

Co-op Eligibility to Work Guidelines for Candidates

Please read through the following document to understand what you need to bring to interview to prove your right to work.

Co-op Eligibility to Work Guidelines for Candidates

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Passport & Visa

What do I need to bring to interview?

If you are a British Citizen:

- A UK passport, a clear image is needed so our app can capture the MRZ code at the bottom of the passport page. (see page 4)

If you are a citizen of an EU country:

- Digital Share Code (see page 8)
- Please note EU Passports are no longer accepted

Any nationality that isn't EU or UK:

- Digital Share Code (see page 10)

Or

- In date passport, accompanied by a visa. The passport and visa need to be in date and in the same passport number, to be valid.
- However, a visa for a family member may be in a different passport and this can be accepted.

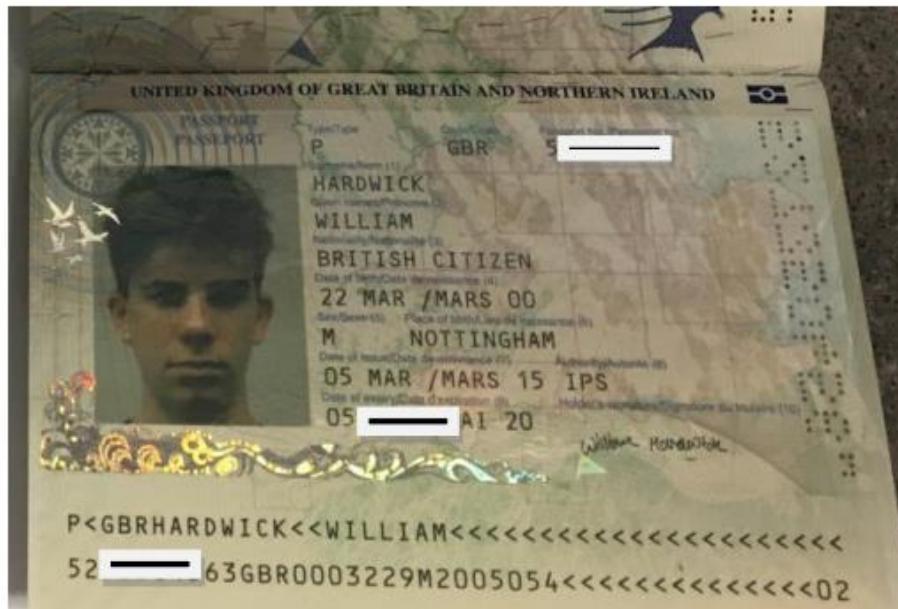


At the Co-op our eligibility to work is captured by our app, so when you arrive at interview please be ready with your document, so that the Hiring Manager can capture your documentation to prove your right to work

UK Passport- to be captured on Right to Work App at interview



NOT acceptable – the full page is not showing, we need to have the passport number visible for it to be valid and scannable by our app.



Acceptable – Both acceptable. For the top image all info can be seen clearly. The bottom one has been cut off on the bottom right corner by the Home Office, however this is still acceptable for British passports (not EU)

Passport & Visa

Which passports & visa documents aren't accepted?

You can see in the image the visa is not in the same name or number as the passport which makes the Right to Work invalid.

You would need to apply for a biometric residence permit to ensure the Right to Work check is complete.

In the mean time we can do the ECS check.

Please note we'll need a reference number from a current BRES application

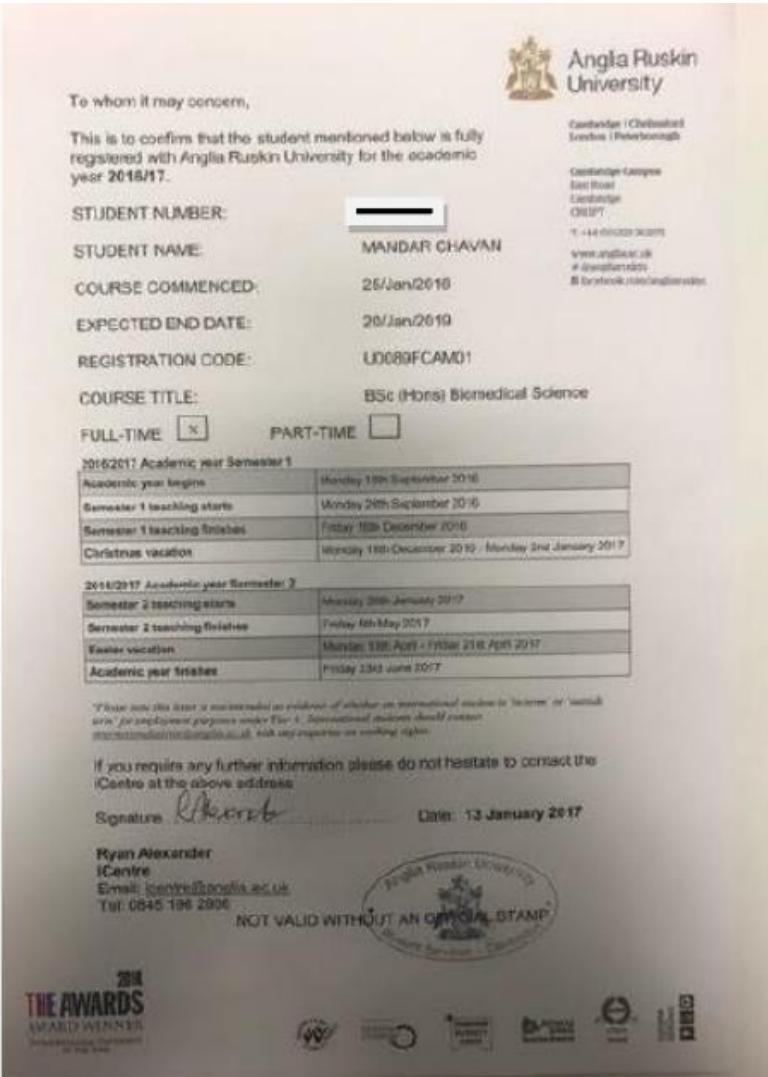
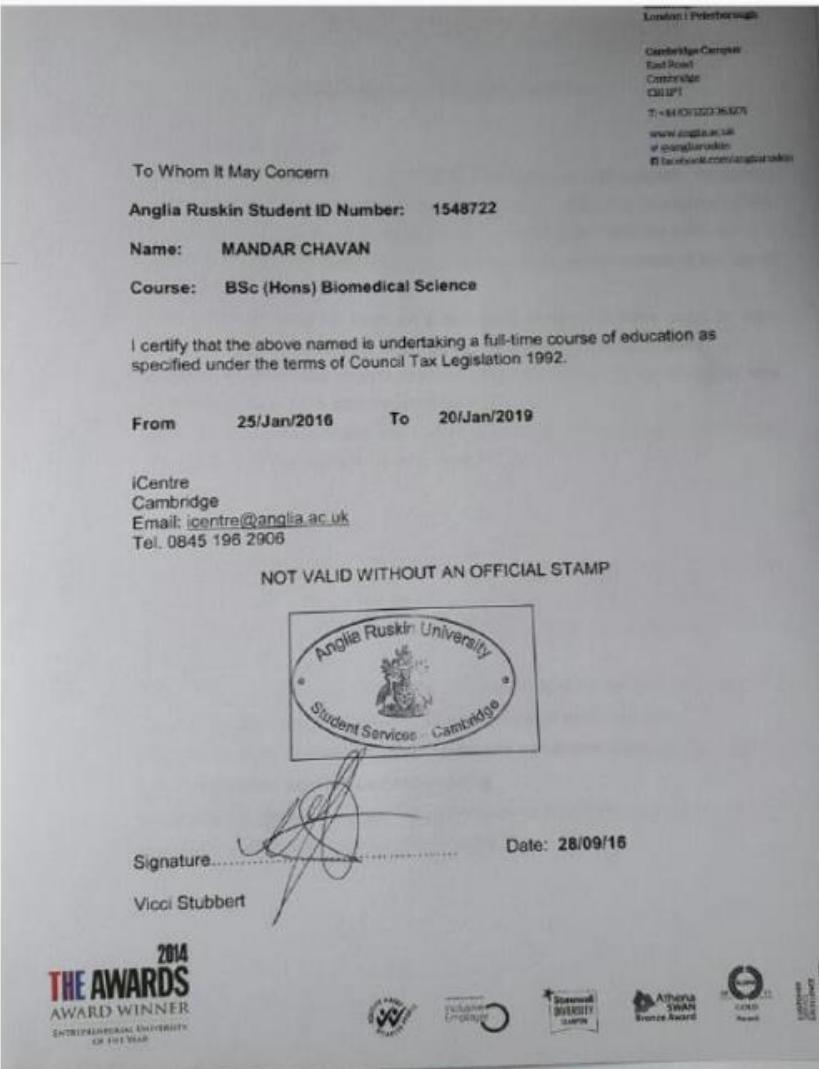
Contact: if you are unsure ring the Home Office or ask the Co-op Onboarding Team on screening@coop.co.uk



Student ETW Evidence

If you are a student and applying to work at the Co-op whilst completing your studies, we will need to see evidence of your term dates to ensure you are working the appropriate hours. Please see below for acceptable proof of term dates.

NOT acceptable –
this does not
show the term
dates



Acceptable - this
shows the term
dates so we can see
when the employee
is available to work
e.g. Jan -Mar, Apr -
Jun

Birth Certificate

Acceptable – Short birth certificate is now acceptable as per new Home Office advice

No fee is chargeable for this certificate.

1 & 2 S.I.E. 2 CH. 30

CERTIFICATE  **OF BIRTH**

GW 932149

Name and Surname	Str ██████████ TT	Seen original Nick Smith 27/12/17
Sex	Female	
Date of Birth	Twenty-third August 1999	
Place of Birth	Registration District Hatfield	
Birth	Sub-district Hatfield	

I, A F Robb, Registrar of Births and Deaths
for the sub-district of Hatfield
Registration District of Hatfield
do hereby
certify that the above particulars have been compiled from no entry in a register in my custody.

Date 03/09/1999 
1AA89C255

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. *CROWN COPYRIGHT*

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

London 26/12/17

BE ██████████

CERTIFIED COPY
Pursuant to the Births and Deaths Registration Act 1953

 **OF AN ENTRY**

BIRTH Entry No. 162

Registration district **Bexley** Sub-district **Bexley** London Borough of Bexley.

1. Date and place of birth **Thirtieth November 1998** CHILD **Queen Mary's Hospital, Sidcup.**

2. Name and surname **Keeley Joanne** 3. Sex **Female**

4. Name and surname **Timothy James LATHAM** FATHER

5. Place of birth **Chatham, Kent** 6. Occupation **Computer Salesman**

7. Name and surname **Louise BRIGGS** MOTHER

8. Place of birth **Bromford, West Yorkshire** 9. Usual occupation **Childminder**

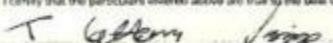
9. Maiden surname **—** 10. Usual address (if different from place of birth) **29, Halton Avenue, Bexleyheath, Kent**

11. Name and surname (if not the mother or father) **INFORMANT** **Father**

12. Qualification **—**

13. Usual address (if different from that in 10 above) **29, Halton Avenue, Bexleyheath, Kent**

14. I certify that the particulars entered above are true to the best of my knowledge and belief.



15. Date of registration **Fourteenth December 1998** 16. Signature of registrar **John Boling, Registrar**

17. Name given after registration, and marriage **—**

Acceptable – full birth certificate with parent(s) names visible, this would be supported by proof of national insurance and names must match

Application Registration Card (ARC) – accompanied by ECS (Employer Checking Service)

For Asylum Claimants, an Application Registration Card is accepted as proof of ETW as long as this is accompanied by an Employer Checking Service (see page 9)



Acceptable – this shows ‘Application Registration Card’ at the top, not to be confused with a Biometric Residence permit which is **NO** longer permitted as proof of ETW

Employer Checking Service – Positive Verification

ECS is needed when Visa documents are out of date and we need to ensure that you have applied for new documents to prove ETW. You also need ECS if you are using an Application Registration Card as proof of ETW. Please see below for what is acceptable as proof of ECS's.

NOT acceptable
– this is only showing the employee/new candidate has applied for documents need to go to Employer Checking Services first (see right picture)

eForms Message

Acknowledgement of application sent from co-op on behalf of Muhammad Bilal Akhtar

Employer's or labour supplier's information

I can confirm that the individual has been informed that a work status check may be carried out and has given permission for their personal information to be shared with the Home Office for these purposes. I understand that these details may be held by the Home Office in accordance with the Data Protection Act (1998). (The response from the Home Office will also contain personal data and should be treated accordingly.)

Contact name wayne mitchell
Job title manager
Business name co-op
Address line 1 26-28 Staugustines parade
Address line 2
Town Bristol
Postcode BS1 4UL
Contact telephone [REDACTED] 9
Contact e-mail [REDACTED]3@hotmail.co.uk
Business type Retail

Employee's information

Full name (including middle names) Muhs [REDACTED] khtar
Date of birth 01 Jan 1982
Nationality PAK
Address line 1 11 Lewis Street Redfield
Address line 2
Town Bristol
Postcode BS5 9NU
Job title customer team member

UK Visas & Immigration

Employer Checking Service (ECS) Positive Verification Notice

Deborah Jeaychandran
Co-op
Poplar Way West
Avonmouth
Bristol
BS11 0YW

Date of Notice: 21.02.2017
Unique ECS Reference: [REDACTED]

This Notice is issued in respect of your duty to prevent illegal working set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006.

You have requested an ECS check
This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below.

Our response:

1 Who we have checked and for what type of work	Name: Yetunde Ade [REDACTED] Date of Birth: 11-May-1980 Nationality: Nigeria
2 Outcome of our check	This person has the right to work subject to the restrictions in section 4
3 Expiry date of our check	The result of this check is valid for 6 months. It expires on 20 August 2017. You should carry out a follow-up right to work check on this person on or before this date.
4 Work restrictions	None
5 What this means	This Positive Verification Notice will provide you with a time-limited statutory excuse against liability for a civil penalty in respect of this person. You must retain this Notice. If this person has provided you with an Application Registration Card or a Certificate of Application, you should retain a copy. You should see our Shortage Occupation List for a list of the restricted roles for people with an Application Registration Card.
6 Ensure your compliance	You should note that your time-limited statutory excuse will not apply if at any time you become aware that this person no longer has the right to do the work in question and you may also be prosecuted for knowingly employing an illegal worker which means you may face an unlimited fine and/or imprisonment.
7 If you need further information	You should visit www.GOV.UK to view our range of guidance, Codes of practice and helpful tools to assist you to comply with your duty as an employer to conduct right to work checks.

Acceptable –
Positive Employer Checking response with expiry date.

Student ECSs need to be accompanied by a timetable to show working availability.

EU Digital Share Code

If you are a EU citizen, and do not hold a UK passport you will need to bring your **EU Digital Share Code**, which will be submitted through the system at interview. The share code will then provide you with proof of Right to Work (see image on right)

How do I generate my code before interview?

Follow the below steps to receive a letter/ email with your share code.

<https://www.gov.uk/view-prove-immigration-status>

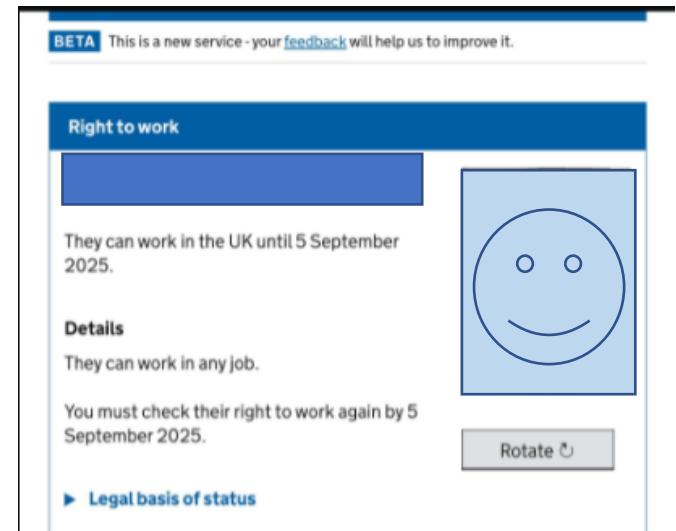
Your share code will last for 30 days, when you will then need to request for a new one.

Please bring a valid (in date) share code to interview.

Your share code will look like this, it is made up of digits and letters:

Share code

For example, A1234567G



BETA This is a new service - your [feedback](#) will help us to improve it.

Right to work

They can work in the UK until 5 September 2025.

Details

They can work in any job.

You must check their right to work again by 5 September 2025.

▶ [Legal basis of status](#)

If you employ this person
To avoid a [penalty](#), you must:

- check that this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for two years after

You must check their right to work again by 5 September 2025.

Read the [employers' code of practice](#) to find out more about right to work checks.

Details of check

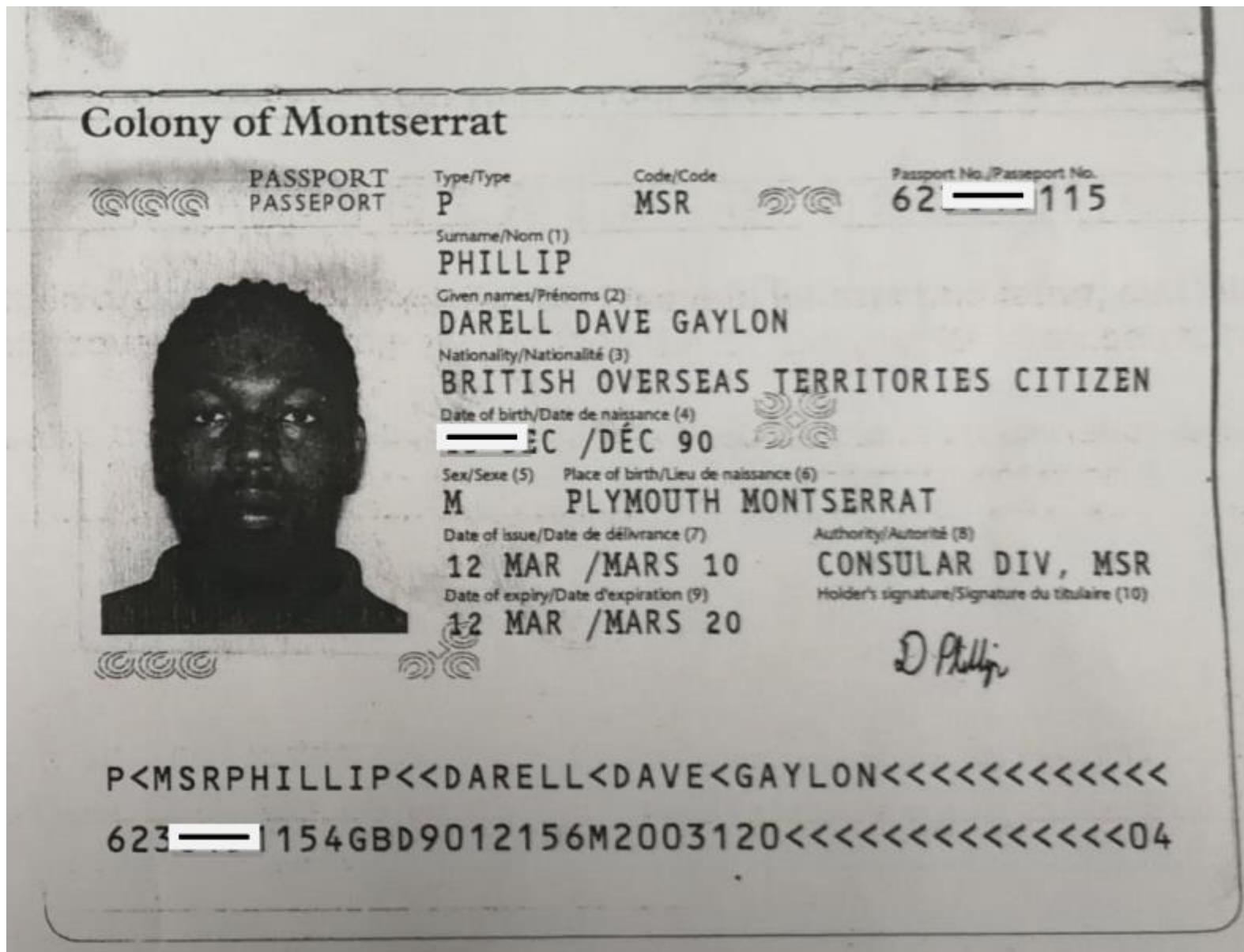
Company name	Date of check	Reference number
Coop	7 November 2021	WE-ANYPDY2-AG

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British Overseas Territories Citizen Documentation



NOT ACCEPTABLE without a visa. This passport states British Overseas Territories Citizen. This does not prove British Citizenship, so you would need to provide a visa to validate the document and prove you are Eligible to work on in the UK e.g. Visa/Work permit

Travel Document

NOT ACCEPTABLE without a visa. This document is not a passport, it is a 'Travel Document' so you would need to provide valid docs to prove you are Eligible to work on in the UK e.g. Visa/Work permit



For any questions, contact us, we'll be happy to help!

- Contact our Onboarding team on:

Screening@coop.co.uk