presence, either in person who via a live video link. If you will be present via video link you must provide us with the original document(s) in advance.

We will check that:

- the documents are genuine, original and unchanged and belong to you

- the dates for your right to work in the UK have not expired
- photos are the same across all documents and look like you
- dates of birth are the same across all documents
- you have permission to do the type of work you're offering (including any limit on the number of hours you can work)
- if two documents give different names, you have supporting documents showing why they're different, such as a marriage certificate or divorce decree

We will then copy or scan the relevant documentation and we will retain these copies securely in accordance with government guidance (i.e. as set out in the government's 'An employer's guide to carrying out right to work checks'). As required by the Home Office, a record will be made and retained of the date on which the right to work check was conducted.

In the case of List B documents, repeat checks will be carried out when your time-limited leave to stay / work in the UK is due to expire.

### **Right to work checks during the temporary COVID-19 measures**

During the coronavirus pandemic, until 31 August 2021, we will, where necessary, carry out right to work checks in line with government guidance on the alternative method of conducting a right to work check during the period of the pandemic (i.e. as set out in the government's 'An employer's guide to carrying out right to work checks').

We will:

- ask you to submit a scanned copy or a photo of your original document(s) via email or using a mobile app;
- arrange a video call with you and ask you to hold up the original document(s) to the camera and check them against the digital copy of the document(s);
- record the date we made the check and mark it as "adjusted check undertaken on [insert date] due to COVID-19"
- if you have a current Biometric Residence Permit or status under the EU Settlement Scheme we can use the [online right to work checking service](#) while doing a video call if you give us permission to view your details

### **If we are unable to carry out a manual or online check**

If we are unable to carry out a manual or online check we will, in the relevant circumstances (as set out in the government's 'An employer's guide to carrying out right to work checks' under the heading 'when to contact the Home Office to verify right to work') contact the [Home Office Employer Checking Service](#). In those circumstances, if you have a right to work, the Employer Checking Service will send us a 'Positive Verification Notice'. This provides us with a statutory excuse to employ you for 6 months from the date in the notice.

### **Ireland**

Following the United Kingdom's departure from the European Union on 31 January 2020, Irish citizens will continue to be able to prove their right to work in the UK as before.

### **Switzerland and the European Economic Area other than Ireland**

From 1 July 2021, EEA citizens and their family members and Swiss citizens and their family members require immigration status in the UK. They can no longer rely on an EEA passport or national identity card, which only confirms their nationality, to prove their right to work. They will be required to provide evidence of lawful immigration status in the UK, in the same way as other foreign nationals.

The following countries are part of the EEA:

Austria

Belgium

Bulgaria

Croatia

Cyprus

Czech Republic

Denmark

Estonia

Finland

France

Germany

Greece

Hungary

Iceland

Ireland (see above)

Italy

Latvia

Liechtenstein

Lithuania

Luxembourg

Malta

Netherlands

Norway

Poland

Portugal

Romania

Slovakia

Slovenia

Spain

Sweden

## **LIST A – Original Documents to Provide (if you have an ongoing right to work in the UK)**

List A contains the range of documents we may accept for a person who has a permanent right to work in the UK. Once we have conducted this right to work check, we do not have to conduct any further checks on you. If you provide the document(s) below, there is no need to provide any documents from List B.

### **List A**

#### **Acceptable documents to establish a continuous statutory excuse**

1. A passport (current or expired) 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 passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
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 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.

## **LIST B – Original Documents to Provide (if your leave to enter or remain in the UK is time-limited)**

List B contains a range of documents we may accept if you have a temporary right to work in the UK. If we intend to employ you after the end of the limited period during which you were given the right to work in the UK, we are required to conduct a follow-up check on you when that period is due to expire in order to check your temporary right to work period has been extended or made permanent. We will undertake the check in the same way as the original check.

### **List B**

#### **Group 1 - documents where a time-limited statutory excuse lasts until the expiry date of leave to remain**

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 document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. 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 six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.



3. 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.

4. 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.

## **How EEA nationals need to prove their right to work**

*The reference to 'EEA citizens/nationals' in this section means EU, EEA and Swiss citizens/nationals.*

### **EEA citizens granted status under the EU Settlement Scheme (EUSS)**

From 1 July 2021, the majority of EEA citizens will prove their right to work using the Home Office online right to work service. If you are an EEA national and have made a successful application to the EUSS, you will have been granted your immigration status digitally and you can only prove your right to work using the Home Office online service 'prove your right to work to an employer' available on GOV.UK: <https://www.gov.uk/prove-right-to-work>

To prove your right to work from 1 July 2021, you should provide us with a share code and your date of birth which will enable us to check your Home Office immigration status via the online service available on GOV.UK: <https://www.gov.uk/view-right-to-work>

If, as an EEA citizen, you have been granted 'Settled Status' by the Home Office, you will have a continuous right to work, in the same way as someone with Indefinite Leave to Enter / Remain status.

If, as an EEA citizen, you have been granted 'Pre-Settled Status' by the Home Office, you will have a time-limited right to work and we are obliged to carry out a follow-up check. The Home Office online service will advise when a follow-up check must be carried out.

The Crown Dependencies (the Bailiwick of Jersey, the Bailiwick of Guernsey, and the Isle of Man) each operate their own EU Settlement Scheme (EUSS), for those eligible to apply. The UK and the Crown Dependencies recognise status granted under each other's Scheme, so if you have been granted settled or pre-settled status by a Crown Dependency you will be considered to have settled or pre-settled status in the UK.

From 1 July 2021, when presented with a letter or email confirmation of settled status from a Crown Dependency, we will request a right to work check from the Employer Checking Service using the online form 'request a Home Office right to work check' on GOV.UK at: <https://www.gov.uk/employee-immigration-employment-status> and we will retain a copy of the Crown Dependency letter or email and the response from the Employer Checking Service

### **EEA citizens not, or not yet, granted status under the EUSS**

As of 1 July 2021, there will be some cohorts of EEA citizens who will not have status under the EUSS. If you are an EEA citizen who does not have status under the EUSS, you will need to evidence your right to work using specified documents if you cannot use the home office online system. The relevant cases are detailed below:

- Outstanding applications to UK EUSS or Crown Dependency EUSS
- EEA citizens with Indefinite Leave to Enter/Remain
- those who have obtained immigration status via the Points-Based System.

EEA citizens, and their family members, who have made an application to the EU Settlement Scheme (EUSS) up to and including 30 June 2021 and have not yet been granted status, can continue to live their life in the UK as now and maintain a right to work until their application is finally determined. This includes any period pending the outcome of any appeal against a decision to refuse status.

From 1 July 2021, EEA citizens with an outstanding application to the EUSS made up to and including 30 June 2021 will be issued with either:

- an EUSS Certificate of Application (CoA), or;
- an EUSS email confirming receipt of their application.

If your CoA has been issued digitally, you will be able to access the online right to work service and enable us to check your right to work online by providing us with a share code.

If you have only been issued with a paper CoA or email confirming receipt of your EUSS application, we will request a right to work check from the Employer Checking Service (ECS), using the online form 'request a Home Office right to work check' on GOV.UK at: <https://www.gov.uk/employee-immigration-employment-status> and we will make a copy of your EUSS CoA or your EUSS email receipt and retain this with the response from the ECS.

If you are an EEA citizen with indefinite leave to enter/remain, you should have Home Office documentation such as an endorsement / vignette in a current passport stating, 'indefinite leave to enter or remain' or 'no time limit' or a current Biometric Residence Permit (BRP). We will check the Home Office documentation manually. If you have a BRP, you may choose to use your BRP to access the online right to work service in which case we will carry out the right to work check using the online right to work service. Otherwise, until early 2022, we will check the BRP manually. From early 2022, we will only be able to check the right to work of BRP holders online.

From 1 July 2021, EEA citizens without EUSS who come to the UK to live, work or study will need to obtain immigration status under the points-based system in the same way as other foreign nationals.

If you are an EEA citizen without EUSS and you have obtained immigration status under the point-based system, you may be provided with digital evidence of your immigration status, dependent upon the immigration route and how you made your application. If you have a valid Biometric Residence Permit (BRP), you can use this to access the online right to work service and provide us with a share code and your date of birth which will enable us to check your Home Office immigration status via the online service available on GOV.UK: <https://www.gov.uk/view-right-to-work> Alternatively, until early 2022, if you have a valid BRP, you can choose to present it for a manual check. From early 2022, we will only be able to check the right to work of BRP holders online.

## **How non-EEA family members of EEA nationals need to prove their right to work**

*The reference to 'EEA citizens/nationals' in this section means EU, EEA and Swiss citizens/nationals.*

You may be eligible for a permit to come to the UK if you are a family member of an EU, EEA or Swiss citizen, or a 'person of Northern Ireland'.

From 1 July 2021, there is only one valid form of family permit: the EU Settlement Scheme family permit.

Individuals with a EUSS family permit will be issued with a vignette placed in their passport or on a separate card/paper if they have not used a passport to apply. If you present a vignette of this type, we will take a copy of the passport or identity card as well as the vignette and ensure the photographs represent the same person.

If you have a valid EUSS family permit you will have limited leave to remain for six months from the date the decision on the application was made and we will therefore carry out a follow-up check.

Non-EEA family members of EEA citizens were required to make an application to the EUSS by 30 June 2021 to continue living in the UK after 30 June 2021. If you are a non-EEA family member of an EEA citizen and you made a successful application to the EUSS you will be granted your status digitally. You may also have a valid Biometric Residence Permit (BRP).

From 1 July 2021, if you are a non-EEA family member of an EEA citizen who has been granted status, you can provide us with a share code and your date of birth which will enable us to check your Home Office immigration status via the online service available on GOV.UK: <https://www.gov.uk/view-right-to-work>

Alternatively, if you have a valid BRP, you may present this for a manual check. From early 2022, we will only be able to check the right to work of BRP holders online.