|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ARE YOU CURRENTLY AN EMPLOYEE OF THE CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL?**  ***(Please tick the box that applies to you)*** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | |  |  | | | | | | | |
| **YES:** |  | | |  | | |  | **NO:** | | | |  | |  | |
|  | | | | | | |  |  | | | | | | | |
| ***pLEASE COMPLETE SECTION A*** | | | | | | |  | ***pLEASE COMPLETE SECTION B*** | | | | | | | |
|  | | | | | | |  |  | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| ***Please refer to the Specified Documents listed in the attached tables. Identify the reference number next to the type of document/s you will bring read the statement below, and enter the document reference letter and number.*** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| I AM NOT A CURRENT EMPLOYEE OF THE CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL AND I HAVE INDICATED BELOW THE TYPE OF SPECIFIED DOCUMENT/S. I CONFIRM THAT I AM THE PERSON REFERRED TO IN THE DOCUMENT/S AND THAT I AM ENTITLED TO WORK IN THE UK. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **TABLE A:** |  | | |  | | **OR** | | | | **TABLE B:** | |  | |  | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **I CONFIRM THAT THE INFORMATION ON THIS FORM IS CORRECT** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **SIGNED:** | | |  | | | | | | | | **DATED:** | |  | | |
|  | | | | | | | | | | | | | | | |
| **FOR OFFICE USE ONLY** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **COMMISSIONING MANAGER:** | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Document Likeness verified (✔):** | | | | |  | | | | **Photocopies Attached (✔):** | | | | | |  |

|  |  |
| --- | --- |
| **ACCEPTABLE SPECIFIED DOCUMENTS TO COMPLY WITH THE**  **IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006** | |
|  | |
| **CONTRACTORS must provide one document or a combination of documents as indicated in the individual boxes below. Documents cannot be mixed and matched between boxes.** | |
|  | |
| **table A -** Documents show that the holder is not subject to immigration control, or has no restrictions on their stay in the UK. | |
|  | |
| **TABLE B -** Documents demonstrate that the person has been granted leave to enter or remain in the UK for a limited period of time. | |
|  | |
| **Ref. No.** | **table A**  **Acceptable documents to establish a continuous statutory excuse** |
|  | |
| **A1** | A passport showing that the holder, or a person named in the passport as a child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
| **A2** | 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 a EEA country or Switzerland. |
| **A3** | A Registration Certificate or document certifying permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a EEA country or Switzerland. |
| **A4** | A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a EEA country or Switzerland. |
| **A5** | A **current** Biometric Immigration Document issued by the Home Office 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. |
| **A6** | A **current** passport 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. |
| **A7** | A **current** 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, **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer. |
| **A8** | A **full** birth certificate issued in the UK which includes the name(s) of at least one of the holder’s parents, **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer. |
| **A9** | A **full** adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s adoptive parents, **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer. |
| **A10** | A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer. |
| **A11** | An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer. |
| **A12** | A certificate or registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer. |

|  |  |
| --- | --- |
| **Ref. No.** | **table B – group 1**  **Acceptable documents to establish a continuous statutory excuse until the expiry date of leave** |
|  | |
| **B1** | A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| **B2** | A **current** Biometric Immigration Document issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. |
| **B3** | A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence. |
| **B4** | A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may 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 permanent National Insurance Number and their name issued by a Government agency or a previous employer. |

|  |  |
| --- | --- |
| **Ref. No.** | **table B – group 2**  **Acceptable documents to establish a continuous statutory excuse for 6 months** |
|  | |
| **B1** | A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (EEA) Regulations 2006 to a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment **which is less than 6 months** old **when produced in combination with** **A Positive Verification Notice** from the Home Office Employer Checking Service. |
| **B2** | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **when produced in combination with** **A Positive Verification Notice** from the Home Office Employer Checking Service. |
| **B3** | **A Positive Verification Notice** from the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question. |