DOCUMENTATION REQUIRED AT INTERVIEW

As part of the interview process, it is essential that the items detailed below are brought to your interview.

This includes staff who are currently employed by the Trust.

Should you have any queries with regard to the documentation required, please contact Human Resources Support Services team on (01246) 513177 PRIOR to your interview.

In ALL cases, any documentation provided must be originals, as photocopies will not be accepted. However, it would be helpful if you could provide photocopies in addition to the originals this would assist with the interview process.

As part of the recruitment process, it is essential that candidates note the following:

1. **Asylum and Immigration (Right to Work) Check**

Before anyone starts work with Chesterfield Royal Hospital NHS Foundation Trust we have a legal obligation to confirm that they are eligible to work in the United Kingdom. This check must be carried out on every potential new employee, regardless of their nationality.

When you attend your interview a nominated person will verify that you have produced the required evidence of your eligibility to work in the UK and that all your documents are valid and original. **(Please bring originals and not just photocopies as they are not acceptable forms of evidence).**

Please refer to appendix 2 for guidance on what documentation is eligible as evidence as proof that you can work in the UK.

2. **Verification of Identity Check**

Before anyone starts work with Chesterfield Royal Hospital NHS Foundation Trust we must also confirm that their identity is genuine, relates to a real person and is being used rightfully. This check must be carried out on every potential new employee, regardless of their nationality.

When you attend your interview a nominated person will verify that you have produced the required evidence of your eligibility to work in the UK and that all your documents are valid and original. **(Please bring originals and not just photocopies as they are not acceptable forms of evidence).**

Prospective employees must provide 3 documents in one of the following combinations:-
a) Two forms of photographic personal identification and one document confirming their address

OR

b) One form of photographic personal identification and two documents confirming their address

Please refer to appendix 3 for guidance on what documentation can be eligible as evidence as proof for the above. New style photographic driving licenses can only count as one document for the purposes of proving identity.

3. Disclosure and Barring Service (DBS) Disclosure Check

As the post you have applied for is exempted from the Rehabilitation of Offenders Act 1974, a Disclosure Barring Service (DBS)Disclosure Check will be undertaken if you are successful. It is therefore essential that you bring the following to your interview.

a) One document from Group 1 plus two other documents from either Group 1, Group 2a or Group 2b

OR

b) One document from Group 2a and two documents from either Group 2a or Group 2b

Please refer to appendix 4 of a list of documentation that can be provided for a DBS Disclosure check.

PLEASE NOTE THAT STAFF ID CARDS AND PREVIOUS DBS / CRB DISCLOSURE FORMS ARE NOT ACCEPTABLE FORMS OF ID AND WILL NOT BE ACCEPTED BY THE DISCLOSURE AND BARRING SERVICE.

4. Qualifications Check

Where possession of certain qualification(s) is/are stated as essential or desirable in the person specification for this post you will have been short-listed on the basis of the qualifications you have listed on your application form. It is therefore essential that proof of possession of the qualifications listed is brought with you to interview.

5. Professional Registration Check

Where it is a condition of employment that you are appropriately professionally registered, it is essential that proof of this registration is brought to the interview.

Please refer to appendix 1 for a quick guide to the main documents that can be used for all the checks outlined in sections 1 to 3 above.

Appendices 2, 3 and 4 give a more complete list of all documents that can be used for all the checks outlined in sections 1 to 3 above.
## Quick Reference Matrix of Documents that can be used for Checks

<table>
<thead>
<tr>
<th>Document</th>
<th>Valid for DBS Grp 1</th>
<th>Valid for DBS Grp 2</th>
<th>Valid for ID Photo</th>
<th>Valid for ID Address</th>
<th>Valid for Right to Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Photo-Card UK Driving Licence</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Utility Bill</td>
<td></td>
<td>Yes 2b</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Bank/Building Soc Statement</td>
<td>Yes 2b</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card Statement</td>
<td></td>
<td>Yes 2b</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Store Card Statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgage Statement</td>
<td>Yes 2b</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Authority Tax Bill</td>
<td>Yes 2b</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV Licence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full or Short Birth Certificate *₁</td>
<td>Yes</td>
<td></td>
<td>Yes 2a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Birth Certificate *₁</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes *₂</td>
</tr>
<tr>
<td>Valid Insurance Certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>National Insurance Card / P45 / P60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes *₂</td>
</tr>
<tr>
<td>P45 / P60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes 2b</td>
</tr>
</tbody>
</table>

This is only to be used as a quick guide. More detailed information about specific documents relating to each check is given on the other pages.

*₁ Please check with specific pages regarding birth certificates, as different versions are available

*₂ Acceptable for right to work evidence in conjunction with other relevant documents

*₃ What happens if I do not have a passport?

For DBS and ID checking individuals will be able to provide a number of different documents which will be acceptable (e.g. driving license / birth certificate)

For Right to Work the passport is the main accepted document. In the absence of a passport the most common documents that individuals can provide is a combination of a full birth certificate along with proof of their National Insurance number (P45, P60, NI Card or letter from a Government Agency).
Appendix 2

Asylum and Immigration (Right to Work) Check documentation list

Individuals need to provide one document from List A – Single Documents alone or a combination of documents from List A – Combination Documents.

LIST A – Single Document - Any one of the following documents will confirm eligibility to work in the UK.

- 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
- A passport or national identity card showing that the holder, or a person named in the passport as a child of the holder, is a national of the European Economic Area (EEA) or Switzerland
- A residence permit, registration certificate or document certifying or indicating permanent residence that has been issued by the Home Office or the UKBA to a national of an EEA country or Switzerland
- A permanent residence card issued by the Home Office or the UKBA to the family member of a national of an EEA country or Switzerland
- A current Biometric Immigration document issued by the UKBA to the holder that indicates 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 current 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
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer
- A current Residence Card (including an Accession Residence Card or 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 or who have a derivative right of residence
- 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, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer

LIST A – Combination Documents - Any combination below will confirm eligibility to work in the UK.

An official document issued by a Government agency or previous employer giving the person’s permanent National Insurance Number and their name. This could be a P45, P60, NI Card or letter from a Government Agency. Please note that a payslip is **NOT** acceptable.

When produced in combination with **ONE** of the following:

- A current Immigration Status Document issued by the Home Office or the UKBA 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 holder’s parents
• A full adoption certificate issued in the UK, which includes the name(s) of at least one of the holder’s 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 to the holder by the Home Office or the UKBA indicating that the person named in it is allowed to stay indefinitely in the UK

**LIST B** - If an individual cannot provide documents from List A then please contact the Human Resources department for advice on acceptable documents from List B, which generally relates to individuals who have limited leave to work in the UK
Appendix 3

Verification of Identity Check documentation list

PHOTOGRAPHIC ID

- Current UK (Channel Islands, Isle of Man, or Irish) passport or EU/other nationalities passport
- Passports of non-EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
- UK full or provisional photo-card driving licence; or an EU/other nationalities full photo-card driving licence (providing that the person checking is confident that non-UK photo-card driving licences are bona fide)
- A national (UK or EU) ID card and/or valid documentation relating to immigration status and permission to work

ADDRESS ID

- Recent utility bill (gas, water, electricity or phone) or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers and utility bills in joint names are also permissible *
- Local authority tax bill (i.e. council tax) **
- Current UK full or provisional photo-card driving licence; Old style full and provisional driving licences are not acceptable
- Most recent HM Revenue and Customs tax notification (i.e. tax assessment, statement of account, notice of coding). A P45 or P60 is not acceptable **
- Financial statement (e.g. bank, building society, store card, credit card or credit union statement) containing current address *
- Mortgage statement from a recognised lender **
- Local council rent card or tenancy agreement *
- Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (e.g. child allowance, pension) **
- Insurance certificate **
- UK court claim form **
- TV licence **
- Confirmation from an electoral register search that a person of that name lives at the claimed address *

* documentation should be less than three months old
** issued within past 12 months
**DBS Disclosure Check documentation list**

**GROUP 1 – Primary Trusted Identity Credentials**

- Current valid Passport
- Current Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands - Photocard only
- Birth Certificate (UK & Channel Islands) - issued at the time of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable)
- Adoption Certificate (UK and Channel Islands)

**GROUP 2a – Trusted Government / State Issued Documents**

- Current UK Driving Licence
- Current Non-UK Photo Driving Licence (Valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK & Channel Islands) - issued after the time of birth by the General Register Office / relevant authority i.e. Registrars (Photocopies are not acceptable)
- Marriage / Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

**GROUP 2b – Financial / Social History Documents**

- Mortgage Statement (UK or EEA) ** (Non-EEA statements must not be accepted)
- Bank / Building Society Statement (UK or EEA) * (Non-EEA statements must not be accepted)
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) * (Non-EEA statements must not be accepted)
- Financial Statement - e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK & Channel Islands) **
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Letter of Sponsorship from future employment provider (Non-UK / Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK) - Not mobile phone *
- Benefit Statement - e.g. Child Allowance, Pension *
- A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK & Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security *
- EU National Identity Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education (only used in exceptional circumstances when all other documents have been exhausted))

* documentation should be less than three months old
** issued within past 12 months
# Right to Work Checklist

**Step 1 Obtain**
- You must obtain original documents from either List A or List B of acceptable documents.

### List A
1. ☐ 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.
2. ☐ A passport or national identity card showing 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.
3. ☐ A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. ☐ A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. ☐ 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.
6. ☐ 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.
7. ☐ 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, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. ☐ 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, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. ☐ A birth or adoption certificate issued in the Channel islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. ☐ A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1
1. ☐ 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.
2. ☐ 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.
3. ☐ A current Residence Card (including an Asylum 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 or who has a derivative right of residence.
4. ☐ 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, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2
1. ☐ A Certificate of Application issued by the Home Office under regulation 1(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2003, 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 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. ☐ An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. ☐ A Positive Verification Notice issued by 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.