

# ASYLUM AND IMMIGRATION ACT 1996

## (Section 8) REQUIREMENTS

In order to comply with the provisions of the Asylum and Immigration Act 1996, Keyhouse asks all candidates attending employment interviews for any posts to meet the same requirements. These are as follows.

**Please attend your interview with:**

- **Either one original document with your name on it from list 1 below,**
- **Or two original documents in the combinations specified in list 2**
- **Or one or two original documents in combinations specified in list 3**

### **LIST 1**

**(ONE original document from this list to be shown)**

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies (UK) having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area (EEA) or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national from an EEA country or Switzerland
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of an EEA country or Switzerland.
5. A passport or other travel document 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.

### **LIST 2**

**(TWO original documents to be shown – the required document (No.1) plus one other from the list 2-8)**

#### **Required Document**

1. An official document issued by a previous employer or Government agency, e.g. HM Revenue and Customs (formerly the Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains your National Insurance number and name.

#### **When produced in combination with any one of the following**

2. A full birth certificate issued in the UK which includes the name(s) of at least one of the holders parents; or
3. A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents
4. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland,
5. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland,
6. A certificate of registration or naturalisation as a British Citizen, or
7. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder, which indicates that the person named in it is allowed to stay indefinitely in the UK.
8. An immigration status document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK

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## LIST 3

(One or two original documents to be shown, depending upon evidence, see list)

These documents only provide evidence for up to 12 months:

1. A passport or other travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency **when produced in combination with:**
  - o **either** a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question,
  - o **or** a letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer confirming the same
4. A Certificate of Application issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service
5. A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of an EEA country or Switzerland.
6. an Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is 'ALLOWED TO WORK' or 'EMPLOYMENT PERMITTED' **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question **when produced in combination with** an official document giving the persons National Insurance number and their name issued by a Government agency or previous employer.
8. A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the persons National Insurance number and their name issued by a Government agency or previous employer.

**Keyhouse staff will check and copy the documents you provide –  
we will destroy all copies of documents we have taken for candidates who are  
unsuccessful at interview.**