

**We require all new employees to Derby Homes to complete a declaration form and provide us with documentation to confirm their eligibility. Below is a list of what documents we need to see, dependant on your citizenship.**

#### Notes

- You must provide the stated documentation to evidence your ability to work in the UK.
  - We will only accept original documents. Faxes, photocopies or any other copied documents cannot be accepted.
  - Evidence of your National Insurance Number is provided by showing your National Insurance card. Salary and wage slips are not accepted.
  - Failure to provide the necessary documentation will delay your appointment to the post.
  - Providing false or misleading documentation or making false or misleading statements is unlawful and will affect your ongoing employment with Derby Homes.
  - A copy of this form and a photocopy of the documents you provide will be kept on your personal file.
  - If you need help please contact the Derby Homes Personnel team on 01332 711101
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### **Eligibility to Work in the UK - Employee Declaration**

**I am a citizen from the United Kingdom  
Scotland, Northern Ireland Wales, England**

I can provide

- my British Passport OR
  - my British birth/ adoption certificate issued in the UK **AND** evidence of my National Insurance Number OR
  - A certificate of registration or naturalisation as a British Citizen **AND** evidence of my National Insurance Number Card OR
  - A letter from the Home Office or the UK Border Agency & Immigration Agency addressed to me, which indicates that I am allowed to stay indefinitely in the UK **AND** my National Insurance Number Card.
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**I am a citizen of an EEA country or Switzerland**

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

I can provide

- A valid passport or National Identity Card showing that I am a national of the European Economic Area or Switzerland OR
  - A valid residence permit, registration certificate or documentation certifying or indicating permanent residence issued by the UK Home Office or the Border and Immigration Agency to a national European Economic Area country or Switzerland. OR
  - A permanent residence card issued by the UK Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland. OR
  - A Biometric Immigration Document issued by the Border and Immigration Agency which indicates that I am allowed to stay indefinitely in the UK, or has no time limit on my stay in the UK. OR
  - A valid passport or other travel document endorsed to show that I am exempt from immigration control, am allowed to stay indefinitely in the UK, has right of abode in the UK and has no time limit on my stay in the UK. OR
  - A letter from the home office or the Border and Immigration Agency, addressed to me, which indicates that I am allowed to stay in the UK **AND** I have my National Insurance Number Card.
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**I am a citizen from an A8 Country**

**Slovenia, Slovakia, Poland, Estonia, Czech Republic, Hungary, Latvia, Lithuania**

I can provide

- A valid passport or National Identity Card showing that I am a national of the European Economic Area or Switzerland AND I will apply to register with the Border and Immigration Agency under the State Worker Registration Scheme. I can give you a copy of this registration. OR
  - A valid residence permit, registration certificate or document certifying or indicating permanent residence issued by the UK Home Office or the Border and Immigration Agency. OR
  - A permanent residence card issued by the UK Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland. OR
  - A Biometric Immigration Document issued by the Border and Immigration Agency which indicates that I am allowed to stay indefinitely in the UK, or has no time limit on my stay in the UK. OR
  - A valid passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, and have no time limit on your stay in the UK **AND** my National Insurance Number Card. OR
  - An Immigration Status Document issued by the UK Home Office or the Border & Immigration Agency with an endorsement stating that you are allowed to stay indefinitely in the UK and have no time limit on your stay in the UK. OR
  - A letter issued by the Home Office or UK Border & Immigration Agency, addressed to you, which indicates that you are allowed to stay in the UK plus my National Insurance Number Card.
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## **I am a citizen of an A2 Country Romania, Bulgaria**

I can provide

- A valid passport or National Identity Card showing that I am a citizen of the EEA or Switzerland plus A worker authorisation card/certificate, providing evidence of authorisation from the Border & Immigration Agency that I am entitled to work in the UK and have details set out of the conditions of employment or a registration certificate that I have unconditional access to the UK Labour Market. OR
  - A valid residence permit, registration certificate or document certifying or indicating permanent residence issued by the UK Home Office or the Border & Immigration Agency to a national of a European Economic Area Country or Switzerland.
  - A Biometric Immigration Document issued by the Border and Immigration Agency which indicates that I am allowed to stay indefinitely in the UK, or has no time limit on my stay in the UK. OR
  - A valid passport or other travel document endorsed to show that I am exempt from immigration control, am allowed to stay indefinitely in the UK, have the right to abode in the UK and have no time limit on my stay in the UK. OR
  - A valid passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, and have no time limit on your stay in the UK **AND** my National Insurance Number Card. OR
  - A permanent residence card issued by the UK Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland. OR
  - A valid passport or other travel document endorsed to show that I am exempt from immigration control, am allowed to stay indefinitely in the UK, have the right of abode in the UK and have no time limit on my stay in the UK. OR
  - An Immigration Status Document issued by the UK Home Office or the Border and Immigration Agency with an endorsement indicating that I am allowed to stay indefinitely in the UK and have no time limit on my stay in the UK **AND** I have evidence of a National Insurance Number. OR
  - A letter issued by the UK Home Office or the Border and Immigration Agency which indicates that I am allowed to stay indefinitely in the UK **AND** I have my National Insurance Number Card.
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**I am not covered by any of the above  
Rest of the World (non European)**

I can provide

- A valid work permit or other approval to take employment issued by the UK Home Office or the Border and Immigration Agency and a valid passport, or other approved travel document, endorsed to show that I am allowed to stay in the UK, and allowed to do the work in question or a letter issued by the UK Home Office or the Border and Immigration Agency confirming the same. OR
- A valid passport or travel document to show that I am allowed to stay in the UK and allowed to do this work provided that it does not require a work permit. OR
- A Biometric Immigration Document issued by the Border and Immigration Agency which indicates that I am allowed to stay in the UK and am allowed to do this job.
- A certificate of application issued by the UK Home Office or the Border and Immigration Agency, or for a family member of a National of a EEA Country or Switzerland stating that I am permitted to take employment which is less than 6 months (plus evidence of verification by the Border and Immigration Agency Employer Checking Service). OR
- A residence card or document issued by the UK Home Office or the Border and Immigration Agency to a family member of a national of a EEA country or Switzerland. OR
- An Application Registration Card issued by the UK Home Office or the Border and Immigration Agency stating that I am able to take up employment (must be produced with evidence of verification by the Border and Immigration Agency Employer Checking Service). OR
- An Immigration Status Document, or letter, issued by the UK Home Office or the Border and Immigration Agency with an endorsement showing that I can stay in the UK and allowed to do this job **plus** my National Insurance Number Card.