

Candidate Pre-Recruitment checklist

You are required to complete the **Criminal Records Self-declaration** form prior to interview and send this back via email to:

recruitment@beckprimary.co.uk

Any disclosures made on this form will be discussed during the interview process and, if successful, will be compared with the information in your formal DBS check

You are also required to bring the following documentation to interview:

- Proof of Qualifications
- Proof of professional membership/registration
- Proof of Identification (see List A & B within your invite letter)

All offers of employment are subject to satisfactory clearances, therefore failure to provide these documents at interview may delay the successful candidates appointment.

Asylum & Immigration Act 2006 (Implemented 29 February 2008)

It is a criminal offence for employers to employ someone who has no right to work in the United Kingdom, or no right to do the work being offered.

To ensure that we the employer, Cascade Multi Academy Trust, comply with the law you are required as a potential employee to provide: documentary evidence from either List A or List B dependent on whether you have a time limited or unlimited right to live in the UK.

The following countries are part of the EEA:

Austria	Belgium	Bulgaria [†]	Cyprus (southern Cyprus only)
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		

* These 8 countries joined the EEA on 1 May 2004. Nationals from these countries are free to work in the UK but must register with the Borders and Immigration Agency under the new worker registration scheme within 30 days of starting work.

† These 2 countries (Bulgaria and Romania) joined the EEA on 1 January 2007. Nationals from these countries will require an Accession Worker Card before working and will need to apply for a work permit.

From 1 June 2002, nationals from Switzerland have also had the same free movement and employment rights as existing EEA nationals.

New List A and B of Acceptable Documents to evidence right to work in the UK

Please see the new List A and List B documents of acceptable documentation to prove eligibility to work in the United Kingdom; these lists are effective from 29 February 2008.

List A – lists all the acceptable documents or combinations of documents that prove a permanent or indefinite right to work in the UK

List B – lists all the acceptable documentation or combinations of documents that evidence the right to work in the UK but this right is time limited. These employee's documentation will require rechecking, at least once a year.

Where one or more documents are required, please see the bold print, '**when produced in combination with.**'

List A Documents (Unlimited right to work in the UK)

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 having the right of abode in the United Kingdom.

1. 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 a European Economic Area country or Switzerland.
2. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
3. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
4. 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.
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 United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating 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, **when produced in combination with** an official document giving the person's permanent

National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).

7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
9. A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
10. An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
11. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
12. A letter issued by the Home Office or 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, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).

List B Documents (Time-limited right to work in the UK)

1. A passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document, issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency, **when produced in combination with** either a passport or another travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and

Immigration Agency to the holder, or the employer or prospective employer confirming the same.

4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area 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 Border and Immigration Agency Employer Checking Service.
5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card (ARC) issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration 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 work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or previous employer (e.g. P45, P60, National Insurance Card).
8. A letter issued by the Home Office or the Border and Immigration 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 person's permanent National Insurance Number and their name issued by a Government agency or previous employer (e.g. P45, P60, National Insurance Card).