

All potential work seekers must be asked to provide proof of their British citizenship or their right to work in the UK. Recognised documents are either:

One of the following **original** documents:

- A British Passport or a passport showing a right of abode in the UK.
- A national passport or national identity card from a European Economic Area (EEA) country or Switzerland.
- A residence permit issued by the UK to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a EEA country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work being offered, if they do not have a work permit.
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

OR

Two of the following **original** documents from either Combination A OR B given below:

Combination A

A document giving the person's permanent National Insurance (NI) Number and name e.g. - P45, P60, NI card or letter from a Government agency.

Plus one of the following **original** documents:

- A full birth certificate or adoption certificate issued in the UK, which includes the names of at least one of the holder's parents or adoptive parents.
- A birth certificate or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that the holder is a British citizen.
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work the employer is offering.
- A Biometric Immigration Document issued by the Border and Immigration Agency which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.

Combination B

A work permit or other approval to take employment that has been issued by Work Permits UK.

Plus one of the following **original** documents:

- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question.
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Employing Nationals from the European Economic Area

Nationals from the European Economic Area (EAA) countries can enter and work in the UK without any restrictions just like British citizens. This is also the case for their immediate family members.

The following EAA nationals can work in the UK without restriction:

Austria *	Italy *
Belgium *	Liechtenstein
Cyprus*	Luxembourg *
Denmark *	Malta*
Finland *	Netherlands *
France *	Norway
Germany *	Portugal*
Greece *	Spain *
Iceland	Sweden *
Ireland *	UK*

*Also a member of the European Union.

On 1 May 2004, ten new countries joined the European Union and became part of the EEA. Nationals from these countries are also free to come to the UK to live and seek work here. In 2004, the Government established a Worker Registration Scheme to monitor the participation of workers from eight of these countries in the UK labour market, as follows:

Czech Republic	Lithuania
Estonia	Poland
Hungary	Slovakia
Latvia	Slovenia

Bulgaria and Romania

On 1 January 2007, Bulgaria and Romania joined the European Union, and also became part of the EEA. Workers from Bulgaria and Romania are free to come to the UK, but are subject to worker authorisation. Workers are only able to work in the UK if they hold a valid accession worker authorisation document or if they are exempt from authorisation.

Before GM Recruitment can start to look for work for you, we will need to see one of the following documents or endorsements:

- Blue Registration Certificate
- Yellow Registration Certificate
- Proof of permission to work by means of a work permit or leave to remain giving permission to work in the United Kingdom before the date of Accession
- a national passport or travel document containing a valid endorsement i.e. visa.

For further information, please see Home Office page on Bulgaria and Romania.