Declaration of Eligibility to work in the United Kingdom
Candidates applying for Advertised Vacancies

*UK Immigration legislation, in particular the Immigration, Asylum and Nationality Act 2006, is designed to prevent illegal working in the UK. To prevent illegal working it is necessary that employers carry out document checks on all prospective employees. These checks are required to ensure that employees demonstrate that they are eligible to work in the UK.*

Please answer the following questions as best you can. You may wish to refer to the UKBA website and / or make use of the points-based calculator at the following links before answering Q 3 and 4:

http://ukba.homeoffice.gov.uk/workingintheuk/

http://www.ukba.homeoffice.gov.uk/pointscalculator

If you are unsure how to answer any of the questions, please just state “Not Known”.

Once you have completed the form, return it to Human Resources, where it will be held separately from your application form. The information you provide will only be considered after short listing has taken place and all shortlisted candidates have been interviewed. Nothing on this form will be disclosed to the Recruiting Manager prior to the completion of the selection process.

NAME……………………………………………………………….. VACANCY REF………………..

1. Are you applying for a vacancy from outside the UK (i.e. you do not currently live in the UK)?
   a. ☐ Yes
   b. ☐ No

2. Do you have permission to work in the UK?
   a. ☐ Yes (Go to Q3)
   b. ☐ No (Go to Q4)

3. If you answered Yes to Q2 is this because:
   a. ☐ You are a **British Citizen** with a full British passport
   b. ☐ You are an **European Economic Area (EEA) National** and you are able to work in the UK without requiring a permit OR your passport clearly states you are eligible to work in the UK
   c. ☐ You have a **Tier 1, 2 or 5 Visa**
   d. ☐ You are a **student with a Tier 4 Visa** (See overleaf)
   e. ☐ **Other** (e.g. you are the husband, wife or civil partner of someone who is eligible to live/work in the UK; or any other reason).

   PTO

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1 Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Irish Republic, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. Iceland, Liechtenstein and Norway are not members of the European Union (EU) but citizens of these countries have the same rights to enter, live in and work in the United Kingdom as EU citizens.
Q3 continued: Please give details below of the type of passport and/or visa you hold. You do not need to answer Q4.

**Note to students with Tier 4 visa**

It is a condition of a Tier 4 Visa that you may only work up to a maximum limit of 20 hours a week during term-time. This includes all paid or unpaid work, including casual work and overtime as well as any work provided under a contract of employment.

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4. If you do not have permission to work in the UK, how do you anticipate obtaining permission to work? Please give details in the space below (e.g. through a Tier 2 PBS application or by some other route).

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Thank you.

**Please now sign and date the declaration below:**

I confirm that this information is accurate to the best of my knowledge.

Signed:………………………………………………Date……………………………

**Please return to the Human Resources Department**

**Note to all applicants**

If you are invited to interview and subsequently we make you a conditional offer of employment you will be asked to provide confirmation that you are eligible to work in the UK. We will need to see original documents before we are able to start the contract of employment. We will tell you which documents we need to see when we make the conditional offer of employment. If you are unable to provide documentation that establishes that you have permission to work in the UK, the University reserve the right to withdraw the offer. It is therefore important that you bring in the documents that we ask for **NOT LATER** than the first day of your employment, otherwise your start date will be amended to reflect the date on which we were able to verify your eligibility to work.