RIGHT TO WORK IN THE UK

A person is eligible to work in the UK if they are:

* A UK citizen
* A citizen of a country in the EEA (with the exception of Croatia)
* A Swiss National.

1. **Original documents must be seen and validated with the applicant present.**
2. Copies of documents should be kept and date of check recorded. These should be retained throughout the applicant’s employment and for 2 years after they stop working.
3. Currently there are no changes to the rights and status of EEA Nationals in the UK as a result of the UK referendum.
4. The nominated officer (s) from Omega Care Group are required to see one of the original documents from the following list:
5. **Valid documentation**
6. A valid passport showing the holder is a UK citizen
7. A valid passport /National ID card showing the holder is a national of the EEA or Switzerland
8. A Registration Certificate or document certifying permanent residence issued by the Home Office *(dated with verification signature)*
9. A current Biometric Immigration Document (Biometric Residence Permit), issued by the Home Office, indicating person named is allowed to stay indefinitely in the UK *(dated with verification signature)*
10. A current passport endorsed to show the holder is exempt from immigration control and 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.
11. A current Immigration Status document issued by the Home Office with an endorsement indicating the named individual 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 NI number and their name, issued by a government agency or a previous employer.
12. A full birth or adoption certificate issued in the UK which includes the name of at least one of the holder’s parents or adoptive parents, together with an official document giving the person’s permanent NI number and their name issued by a government agency or a previous employer.
13. A birth or adoption certificate issued in the Channel Islands, Isle of Man or Northern Ireland together with an official document giving the person’s permanent NI number and their name issued by a government agency or a previous employer.
14. A Certificate of Registration or Naturalisation as a UK citizen, together with an official document giving the person’s permanent NI number and their name, issued by a government agency or a previous employer.
15. **Clarifications**

All documentation pertaining to right to work will be sought, checked and verified for all potential employees prior to any shift commencement as part of the safer recruitment processes.

Some applicants may have the temporary right to work in the UK. Any individual taken on under the temporary right to work guidelines, will be subject to a follow up check at the expiry of the date of their permission to live/work in the UK.

Any financial or ‘other’ implications regarding extended periods/permits for right to work are **NOT** the responsibility of Omega Care Group and failure to update relevant permissions and/or documentation by the individual employee may result in termination of employment.