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

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

UK or Irish 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 or Irish 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.

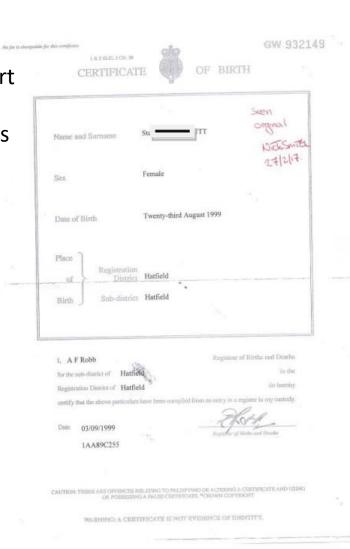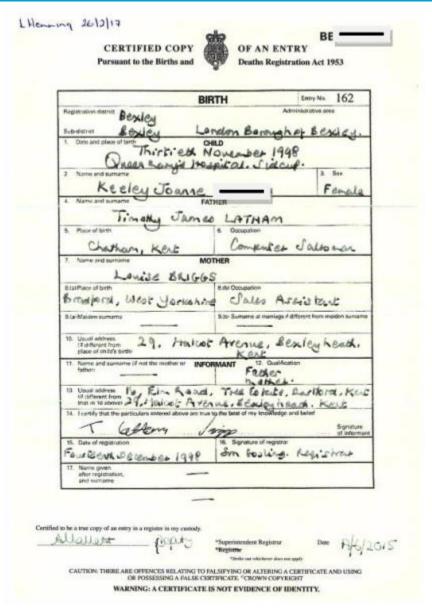**NOT acceptable –** this does not show the term dates

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

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

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)
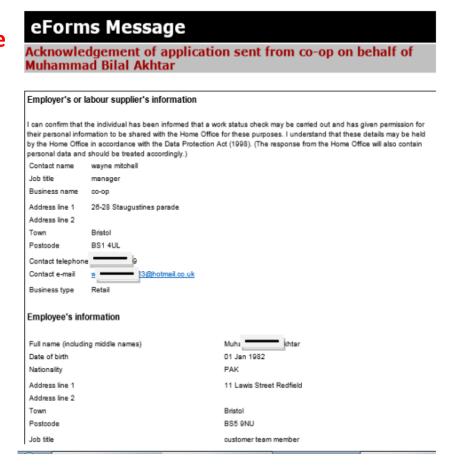

Acceptable – this shows '**Application Registration Card**' at the top, not to be confused with a Biometric Residence permit which is **NO** longer permitted as proof of ETW

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)

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?

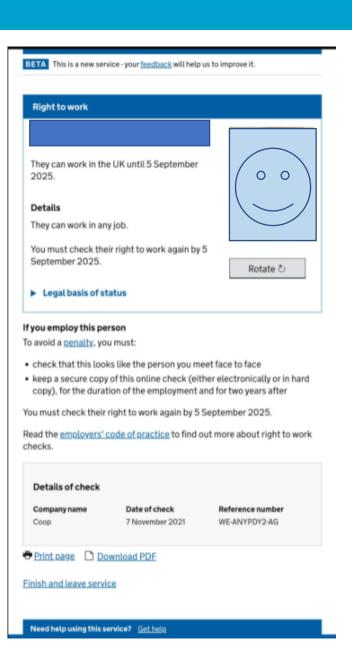Follow the below steps to receive a letter/ email with your share code.

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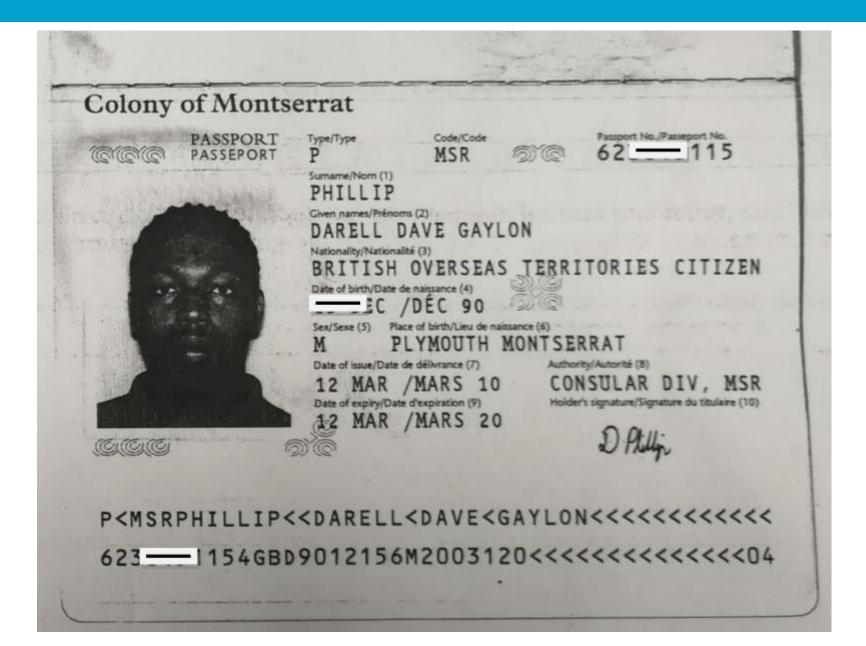
Please bring a valid (in date) share code to interview.

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

Share code
For example, A1234567G

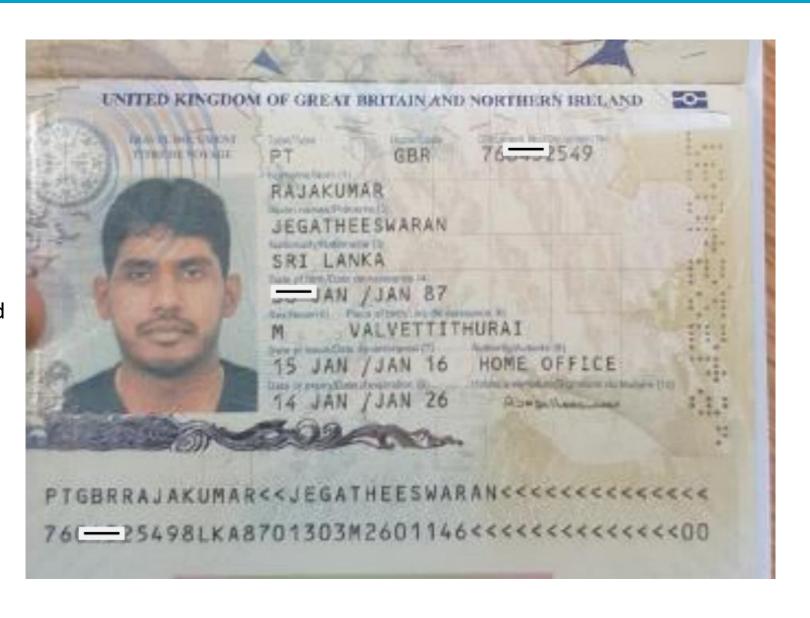# British Overseas Territories Citizen Documentation

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