

APPLICATION FOR EMPLOYMENT

Position applied for:			
Full Name			
National Insurance Number		Telephone No. Mobile No.	
Address			

IMPORTANT

Under section 8 of the Asylum and Immigration act 1996 (amended 1st May 2004) all applicants must provide Employers evidence of their right to work in the UK. This may take the form of one document from Section 1 or two documents from Section 2 (see page 4).

Please indicate below which document/s you have as proof of identification and your right to take up employment within the UK.

Document :

Document No:

Document :

Document No:

Name and Address of Present Employer:					
Present Salary/wage		Employed from/to		Job title	
Current duties:					
For reference purposes, please supply the names and addresses of two people (present employment references will only be requested if a position of employment is secured)					
1:			2:		
Past employment (continue over leaf if necessary)					
	Employers name & address	Job title		Salary/wage	
1.					
2.					
3.					
4.					

Please provide details of any educational learning, training (internal or externally) which you have achieved (continue overleaf if necessary)

Grade

Subject

Please detail below any additional information which may support your application.

Do you have any unspent criminal or driving convictions? If so please state relevant information below.

I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld or provided false information, disciplinary action may be taken against me, which may include dismissal.

Signed:

Date:

Please Print Name:

Section 1 (one document from this section only)

A passport showing that you are a British citizen, or have a right to live in the United Kingdom.

A national passport or national identity card showing that you are a national of a European Economic Area country or Switzerland.

A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.

A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.

A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.

A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work you are applying for if you do not have a work permit.

An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

Section 2 (only applies if you have no evidence of a document from section 1)

First Combination

A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

AND:

A full birth certificate issued in the United Kingdom, which includes the names of your parents; OR

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR

A certificate of registration or naturalisation stating that you are a British citizen; OR

A letter issued by the Home Office which states your personal details and indicates that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR

An Immigration Status Document issued by the Home Office which states your personal details endorsing that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR

A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for; OR

An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for.

OR (only applies if you have no evidence of a document from section 1)

Second combination

A work permit or other approval to take employment that has been issued to you by Work Permits UK.

AND:-

A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment applied for; OR

A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the work permit employment applied for.