



# A Hiring Managers guide to ETW



This guide has been created to support you in completing Eligibility to Work checks when conducting interviews. This guide however is only guidance and is not an exhaustive list of what is and isn't acceptable. The Eligibility to Work policy on the intranet should be your next port of call to support you in your role as a hiring manager.

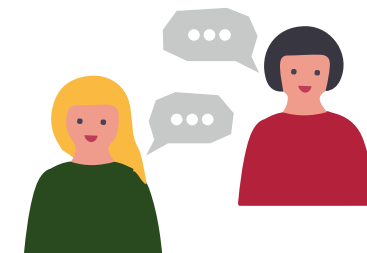
**NOTE:** When taking copies of ETW documents make sure they are clear and readable to ensure we're compliant with the Home Office regulations. If you need further support please contact the resourcing team.

## UK Citizen Candidates

### Option 1

Candidates will bring a copy of their UK Passport to the interview. You will need to carry out the relevant security checks and photocopy the picture page of the passport and send this to your relevant Resourcing Partner.

**NOTE:** If the candidate's surname is different to the one on the documentation due to name change or marriage, a certificate demonstrating this will also need to be submitted to the resourcing team.



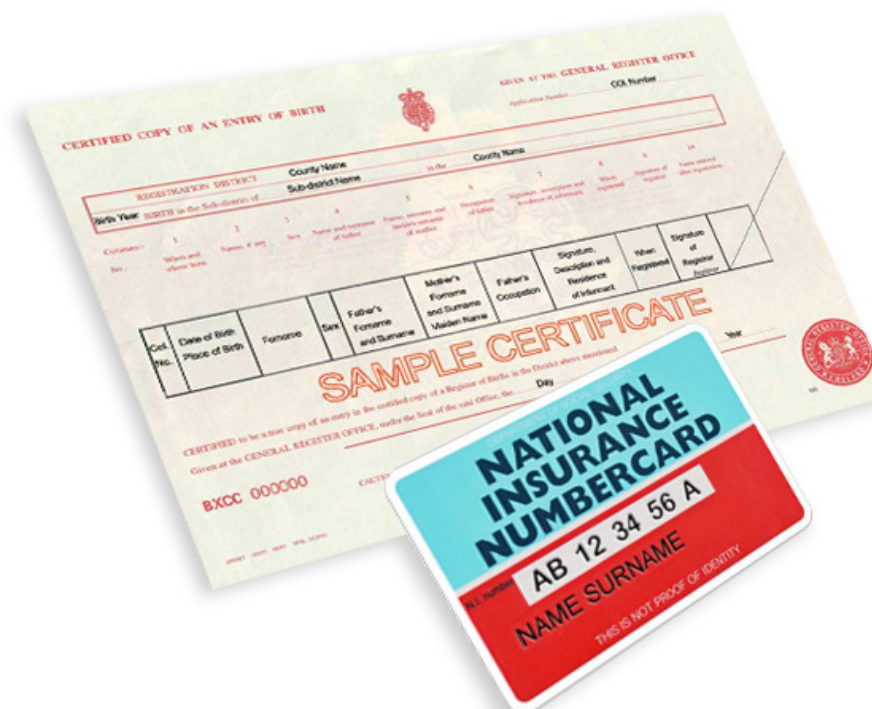


## UK Citizen Candidates

### Option 2

Candidates will bring their full UK Birth or Adoption Certificate and evidence of their their National Insurance Number (this can be their P60, or official NI documentations) to the interview. You will need to carry out the relevant security checks and fully photocopy the documents and send this to the resourcing team.

**NOTE:** If the candidate's surname is different to the one on the documentation due to name change or marriage, a certificate demonstrating this will also need to be submitted to the resourcing team.





## EEA Including Swiss Candidates

### Option 1

Candidates will bring a copy of their EEA including Switzerland Passport to the interview. You will need to carry out the relevant security checks, photocopy the picture page of the passport, and send it to the resourcing team.

**NOTE:** If the candidate is from Croatia which is in the EEA you need to follow the guidance given for this specific country.

For a list of EEA Countries visit:  
[www.gov.uk/eu-eea](http://www.gov.uk/eu-eea)





## EEA Including Swiss Candidates

### Option 2

Candidates will bring Countries National Identity Card to the interview. You will need to carry out the relevant security checks, fully photocopy the documents, and send them to the resourcing team.

**NOTE:** If the candidate is from Croatia which is in the EEA you need to follow the guidance given for this specific country.

For a list of EEA Countries visit:  
[www.gov.uk/eu-eea](http://www.gov.uk/eu-eea)





## Croatian National Candidates

### Option 1

Candidates will bring a copy of their Croatian Passport to the interview. You will need to carry out the relevant security checks and photocopy the picture page of the passport and have one of the following certificates listed below.

#### Additional Documents to Option 1 & 2

Candidates will bring option 1 or 2 and must provide one of the below documents to prove they are eligible to work.

More information can be found in the Eligibility to Work Policy.

**Yellow Certificate** – Given to students and this restricts their working hours to a maximum of 20 hours per week during term time.

**Blue Certificate** – Free unrestricted working conditions in the UK.

**Purple Certificate** – This is a certificate of sponsorship from an employer. They are only eligible to work for the stated employer in the stated role.

**Permanent Residence Document** exempting them from the above.

This will then need submitting to the resourcing team





## Croatian National Candidates

### Option 2

Candidates will bring a Croatian National Identity Card to the interview. You will need to carry out the relevant security checks and fully photocopy the documents and have one of the following certificates listed below.

#### Additional Documents to Option 1 & 2

Candidates will bring option 1 or 2 and must demonstrate one of the below documents to prove they have authorisation to work.

More information can be found in the Eligibility to Work Policy.

**Yellow Certificate** – Given to students and this restricts their working hours to a maximum of 20 hours per week during term time.

**Blue Certificate** – Free unrestricted working conditions in the UK.

**Purple Certificate** – This is a certificate of sponsorship from an employer. They are only eligible to work for the stated employer in the stated role.

**Permanent Residence Document** – exempting them from the above.

This will then need submitting to the resourcing team





## International Candidates

### Requirement 1

Candidates will bring a copy of their International Passport to the interview. You will need to carry out the relevant security checks and photocopy the picture page of the passport and then **ensure you have requirement 2 as well**.

### Requirement 2

Candidates will bring a copy of their visa to the interview. You will need to carry out the relevant security checks and fully photocopy the documents and **submit this with requirement 1** to the resourcing team.

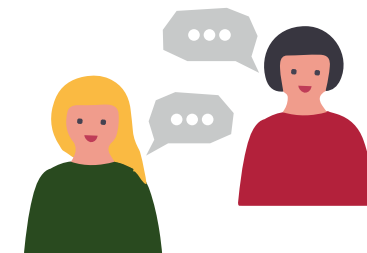
Watch Out: Ensure the Visa is;

- In date
- Is an acceptable tier for the role they have applied for

For further information please refer to lists A and B in the Eligibility to Work policy. Once you have all the documents send them to the resourcing team.



Biometric  
Card Type





## International Students Candidates (Tier 4)

### Requirement 1

Candidates will bring a copy of their International Passport to the interview. You will need to carry out the relevant security checks and photocopy the picture page of the passport and then **ensure you have requirement 2 as well**.

### Requirement 2

Candidates will bring a copy of their Tier 4 visa to the interview. You will need to carry out the relevant security checks and fully photocopy the documents and then **ensure you have requirement 3** (page 11).

### Watch Out: Ensure the Visa is;

- In date
- Restricted working hours

If the Visa is Tier 4 see [International Students](#) section on page 11.



International  
Passport  
Type

Biometric  
Card Type





## International Students Candidates (Tier 4)

### Requirement 3

Candidates will bring a letter from their educational establishment stating the following;

- Letter headed
- Students Name
- Course Start Date
- Course End Date
- Course Studying
- Term Times

NOTE: Tier 4 Students can not exceed their restricted hours as per their contract this will be 10 or 20 hours. E.g. you can't give a restricted 20 hours a 37.5 hour contract even outside of term time. However overtime can be given outside of term times.

NOTE: Tier 4 Students are only allowed to work for 4 months after their course end date even if their visa states other wise.

NOTE: To ensure the educational establishment meets the minimum requirements of the government [Click here](#)





## Overview of Security Checks

You must check that a job applicant is allowed to work for you in the UK before you employ them.

1. You must see the applicants original documents
2. You must check that the documents are valid with the applicant present
3. You must make and keep copies of the documents and record the date you made the check



Checking the documents. You need to check that:

- The documents are genuine, original and unchanged and belong to the person
- The dates for the applicants right to work in the UK haven't expired
- Photos are the same across all documents and look like the applicant
- Dates of birth are the same across all documents
- The applicant has permission to do the type of work you're offering (limited work hours)
- For international students you see evidence of their study and vacation times
- If 2 documents give different names, the applicant has supporting documents showing why they're different e.g. marriage certificate

Please note Co-op is potentially subject to fines if ETW documents are not held.

Further guidance can be found on the [Gov.uk](https://www.gov.uk) website.

Security feature examples can be found on the PRADO (Public Register of Travel and Identity Documents Online) website.

For further information please speak to the resourcing team.

