



Declaration of Eligibility to work in the United Kingdom CASUAL APPOINTMENTS

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 and apply to all potential employees and workers (including casual workers), regardless of nationality or eligibility type.

Before we can offer you work of any kind, you must provide documentary evidence that you are eligible to work in the UK and that the work we are offering you meets the terms of any visa or restriction you may have.

We must see **original documents** so that we can photocopy relevant pages as proof of eligibility. Therefore you cannot start work until we have seen the required documents. If you are unable to provide documentation that establishes your right to work in the UK or your eligibility to work in a specific role, the University reserve the right to withdraw any offer of casual work or terminate the arrangements. The documents we need to see are listed at the end of this form.

Please answer the following questions.

NAME.....DEPT.....

1. Do you 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**¹ 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**
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 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. This is a maximum weekly limit and hours will be monitored to ensure it is not exceeded.

PTO:

¹Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom. Iceland, Liechtenstein Norway and Switzerland 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. **Croatian nationals** may need to apply for permission from the Home Office before they can work in the UK.

- 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).

Please give details below of the type of passport and/or visa you hold. You do not need to answer Q4.

Q3 continued

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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

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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 hand this completed form to your manager, together with evidence of your eligibility to work in the UK.

The evidence you need to provide must be in one of the following formats:

- a UK or other European Economic Area country passport, national identity card or residence permit
- a document issued by the Home Office confirming that the holder has no time limit on their stay in the UK
- an Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
- A passport endorsed to show the holder is able to stay and has permission to work in the UK
- A letter issued by the Home Office confirming that the holder is permitted to take employment in the UK
- A biometric card confirming your employment status together with your passport

If you do not have a passport you will need to provide:

- an official document confirming your National Insurance (NI) number and name, such as a P45, P60 or National Insurance card, **along with either a full birth certificate, a letter issued by the Home Office, or an Immigration Status Document.**