



Right to Work in the U.K.

T.E.A.M. Education Trust

The Immigration, Asylum and Nationality Act, 1996 makes it a criminal offence for an employer to employ those who do not have permissions to live or work in the UK. It requires all UK employer to make basic document checks on every person they intend to employ. Due to the changes introduced by the UK Government on 1 January 2021, HR will conduct these checks.

As of 1 January 2021, the UK has introduced new measures for granting residency and the right to work in the UK in light of leaving the European Union. Until 05 April 2022, EEA and Swiss Nationals (including family members and those in relationships with an EEA/Swiss national) may continue to evidence their right to work in the UK in the same way as prior to January 2021. Please see below.

During the Grace Period (1 January 2021 to 5 April 2022) applicants many choose to present their evidence in either format (online or manually). Following this period, all right to work checks will be done via the online system.

Prospective employees will not be able to commence employment until the required documentation has been checked, copied, signed and dated. Offers of employment are subject to evidence that the prospective employee has the right to work in the UK.

Providing evidence via the online service

Those wishing to present their evidence of Settles Status and their right to work in the UK can use [Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/proof-your-right-to-work-to-an-employer).

Applicants may then either email the link code to recruitment@stubbinwood.teameducation.org or generate an email to this same address via online system. The HR Manager will then check the status of right to work in the UK via [View a job applicant's right to work details - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/view-a-job-applicant-s-right-to-work-details) and inform the recruiting manager.

Providing evidence via the manual method

Up until the 5 April 2022, EEA and Swiss nationals can demonstrate their right to work in the UK via presenting an acceptable document. This is also applicable to non-EEA family members of EEA nationals and non-EEA Nationals with a Derivative Right of Residence.

The list of acceptable documents is outlined below:

Right to Work in the UK – until 05 April 2022 It is a legal requirement that all staff in the Trust are eligible to work in the UK and that TEAM Education Trust retains proof of this for each individual. Please be aware that you will be unable to commence employment until we have a copy of the required evidence as per the below. Failure to provide this information will result in the offer of employment being withdrawn.

Until the 05 April 2022, the UK has introduced a Grace Period, to allow nationals from an EEA country or Switzerland to continue working in the UK whilst applying to qualify through either the EU Settlement Scheme, or the new points-based Immigration system. EEA and Swiss nationals are nationals of the below countries:

Austria	Finland	Latvia	Portugal
Belgium	France	Liechtenstein	Romania
Bulgaria	Germany	Lithuania	Slovakia
Croatia	Greece	Luxembourg	Slovenia
Cyprus	Hungary	Malta	Spain
Czech Republic	Iceland	Netherlands	Sweden
Denmark	Ireland	Norway	Switzerland
Estonia	Italy	Poland	

EEA or Swiss Nationals can demonstrate their right to work in the UK by either presenting a document from the below list or using the Home Office online service and sharing the code generated to recruitment@stubbinwood.teameducation.org. If you are using the manual check and presenting a document from the below lists, please note that original documents must be shown. This guide is also applicable to non-EEA family members of EEA nationals, non-EEA Nationals with a Derivative Right of Residence, and those who have been granted British citizenship or are allowed to stay indefinitely in the UK.

Please note:

A follow up check of an individual's right to work in the UK will be conducted if the document is time limited as per List B – this will be carried out upon expiry of the document. Those wishing to present their evidence of right to work in the UK using the Home Office online service may do so by visiting <https://www.gov.uk/prove-right-to-work>. You may then either email the link code to recruitment@stubbinwood.teameducation.org or generate an email to this same address via the online system. The HR Manager will then check your right to work in the UK via <https://www.gov.uk/view-right-to-work>. As of the 1 January 2021, only those employers granted a Sponsor License will be legally allowed to employ individuals who enter the UK on a Skilled Worker visa.

If you have any queries please do not hesitate to contact our HR Manager at recruitment@teameducation.org.

List A - Permanent right to work in the UK

List A	
Acceptable documents to establish a continuous statutory excuse	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing 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.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport 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.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B – Time-limited right to work in the UK

List B	
Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
Group 2 – Documents where a time-limited statutory excuse last for six months.	
1.	A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to 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 six months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2.	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3.	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.