



# CHECKING CANDIDATE DOCUMENTS AT INTERVIEW

## MANAGER'S GUIDE

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## DOCUMENT CHECKS AT INTERVIEW

Verification of identity and Right to Work is essential for all posts within the Council. Identity and Right to Work is verified by checking a range of appropriate documentation. Proof will be required for the following:

- Name
- Photo Identification
- Date of Birth
- Current Address
- Right to Work in the UK
- Qualifications and professional registration (see job description for details)
- Documents for DBS check, if a requirement of the post

### **NB.**

*All documents must be Checked, Copied and Verified (Print Name, Sign and Date) by you the Hiring Manager.*

*Each document should be copied and scanned individually and saved to your laptop, in preparation for uploading them back the Resourcing Team. Information on how to submit the documents can be found at the end of this guide.*

## IDENTITY CHECK

Identity is verified by checking a range of appropriate documentation. Proof will be required for name, date of birth, current address, National Insurance number and photographic identification.

If candidates are **unable** to provide photographic identification from this list, they will complete the Identity Verification Declaration and provide a passport sized photograph signed by a professional.

### List of Valid Identity Documents

DOCUMENT	Name	Address	Date of Birth	NI Number	Photographic ID
Passport – current or out of date	✓		✓		✓
Driving Licence (Photo card)	✓	✓	✓		✓
Biometric Residence Permit	✓				✓
Birth Certificate	✓		✓		
Driving Licence (Paper version)	✓	✓	✓		
Marriage/Civil Partnership certificate	✓				
Adoption Certificate	✓		✓		
HM Forces ID	✓		✓		✓
Firearms Licence	✓		✓		✓
Mortgage Statement*	✓	✓			
Bank or Building Society Statement**	✓	✓			
Bank or Building Society opening confirmation letter**	✓	✓			
Credit Card statement**	✓	✓			
Financial statement eg pension or endowment*	✓	✓			
Council Tax statement*	✓	✓			
Work permit or visa – valid up to expiry date*	✓				
Letter of sponsorship from future employment provider - non-UK or non EEA only	✓	✓			
Utility Bill** (not mobile telephone bill)	✓	✓			
Benefit statement eg child benefit, pension**	✓	✓		✓	
Central or local government agency or local authority document giving entitlement eg from the Department for Work & Pensions, Employment Service HMRC	✓	✓		✓	
EU National ID Card	✓		✓		✓
Cards carrying the PASS accreditation	✓		✓		✓
Letter from Headteacher or College Principal for 16-19 year olds in full time education – only if other documents cannot be provided	✓	✓			
Payslip	✓	✓		✓	
Inland Revenue Letter	✓			✓	
DWP Letter	✓			✓	
Job Centre Plus Letter	✓			✓	
HMRC Document	✓			✓	
P45 or P60	✓	✓		✓	

\* Issued in last 12 months      \*\* Issued in last 3 months

**Please note:** If you provide a document which has a different name to your application form, you should provide further documents to explain the reason for this. The further document could be a marriage certificate, divorce decree, a deed poll or statutory declaration.

## **RIGHT TO WORK IN THE UK**

### **Prevention of Illegal Working**

The illegal working provisions of the Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. It requires all employers in the UK to make basic document checks on every person they intend to employ. This applies to both internal and external candidates.

The documents that are acceptable for proving someone has the right to work in the UK are split into 2 lists. These lists are called List A and List B. You should attempt to provide documents under List A in the first instance. If this is not possible then you may have relevant documents under List B. If you provide documents under List B and are offered a position you may have to attend an interview with an HR adviser to have these verified.

## LIST A DOCUMENTS – Which show an ongoing right to work

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 DOCUMENTS – Which establish a statutory excuse for a limited period of time

List B	
GROUP 1 – DOCUMENTS WHERE A TIME LIMITED STATUTORY EXCUSE LASTS UNTIL THE EXPIRY DATE OF LEAVE	
1.	A <b>current</b> 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 <b>current</b> 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 <b>current</b> 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 or who has a derivative right of residence.
4.	A <b>current</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
GROUP 2 – DOCUMENTS WHERE A TIME LIMITED STATUTORY EXCUSE LASTS FOR 6 MONTHS	
1.	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 <b>less than 6 months</b> old <b>together with a Positive Verification Notice<sup>2</sup></b> 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, <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.
3.	A <b>Positive Verification Notice</b> 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.

## Documents that are not acceptable for proving right to work

**The following documents are not acceptable for proving a person has the right to work in the UK.**

1.	A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call us on <b>0151 237 6375</b> for information about how they can apply for an Application Registration Card
2.	A National Insurance number on its own in any format
3.	A driving licence issued by the Driver and Vehicle Licensing Agency
4.	A bill issued by a financial institution or a utility company
5.	A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar
6.	A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents
7.	A licence provided by the Security Industry Authority
8.	A document check by the Disclosure and Barring Service
9.	A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.



## DBS DOCUMENT CHECK

If the position you are recruiting to requires a DBS check then you will have to ensure that you obtain the required documents, a total of **three** documents need to be provided. One must show the candidate's current address.

If the candidate is signed up to the Online Update Service and their DBS is for the correct workforce then please ensure you take a copy of the candidate's DBS certificate at interview. This will allow us to check their certificate and undertake a status check.

Depending on the outcome of the status check, the candidate may still require a fresh DBS check, therefore we recommend collecting the required documents to prevent any delay in processing their appointment.

**Route 1** – One document from Group 1 and two further documents from either Group 1, 2a or 2b

**Route 2** – One document from Group 2a and two further documents from Group 2a or 2b

Group 1
Current UK, EU and other nationalities passport
Biometric residence permit (UK)
Current driving licence – photocard (full or provisional) (UK, Isle of Man, Channel Islands and EU) All licences must be valid in line with current DVLA requirements
Birth certificate – issued at time of birth (UK and Channel islands – including those issued by UK authorities eg embassies, High Commissions and HM Forces
Adoption Certificate (UK and Channel Islands)
Group 2a Trusted government documents
Current driving licence photocard - full or provisional (All countries outside the EEA, excluding Isle of Man & Channel Islands)
Current driving licence paper version (if issued before 1998) - full or provisional (UK, Isle of Man, Channel Islands and EEA)
Birth certificate issued after time of birth (UK, Isle of Man and Channel Islands)
Marriage/civil partnership certificate
Immigration document, visa or work permit (Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based)
HM Forces ID Card
Firearms licence (UK, Isle of Man and Channel Islands)
Group 2b Financial and social history documents
Work permit or visa (UK) (Valid up to expiry date)
Letter of sponsorship from future employer (Non-UK / Non-EEA only valid only for applicants residing outside of UK at time of application (must still be valid)
EEA National ID card
Cards carrying the PASS accreditation logo (UK and Channel Islands). Must still be valid.
Issued in the last twelve months
Mortgage statement (UK or EEA)

Financial statement eg pension or endowment (UK)
P45 or P60 statement (UK and Channel Islands)
Council tax statement (UK and Channel Islands)
<b><i>Issued in the last three months</i></b>
Bank or building society statement (UK and Channel Islands or EEA)
Bank or building society account opening confirmation letter (UK)
Bank or building society statement (Countries outside the EEA) (Branch must be in the country where applicant lives & works)
Credit card statement (UK or EEA)
Utility bill – not mobile telephone bill (UK)
Benefit statement eg child benefit, Pension (UK)
Central or local government, government agency or local council document giving entitlement eg from the Department for Work and Pensions, the employment Service, HMRC (UK and Channel Islands)

## SUMMARY CHECKLIST

The checklist below is for your own reference. You do not need to send a copy to the Resourcing Team. A document may provide evidence in more than one category.

**NB.** All documents must be copied and verified (signed by you the Hiring Manager) and then scanned and saved to your laptop, in preparation for uploading them back the Resourcing Team at the appropriate time.

IDENTITY	Proof
Photographic ID	
Date of Birth	
Address	

RIGHT TO WORK	Proof
See page 5 for details	

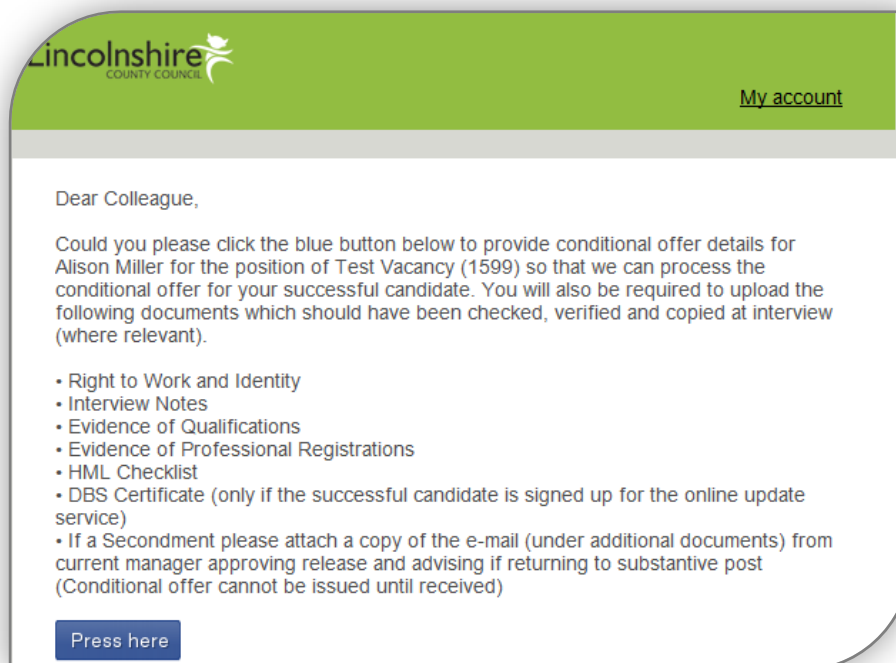
DBS (If required)	Proof
One document from Group 1 and two further documents from Group 1, 2a or 2b	1.
	2.
	3.
<b>OR</b>	
One document from Group 2a and two further documents from Group 2a or 2b	1.
	2.
	3.
DBS Certificate if signed up to the Online Update Service	

Qualification	Proof
See job description	

Professional Registration	Proof
See job description	

## Returning the Candidate Documents to the Resourcing Team

Once it has been identified who your successful candidate/s will be, your Resourcing Advisor will send you an email similar to the one below.



If you have not already done so you must also complete a Medical Health Checklist for the role as you will need to upload this in the following steps. A copy of this form can be found on George <http://george/section.asp?docid=80928&ovt=1>

It is recommended that you save the required documents somewhere on your computer that they can be easily accessed (eg. desktop) before you upload them into the conditional offer details form.

On receipt of this email you must select the blue button in the body of the email which will display the following form:

**Request for Conditional Offer Details**

Name of Successful Candidate: Karen Hodgson  
9218669

Position: Dolpin Trainer (6232)

Please provide the details requested below so that we can process the conditional offer for your successful candidate. As the Hiring Manager, before submitting this form you must have contacted the successful candidate and made a verbal offer including agreeing an expected start date.

When discussing a start date with candidates, please be mindful that pre-employment checks can take in excess of six weeks.

Line Manager \*

Office Location \*

Grade \*

Spinal Column Point \*

Starting Salary £ \*

Proceed to complete all the requested details. Towards the bottom of the form you will be required to upload the candidate's documents that you checked, verified and copied at interview.

### Right to Work and Identity Documents

As part of the interview process you should have checked, copied and verified a candidates right to work and identity documents.

Please upload these below

**Document 1**

**Document 2**

**Document 3**

**Document 4**

### Other Supporting Documents

To enable us to process your successful candidate we require the following documents (where appropriate)

- Interview notes
- Evidence of Qualifications
- Professional Registrations
- Health Management Checklist
- If a Secondment please attach e-mail from current manager approving release and advising if returning to substantive post (Conditional offer cannot be issued until received)

**Interview Notes**

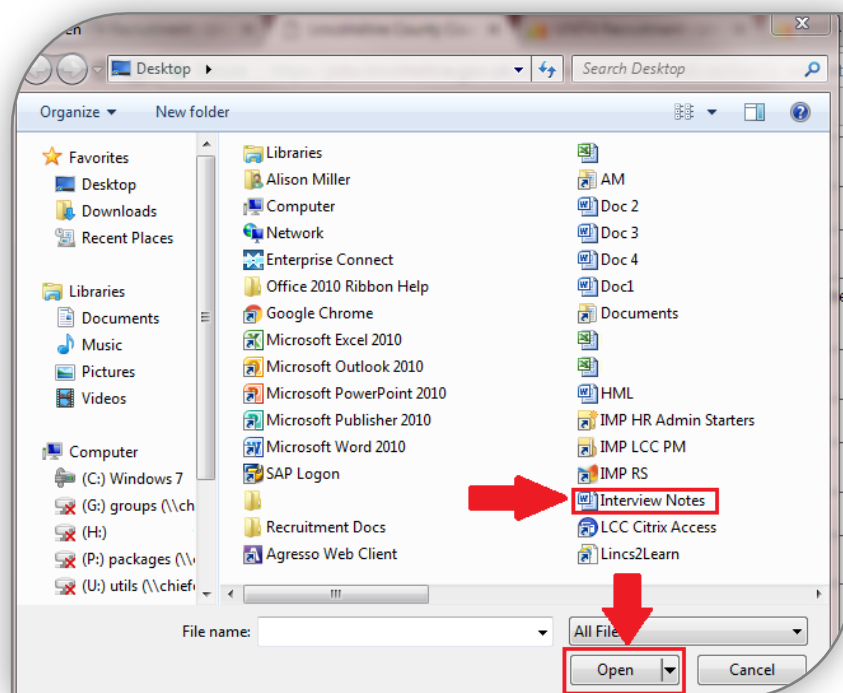
**Qualifications**

**Professional Registrations**

**DBS Certificate**  
(only if the successful candidate is signed up for the online update service)

**Health Management Checklist**

For each document you wish to upload click **browse** which will open a pop up box on your computer as shown below, locate where you saved the documents and click **open**.



Continue to do this for each document and once you have finished you must select **Submit** at the bottom of the form. The Resourcing Advisor will then receive an email notification confirming the details have been submitted.

**N.B. Documents submitted via email will not be accepted. Any documents submitted via email will be returned and you will be asked to submit them by uploading them into the Conditional offer details form.**