



*Caring is our passion... Compassion is our belief...*

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## Right to Work Checks

### Introduction

NOA Healthcare endeavours to confirm a prospective member's right to work in the UK by

- requesting right to work documents
- validating the documents in the presence of the holder
- making a record of the date of the check, and securely storing a copy of original documentation

### Policy

NOA Healthcare assess the eligibility of an individual's right to work in the UK by verifying the specified documentation from lists A and B listed below.

We validate documentation from all prospective members to ensure they are eligible to reside and work in the UK, and also to meet the requirements of anti-discrimination legislation.

The validation is conducted in conjunction with our Identity Check Policy

#### List A: Single acceptable documents

- A passport showing 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 the 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 a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named

is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.

- 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.

The documents listed below can be accepted where produced with an official document giving the individual's permanent national insurance (NI) number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency or previous employer.

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
- A full birth or adoption certificate issued in the UK, which includes the name(s) of at least one of the holder's parents or adoptive parents
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation as a British citizen

#### List B: Group 1: documents

- 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
- A current Biometric Immigration Document (Biometric Residence Permit) 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
- A current Residence card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland.

The following documentation may only be accepted where it is presented together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer.

- 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.

List B: Group 2: documents where a time-limited statutory excuse lasts for six months:-

The following documents may only be accepted where a Positive Verification Notice can be obtained from the Home Office Employer Checking Service:

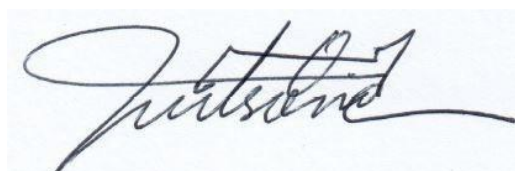
- An application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question.
- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than six months old.

Policy Origin – In House Policy

Last Review Date: OCT 2023

Signature

Wilson Olakkengil

A handwritten signature in dark ink, appearing to read 'Wilson Olakkengil', is written over a light blue rectangular background.

Next Review Date: FEB 2025

Reference:<http://www.nhsemployers.org/your-workforce/recruit/employment-checks/nhs-employment-check-standards>

POL/43/19