

Identification Checklist

This checklist allows Shaw Trust to meet our obligations under Asylum and Immigration (A&I), Baseline Personnel Security Standard (BPSS) and Disclosure and Barring Service.

Please complete this form and bring it to the interview together with the original documents as outlined in the table below.

Name:

CHIBUIKE ANSLEM CHIBUEZE

Date of Birth:

27/03/1996 /

Right to work documents

Please provide one of the documents from the list below (a complete list of suitable documents is available on the Home Office website);

A passport (current or expired) 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
Full Birth/Adoption Certificate (UK & Channel Islands) 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 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 passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
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

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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. Initial check before employment Follow-up check on an employee

Biometric Residence Permit (UK) indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK

Please note from 1 July 2021 EEA and Swiss Nationals can no longer use their passports or national identity cards as evidence of their right to work in the UK (Irish nationals are an exception to this). The Shaw Trust will use the online checking service to verify this. If this applies to you please provide your share code below;

_____ (share code)

DBS check documents

If the role you are applying for requires a DBS check please provide the below documents;

Please provide at least one document from this list		
Group 1		
✓	Document	Notes
	Passport	Any current and valid passport
	Biometric residence permit	UK
	Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
	Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
	Adoption certificate	UK and Channel Islands

Please provide 2 further documents from either Group 1 (above), or Group 2a or 2b (At least one of the documents must show your current address)

Group 2a		
✓	Document	Notes

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	Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
	Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
	Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
	Marriage/civil partnership certificate	UK and Channel Islands
	HM Forces ID card	UK
	Firearms licence	UK, Channel Islands and Isle of Man

Group 2b			
✓	Document	Notes	Issue date and validity
	Mortgage statement	UK or EEA	Issued in last 12 months
	Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
	Bank or building society account opening confirmation letter	UK	Issued in last 3 months
	Credit card statement	UK or EEA	Issued in last 3 months
	Financial statement, for example pension or endowment	UK	Issued in last 12 months
	P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
	Council Tax statement	UK and Channel Islands	Issued in last 12 months
	Work permit or visa	UK	Valid up to expiry date
	Utility bill	UK - not mobile telephone bill	Issued in last 3 months
	Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months

	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
	EU National ID card	-	Must still be valid
	Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
	Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

Please contact the HR team if you have any queries relating to this section.

Your documents must cover the following criteria: (please tick)

- ☐ **One document or relevant information above showing proof of right to work in the UK**
- ☐ **One document showing current address**
- ☐ **One document showing date of birth**
- ☐ **All documents are valid, original and current**
- ☐ **No documents are printed from the internet (as these cannot be accepted)**

Have you changed your name? If your current surname differs from the name on the documents provided please include your original Marriage/Civil Partnership Certificate or Deed Poll Certificate as verification of this name change.

Please note failure to provide relevant documentation may prevent an offer of employment being made.

Declaration - to be completed by the Applicant at the interview

I give consent for Shaw Trust or their 3rd party supplier (acting on behalf of Shaw Trust) to use my personal data for the purpose of obtaining references and a DBS disclosure which is in line with current HMG Baseline Security. I understand that references will be obtained from all employers/self-employment/education establishments/benefit offices. I also consent for the Shaw Trust to carry out any relevant right to work checks using the above information.

Please sign in the presence of the Shaw Trust Interviewer.

Signed:

Date:

Print Name:

Declaration - to be completed by the Interviewer

I confirm that I have seen all the original documents as outlined on this form (copies are attached) and the candidate has signed the above box in my presence.

I am aware that no offer of employment will be made without the correct documentation being provided. Any false declarations may lead to disciplinary action which may result in dismissal, and in some cases criminal prosecution.

Signed:

CHIBUIKE ANSLEM

Date:

23/03/2023

Print Name:

CHIBUIKE ANSLEM