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| **Asylum and Immigration Verification**  **Information for Employee’s**  All Total-Cleaning.Com employee’s are required to provide original documentation to prove their eligibility to work in the UK (on the day of interview wherever possible).  Where the checks carried out establish that the prospective employee is not permitted to work, then Total-Cleaning.Com will refuse employment to that person. It is up to the prospective employee to show the Total Cleaning that he/she is permitted to do the work that Total Cleaning is offering. Failure to supply documentation prior to the proposed start date will delay the start date and may result in the offer being withdrawn.  The documents that Total-Cleaning.Com can accept as verification are replicated from the Home Office Guidance as at 29 February 2008.  **Eligibility to work in the UK**   1. **Original EEA and Swiss Nationals** can enter the UK without any restrictions. (Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Spain, Sweden and the UK. This also includes nationals from Malta and Cyprus)    1. Documents acceptable to establish ongoing entitlement to work in the UK   Documents[[1]](#footnote-1) provided from this list will establish that the prospective employee has an ongoing entitlement to work in the UK. In some cases one document will suffice, however as detailed below there are occasions when the prospective employee must produce 2 forms of evidence for verification purposes as detailed below:  **1.2** One document from the following list is verification in its own right:   * A passport showing that 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 right of abode in the UK. * A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder is a national of the EEA or Switzerland. * A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of an EEA country or Switzerland. * A permanent residence card issued by the Home Office or the Border and Immigration Agency to a family member of a national of an EEA country or Switzerland. * A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. * A passport or other travel document 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.   1.3 One document from the following list, when produced in combination with an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer).   * An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK. * A full birth certificate issued in the UK which includes the name(s) of at least one of the holders’ parents. * A full adoption certificate issued in the UK which includes the name(s) of at least one of the holders’ adoptive parents. * A birth certificate issued in the Channel Islands, the Isle of Man or Ireland. * An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. * A certificate of registration or naturalisation as a British citizen. * A letter issued by the Home Office or the Border and Immigration Agency to the holder, which indicates that the person named in it is allowed to stay indefinitely in the UK.   1. Documents acceptable to establish a **time limited entitlement** to work in the UK   Documents provided from this list will establish that the prospective employee has an entitlement to work in the UK for up to 12 months. In some cases one document will suffice, however as detailed below there are occasions when the prospective employee must produce 2 forms of evidence for verification purposes as detailed below:   * 1. One document from the following list is verification in its own right: * A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question. * A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question. * A residence card or document issued by the Home Office or the Border and Immigration agency to a family member of a national of an EEA country or Switzerland.   1. **Multiple documents as detailed below:** * A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency, when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same. * A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment (which is less than 6 months old) when produced with evidence of verification by the Border and Immigration Agency Employer Checking service. * An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service. * An Immigration Status Document issued by the Home Office or the Border andImmigration Agency to the holder with an endorsement indicting that the person named in it can stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer. * A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question, when produced in combination with an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer.   **2. Accession State Workers** are required to register with the Border and Immigration Agency. There are two groups of workers:   * 1. **A8 Countries** (Czech Republic, Estonia, Hungary, Latvia[[2]](#footnote-2), Lithuania, Poland, Slovakia and Slovenia).      1. Workers are required to register within one month of starting work   2. **A2 Countries** (Bulgaria and Romania).      1. Workers may be subject to worker authorisation. A2 workers are only able to work in the UK if they hold a valid accession worker document or are exempt from authorisation.   3. **Exemptions** will apply to Accession State workers if the prospective employee: * has been working legally in the UK for 12 months without a break in employment; * has dual citizenship of the UK, another country within the European Economic Area (EEA) that is not listed above, or Switzerland; * is the family member of a Swiss or EEA citizen (except the countries listed above) and that person is working in the UK; or * Is the family member of a Swiss or EEA citizen who is living in the UK as a student, or a retired or self-sufficient person?   1. Applying to register with the Worker Registration Scheme (WRS)   2.4.1 Applicants must register within one month of starting a new job and must include:   * a letter from the Total Cleaning Ltd confirming employment; * two passport photographs; * a passport or national ID card; * a payment of £90 (first application only).   2.4.2 Successful applicants will receive a registration card and certificate, a copy of which will be provided to Total Cleaning by the WRS team. If the employee changes employer the original card and certificate become invalid and he/she must apply for new documents, however there is no further charge for this.  2.4.3 A Workers Registration Card contains name, date of birth, nationality, unique ID number, a photograph, and is printed on secure paper.  2.4.4 A Workers Registration Certificate contains name, same unique ID Number as on card, name and address of Total Cleaning, job title, start date of employment, and the date of issue.  2.4.5 After completing 12months of ‘registered’ service the employee can apply for a residence permit.  Approved By: Euan Oattes Date: 01.08.2022  Signed: Euan D. Oattes Revision: 01.08.2023 |

1. The provision of a National Insurance number in isolation is not sufficient for verification purposes. [↑](#footnote-ref-1)
2. **Latvian non-citizen (alien) passport holders do not have the right to work in the United Kingdom under the Worker Registration Scheme and must apply for permission to enter the country before entering the UK to work.** [↑](#footnote-ref-2)