

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

- Passports & Visa.....Page 2-4
- Student Visa.....Page 5
- Birth Certificate.....Page 6
- Employer Checking Service.....Page 7
- EU Digital Share Code.....Page 8
- British Overseas Territories Citizen.....Page 11
- Travel Document.....Page 12

Passport & Visa

What do I need to bring to interview?

If you are a British or Irish Citizen:

- A UK or Irish 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



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

London | Peterborough

Cambridge Campus
East Road
Cambridge
CB3 0ET
T: +44 (0)1223 363071
www.anglia.ac.uk
#angliaruskin

To Whom It May Concern

Anglia Ruskin Student ID Number: 1548722

Name: MANDAR CHAVAN

Course: BSc (Hons) Biomedical Science

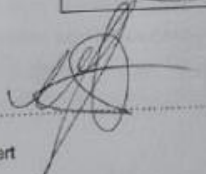
I certify that the above named is undertaking a full-time course of education as specified under the terms of Council Tax Legislation 1992.

From 25/Jan/2016 To 20/Jan/2019

iCentre
Cambridge
Email: icentre@anglia.ac.uk
Tel: 0845 196 2906

NOT VALID WITHOUT AN OFFICIAL STAMP

Anglia Ruskin University
Student Services - Cambridge

Signature:  Date: 28/09/16

Vicci Stubbart

2014 THE AWARDS AWARD WINNER

WU EQUIS ACCREDITED AACSB ACCREDITED AMBA ACCREDITED Athena SWAN Bronze Award

Anglia Ruskin University

To whom it may concern,

This is to confirm that the student mentioned below is fully registered with Anglia Ruskin University for the academic year 2016/17.

STUDENT NUMBER: 

STUDENT NAME: MANDAR CHAVAN

COURSE COMMENCED: 25/Jan/2016

EXPECTED END DATE: 20/Jan/2019

REGISTRATION CODE: UD689FCAM01

COURSE TITLE: BSc (Hons) Biomedical Science

FULL-TIME ☒ PART-TIME ☐

2016/2017 Academic year Semester 1	
Academic year begins	Monday 18th September 2016
Semester 1 teaching starts	Monday 26th September 2016
Semester 1 teaching finishes	Friday 10th December 2016
Christmas vacation	Monday 18th December 2016 - Monday 2nd January 2017

2016/2017 Academic year Semester 2	
Semester 2 teaching starts	Monday 20th January 2017
Semester 2 teaching finishes	Friday 4th May 2017
Easter vacation	Monday 13th April - Friday 21st April 2017
Academic year finishes	Friday 13th June 2017

*Please note this letter is considered as evidence of student on international students in 'term' or 'vacation' only. For employment purposes under Tier 4, International students should contact international@anglia.ac.uk with any enquiries on working rights.

If you require any further information please do not hesitate to contact the iCentre at the above address

Signature:  Date: 13 January 2017

Ryan Alexander
iCentre
Email: icentre@anglia.ac.uk
Tel: 0845 196 2906

NOT VALID WITHOUT AN OFFICIAL STAMP

Anglia Ruskin University
Student Services - Cambridge

2014 THE AWARDS AWARD WINNER

WU EQUIS ACCREDITED AACSB ACCREDITED AMBA ACCREDITED Athena SWAN Bronze Award

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

This form is chargeable for this certificate

GW 932149

1 & 2 REG. 3 CH. 30

CERTIFICATE OF BIRTH

Name and Surname: St [redacted] ITT *Seen original Nick Smith 27/2/17*

Sex: Female

Date of Birth: Twenty-third August 1999

Place of Birth: Hatfield

Registration District: Hatfield

Sub-district: Hatfield

I, A F Robb, Registrar of Births and Deaths for the sub-district of Hatfield in the Registration District of Hatfield do hereby certify that the above particulars have been compiled from an 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.

L Henning 26/2/17

CERTIFIED COPY OF AN ENTRY
Pursuant to the Births and Deaths Registration Act 1953

BE [redacted]

BIRTH Entry No. 162

Registration district: Bexley Administrative area: London Borough of Bexley

Sub-district: Bexley

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

2. Name and surname: Kezley 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 8. Occupation: Sales Assistant

9. Usual address: 29, Haver Avenue, Bexley Heath, Kent

10. Usual address (if different from place of birth): 29, Haver Avenue, Bexley Heath, Kent

11. Name and surname (if not the mother or father): INFORMANT 12. Qualification: Father

13. Usual address (if different from that in 10 above): 29, Haver Avenue, Bexley Heath, 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: Sm. Hoelling. Registrar

17. Name given after registration, and surname: —

Certified to be a true copy of an entry in a register in my custody.

Alaunest 10/1/17 Superintendent Registrar

Date: 17/6/2015

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.

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

9

Contact e-mail

3@hotmail.co.uk

Business type

Retail

Employee's information

Full name (including middle names)

Muhammad Akhtar

Date of birth

01 Jan 1982

Nationality

PAK

Address line 1

11 Lawis 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:

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 Date of Birth: 11-May-1986 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.

UK Visas and Immigration is an operational command of the Home Office

INVESTORS
IN PEOPLE

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

The screenshot shows the 'Right to work' online check interface. At the top, a blue banner reads 'BETA This is a new service - your [feedback](#) will help us to improve it.' Below this, the main section is titled 'Right to work'. It features a blue box on the left and a circular face icon on the right. The text in the blue box states: 'They can work in the UK until 5 September 2025.' Below this, the 'Details' section says: 'They can work in any job.' and 'You must check their right to work again by 5 September 2025.' A 'Rotate' button is located next to the face icon. Below the main section, there is a link 'Legal basis of status'. Further down, the 'If you employ this person' section states: 'To avoid a [penalty](#), you must:' followed by two bullet points: '• check that this looks like the person you meet face to face' and '• 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'. It also states: 'You must check their right to work again by 5 September 2025.' Below this, there is a link 'Read the [employers' code of practice](#) to find out more about right to work checks.' At the bottom, there is a 'Details of check' section with a table showing 'Company name' (Coop), 'Date of check' (7 November 2021), and 'Reference number' (WE-ANYPDY2-AG). Below the table are links for 'Print page' and 'Download PDF'. At the very bottom, there is a link 'Finish and leave service' and a footer 'Need help using this service? [Get help](#)'.

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.

[Rotate](#)

[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

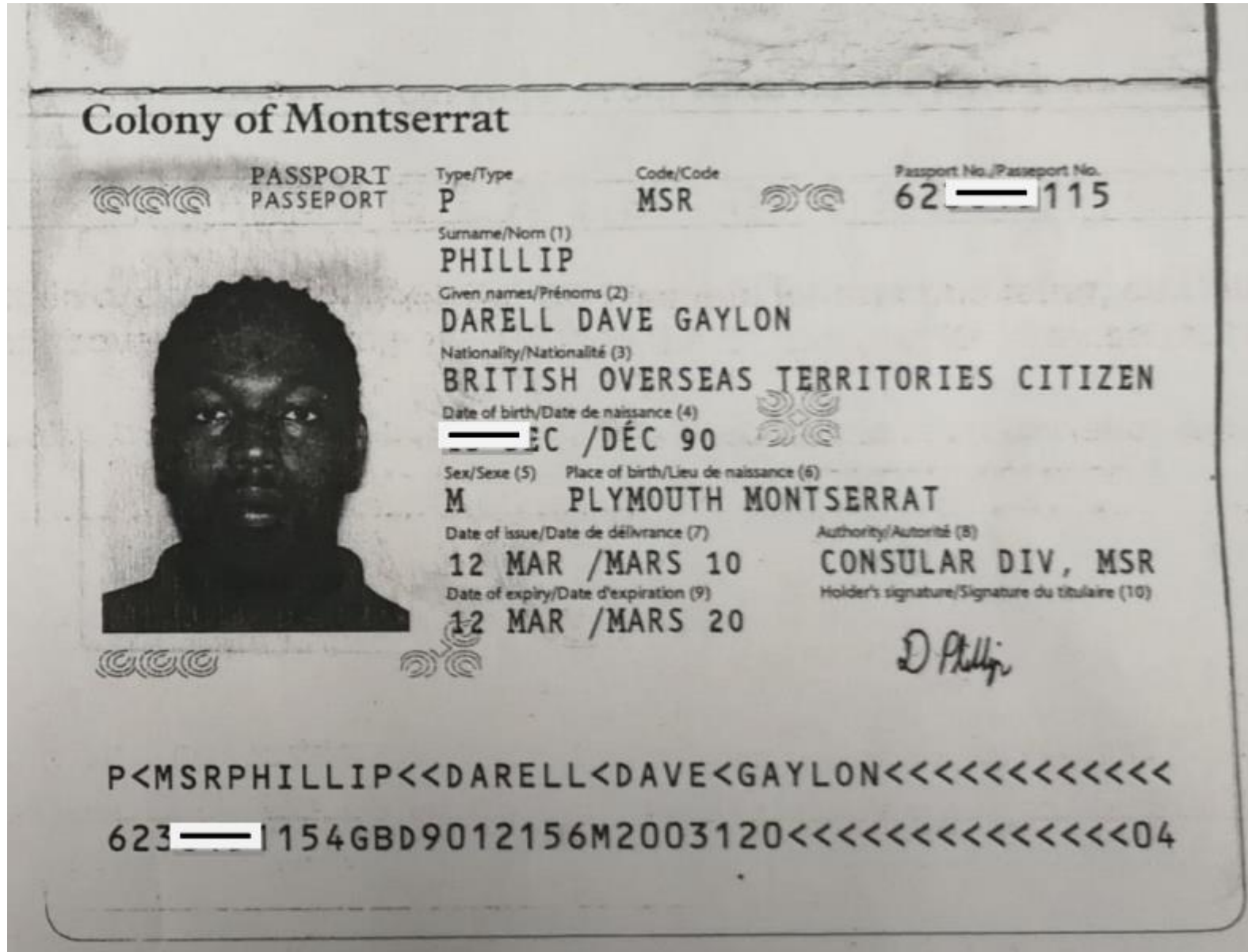
Company name	Date of check	Reference number
Coop	7 November 2021	WE-ANYPDY2-AG

[Print page](#) [Download PDF](#)

[Finish and leave service](#)

Need help using this service? [Get help](#)

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