



# Co-op Eligibility to Work in the UK

## Checks – Pre-Employment Process

Here at the Co-op, we take our responsibilities to prevent illegal working seriously. We don't make any assumptions about who can and who can't work in the UK, so we ask every person we employ to give us evidence that they're allowed to work in the UK and to do the work that we're offering. Candidates need to bring their documents with them to their interview. They can't start work for us until we've seen them. It's simple – no documents, no job.

There's some serious consequences for Co-op and our managers if we don't get these checks right. We face a £20,000 fine if we employ an illegal worker and haven't checked the documents required by the Home Office. It's also a criminal offence for our managers if they knowingly employ an illegal worker. That could result in up to 5 years in prison and an unlimited fine for them. So, it's important for everyone that we get this right.

## Doing the checks

There are 3 key steps we need to do to check a candidate's documents. Hiring managers should fill-in the Eligibility to Work Checklist as they go, to make sure they've got a record of the checks they've done.

### Step 1 – Obtain

First, we need to see document(s) from List A or B – see Appendix. We can't take any other documents and you must see the original.

Hiring managers need to take a copy and give the original back – so if there isn't a photocopier or scanner where the interview is taking place then they'll need to ask the candidate to bring a photocopy with them as well as the original.

### Step 2 – Check

Next, check the document against the candidate. This can either be face-to-face or via video link. But hiring managers must have the original copy in front of them. They're checking that the documents are genuine and belong to the candidate. Hiring managers aren't expected to detect skilful fakes, but should be reasonably satisfied that they look genuine.

So, hiring managers must check that:

- photographs and the dates of birth are the same in all the documents and they seem right for the candidate
- expiry dates for permission to be in the UK haven't passed

- any work restrictions allow the candidate to do the work we're offering. If the candidate is student with limited permission to work, we must also obtain and copy details of their term time and vacation dates
- the documents looks genuine, haven't been tampered with and belong to the candidate
- the reason for any difference in name across the documents are supported by other documents – like an original marriage certificate, divorce decree absolute or deed poll. These must be copied as well.

### Step 3 – Copy

Once the hiring manager has checked the documents, they must then make a clear copy of each document. This can either be a photocopy or a scanned copy in a format which can't be altered, like a jpeg or pdf.

Hiring managers must write on each document “the date on which this right to work check was made: [DATE]”. Just writing the date on the document isn't enough.

Hiring managers must copy and keep:

- **Passports:** any page with the document expiry date, the person's nationality, date of birth, signature, leave expiry date, biometric details, photograph and any page containing information indicating that the person has an entitlement to enter or remain in the UK and undertake the work in question. Just so it's clear, we don't need to copy the front cover of a passport.
- **All other documents:** the document in full, including both sides of a Biometric Residence Permit, Application Registration Card and Residence Card (biometric format)

### After the Checks

When managers have checked and copied the documents, they need to send them with the ETW Disclaimer form to HR Services. Don't keep the originals, give these back to the candidate.

**By email:** [etw@coop.co.uk](mailto:etw@coop.co.uk)

If we've taken copies of documents and the candidate is unsuccessful at the interview, we will put these in confidential waste.

## Appendix – Lists of acceptable documents for right to work checks

List A
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.
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.
A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area* country or Switzerland.
A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area* country or Switzerland.
A <b>current</b> 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.
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.
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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A birth or adoption certificate issued in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A birth or adoption certification issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A certificate of registration or naturalisation as a British citizen, <b>together with</b> 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

### Group 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.

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.

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.

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

A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the immigration (European Economic Area) Regulations 2006, 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 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.

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.

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.

### \* Countries in the European Economic Area

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

## International students – from outside the European Economic Area\* or Switzerland

A printout from their school, college or university's website or other material published by them setting out the timetable for the course of study

A copy of a letter or email addressed to the person from their school, college or university confirming term time dates for their course

A letter addressed to the Co-op from their school, college or university confirming the term time dates for their course