STATEMENT OF ELIGIBILITY TO WORK IN THE UK

To comply with the *Immigration, Asylum and Nationality Act 2006* please read this form, and bring it with you on your first day with PwC together with the original(s) of the document(s) listed below as evidence of your eligibility to work in the UK. You will then be asked to sign and date the form in front of your greeter who **must** witness this act. Please also bring a photocopy of the original document(s) which will be retained on your personal file. It is a legal requirement that you must provide evidence of your eligibility. If you do not do so on your first st day, you will not be allowed to commence work, or be paid, until you provide such evidence. There are additional requirements if you a national of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia.

List 1 -(Your documents only require checking once)

Please provide **one** of the documents detailed below in List 1 to provide evidence of your eligibility to work in the UK (Please **circle** to indicate which original document you are presenting).

a) A passport showing that you are a British Citizen or have a right of abode in the United Kingdom; or

b) A document showing that you are a national of a European Economic Area country (see below*) or Switzerland. This must be a national passport or national identity card; or

c) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland; or

d) A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland; or

e) A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

* "EEA" – this means nationals of Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Portugal, Slovakia, Slovenia, Spain, Sweden and the UK.

List 2 -(Your documents only require checking once)

If you are unable to provide any of the documents in list 1 then please provide two documents detailed below in List 2 as evidence of your eligibility to work in the UK. A combination of (a) plus one of (b) – (f) is required

(a) A document or letter from a Government agency confirming your permanent National Insurance Number and name. This could be a full (all 3 sections) P45, P60, National Insurance card, or a letter from a Government agency.

Plus one document from list (b) to (f)

(b) A full birth certificate or adoption certificate issued in the UK, or British Embassy overseas, which includes the holders parents names (Please note that for employment based in GB or NI it must be a FULL birth certificate); or

(c) A birth certificate or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland (Please note that there is no distinction between full or short birth certificates); or

(d) A certificate of registration or naturalisation stating that the holder is a British citizen; or

(e) A letter issued by the Home Office to the holder which indicates that the person named can stay indefinitely in the UK or has no time limit on their stay; or

(f) An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named can stay indefinitely in the UK or has no time limit on their stay

List 3 – (Your documents will need to be checked within 12 months of the date that they were initially checked and then continually re-checked within 12 months of that date threafter)

If you are unable to provide the required document(s) in List 1 or 2 then please provide two documents outlined below:

(a) A passport or other travel document endorsed to show that the holder is allowed to stay in the UK and do the work in question provided it does not require a work permit; or

(b) A Biometric Immigration Document, issued by the Border and Immigration Agency showing that the individual can do the work in question (please note that these will only be introduced incrementally from April 2008) ; or

(c) A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of an EEA country or Switzerland.

Or a combination of (d) plus one of (e) or (f)

(d) – Evidence of verification by the Border and Immigration Agency Employer Checking Service

Plus one of (b) or (c)

(e) A Certificate of Application issued by the Home Office or Border and Immigration Agency to or for a family member of an EEA country or Switzerland which is less than six months old; or

(f) An Application Registration Card (ARC) issued by the Home Office or the Border and Immigration Agency stating that the holder is entitled to take employment.

Or a combination of (g) plus one of (h) or (i) – WORK PERMIT/HSMP/Tier 1 etc

(g) -A **work permit** or other approval document allowing you to take employment which has been issued by Work Permits UK.

Plus one of (h) or (i)

(h) -A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; or

(i) -A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

I confirm that I am eligible to work in the United Kingdom and in support of this I attach the original of one or more of the required documents in List 1/List 2/List 3 (delete as a relating to outlined above.

Reminder – please do not sign and date this section until day one when your greeter is able to witness this. If you do sign it beforehand, your greeter may ask you to complete this form again.

Signature: _____

Name (capital letters):

Date:

Nationals of Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia

You also need to apply for registration with the Home Office under the Accession State Worker Registration Scheme. You must apply for registration **within one month of commencing employment** and provide PwC with a copy of your Worker Registration Scheme application form at the same time as submitting your application to the Home Office. In preparing your application, please contact the ESH on 0808 100 2200 who will provide you with a letter confirming your employment. You must also provide PwC with the employer copy of your registration certificate once you receive this. Please send a copy of the completed application form and the registration certificate to the Employee Service Centre (ESC), PwC, 19 Cornwall Court, Birmingham B3 2DT marked for the attention of the Joiners Team.

If this applies to you please complete this section:

I confirm I am a national of (specify country)

and

I attach a copy of my Home Office Registration Certificate

or

I have/am applying to the Home Office under the Accession State Worker Registration Scheme and will provide PwC with a copy of my application form within one month of commencing employment. I will also provide PwC with the employer copy of my Worker Registration Scheme Certificate when I receive this.

Reminder – please do not sign and date this section until day one when your greeter is able to witness this. If you do sign it beforehand, your greeter may ask you to complete this form again.

Signature: _____

Name (capital letters):

Date: