

Congratulations on being invited to attend an interview for a position with East Coast Community Healthcare CIC (ECCH). As you may be aware, all employers within the UK are legally required to undertake a number of pre-employment checks on applicants before they start in post. As part of these checks we are required to check that an individual has the permission to stay and work in the UK, and that the documents they provide verify the individual's identity. As an NHS Employer we follow the NHS Employers Employment Check Standards which can be viewed [here](#) as well as guidance issued by the Home Office on [Employer Right to Work Checks](#).

We appreciate that we are asking you to provide a lot of information at your interview, this is not only so we can meet our obligations as a responsible employer, but also means that, should you be successful, we can progress your offer a lot quicker.

There are 3 main sections to this document;

[Right to Work](#)
[Photographic ID](#)
[Verification of Identity](#)

Please read all 3 sections carefully and ensure you have enough ID to provide at your interview*.

As a general rule candidates should be able to provide a combination of the following;

2 [Photographic pieces of ID](#) plus **one** [addressed document](#) (plus one item from the [Right to Work list](#) if your passport/evidence of residency status is not your piece of Photographic ID)

OR

1 [Photographic ID](#) plus **two** [addressed documents](#) (plus one item from the [Right to Work](#) list if your passport is not your piece of Photographic ID)

For example, if you have a valid UK Passport, a valid UK Photocard driving licence and a bank statement issued in the last 2 months the combination of these 3 documents would be sufficient to meet all of our requirements as an employer.

If you don't think you will have enough ID to meet the requirements or are unsure of what you can provide please contact our HR Admin Team on hadmin@ecchcic.nhs.uk as soon as possible so that they can provide you with some advise.

This is for your quick reference to ensure you have enough ID to satisfy the checks we are required to do and to also advise what we need you to do before and during your interview.

| | |
|--|---|
| | One item (or combination of if requested) listed in the Right to Work Tables |
| | At least one item listed in the Photographic ID table (this may also be the same as your Right to Work document) |
| | At least two items listed in the Verification of Identity table |
| | NHS COVID Pass |
| | Recent NHS Payslip (if you are currently working within the NHS) |
| | If you need to provide digital proof of your Right to Work please arrange for a share code to be emailed to hadmin@ecchcic.nhs.uk before your interview date |
| | Please email scanned/photographed versions of your ID through to hadmin@ecchcic.nhs.uk stating the job reference number (usually beginning 849) within the subject header. Please remember to include the name provided on your application form within the email as well as your application reference. |
| | Ensure you have the originals of the documents to hand at your interview as you will be asked to present these to the interview panel. |
| | You will be asked to bring in the original documents to HR if you are successful and a conditional offer is made so please keep these documents for future reference. |

If you don't think you will have enough ID to meet the requirements or are unsure of what you can provide please contact our HR Admin Team on hadmin@ecchcic.nhs.uk as soon as possible so that they can provide you with some advise.

Right to Work ID – British and Irish Citizens

Provide at least one item from this list

| British and Irish Citizens/Permanent Residency of UK or Ireland | Notes |
|--|--|
| A passport (current or expired) showing 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 passport card (current or expired) showing that the holder is an Irish Citizen. | |
| 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. | |
| 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. | If you have digital proof of your indefinite leave to remain or settled status please provide us with your online share code (available from https://www.gov.uk/prove-right-to-work) Evidence of National Insurance Number can be in the form of a National Insurance Number Confirmation Letter/Card, P45, P60, Correspondence from HMRC with your NI number included. Payslips cannot be accepted. |
| 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 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. | Evidence of National Insurance Number can be in the form of a National Insurance Number Confirmation Letter/Card, P45, P60, Correspondence from HMRC with your NI number included. Payslips cannot be accepted. |
| A birth or adoption certificate issued 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 | Evidence of National Insurance Number can be in the form of a National Insurance Number Confirmation Letter/Card, P45, P60, Correspondence from HMRC with your NI number included. Payslips cannot be accepted. |
| 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. | Evidence of National Insurance Number can be in the form of a National Insurance Number Confirmation Letter/Card, P45, P60, Correspondence from HMRC with your NI number included. Payslips cannot be accepted. |

Right to Work ID – Non British and Irish Citizens

Provide at least one item from this list

| Non British and Irish Citizens/Temporary or No Residency of the UK | Notes |
|---|---|
| A current passport endorsed to show that the holder is allowed to stay in the UK for a time limited period and is currently allowed to do the type of work in question. | |
| 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 limited 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 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. | If you have digital proof of your indefinite leave to remain or settled status please provide us with your online share code (available from https://www.gov.uk/prove-right-to-work) by email to hadmin@ecchcic.nhs.uk |
| A current passport confirming the individual's nationality where the individual currently has no rights to stay or work in the UK. | |
| A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service. | ECCH will be required to obtain a Positive Verification Notice from the Home Office in order to verify your Right to Work Status. If a conditional offer of employment is made to you we will ask you to provide us with permission to obtain this for you. |
| A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service. | ECCH will be required to obtain a Positive Verification Notice from the Home Office in order to verify your Right to Work Status. If a conditional offer of employment is made to you we will ask you to provide us with permission to obtain this for you. |
| A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. | ECCH will be required to obtain a Positive Verification Notice from the Home Office in order to verify your Right to Work Status. If a conditional offer of employment is made to you we will ask you to provide us with permission to obtain this for you. |
| 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. | ECCH will be required to obtain a Positive Verification Notice from the Home Office in order to verify your Right to Work Status. If a conditional offer of employment is made to you we will ask you to provide us with permission to obtain this for you. |
| 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. | ECCH will be required to obtain a Positive Verification Notice from the Home Office in order to verify your Right to Work Status. If a conditional offer of employment is made to you we will ask you to provide us with permission to obtain this for you. |

Photographic ID

Provide at least one item from this list

A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

Current biometric resident permit

A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.

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.

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.

Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office 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. Must be valid. Note: this includes the EUSS digital status confirmation.

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.

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.

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.

A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.

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.

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

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.

Valid Photocard Driving Licence (Any Nationality)

HM Armed Forces Identity Card (UK Issued)

An identity card carrying the PASS accreditation logo (UK, including Channel Islands and Isle of Man), such as UK Citizen ID Card or a Connexions Card (must be valid and in-date). * only applicable for 16-19 year olds who are unable to provide any photographic evidence from the list above.

Recent Passport sized photo signed by an acceptable person of standing who has known you for at least 2 years (please see the acceptable list on [page 8](#)) **TOGETHER** with signed statement from person who has signed your photo indicating the period of time that you have been known to them. **Please only use this option if you cannot provide any other document listed above.**

The document(s) you choose to use for your Right to Work verification may also meet the requirements in the list above.

Verification of Identity

Provide at least two items from this list

| Documents Required | Notes |
|--|---|
| Driving Licence issued in the UK, Isle of Man or Channel Islands Photocard (Full or Provisional) plus print out of Employer Code from https://www.gov.uk/view-driving-licence | If you intend to drive for work please bring your driving licence with you. If you are successful, and the role requires you to drive, we will ask you to provide us with an Employer Code to allow us to check your driving licence status. For more information please visit https://www.gov.uk/view-driving-licence |
| Old Style Paper Driving Licence (Full or Provisional) issued in the UK, Isle of Man or Channel Islands | If you intend to drive for work please bring your driving licence with you. |
| Photocard Driving Licence (issued outside of the UK) | If you intend to drive for work please bring your driving licence with you. Please be aware that if your driving licence has been issued outside of the UK or EU you can only use it to drive in Great Britain for 12 months after you arrive. |
| Document(s) confirming current name and address issued within appropriate timescales. Please refer to List 1 on page 3. | <p>If you have provided 2 official photographic ID documents (e.g. Passport and Driving Licence) you only need to provide 1 additional document confirming your name and address.</p> <p>If you have only provided one official photographic ID document (e.g. Passport) you are required to provide 2 documents with your name and address on. These need to be from two different sources.</p> <p>Applicants you can only provide a passport sized photo and signed statement as their photographic ID will be required to provide 2 addressed documents, from different sources plus an additional 2 forms of non-photographic personal identification such as birth certificate, driving licence, marriage certificate etc.</p> |

Please refer to [page 7](#) for further guidance on what addressed documents can be accepted, and what limitations apply.

Other Documents Required

You may be required to provide some additional documents as detailed below

| Documents Required | Notes |
|--|---|
| Marriage Certificate/Deed Poll/Change of Name Confirmation | Required if your photographic ID is in a different name |
| Relevant Qualifications | Please bring your original qualification certificates that are necessary for the role (as detailed in the Essential criteria on the Person Specification) |
| Payslip if currently employed within NHS | Please bring your most recent payslip (a print out or screenshot if you don't have a paper version is fine) if you are currently employed by another NHS Organisation |

Addressed Documents

Guidance

Below is a list of documents that can be provided to confirm your current name and address. Please make us aware if you are due to move imminently as this may affect any potential offers made if the ID provided has a different address.

Please ensure you pay particular attention to the restrictions over issue dates on documents. Failure to provide appropriate ID could delay any potential offer of employment.

PLEASE NOTE WHERE POSSIBLE THE ORIGINAL DOCUMENT SHOULD BE ONE THAT WAS POSTED TO YOU. ONLINE VERSIONS CANNOT BE ACCEPTED.

Documents issued in the last 2 months

Documents provided in the box below must have been issued to you within the last 2 months

| Documents Required | Notes |
|---|---|
| Utility Bill (gas, water, electricity or land-line telephone) or a certificate from an utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. | <i>More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)</i> |
| Financial statement such as bank, building society, or credit card statement | <i>UK and EEA. Non EEA statements can't be accepted*</i> |
| A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands) | <i>e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security</i> |

Documents issued in the last 11 months

Documents provided in the box below must have been issued to you within the last 11 months

| Documents Required | Notes |
|--|---|
| Local authority tax statement | <i>For example, a council tax statement (UK and Channel Islands)</i> |
| Most recent HM Revenue & Customs tax notification | <i>Tax assessment, statement of account, notice of coding but not a P45 or P60</i> |
| Benefit statement, book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming the rights to benefit | <i>For example, child allowance, pension (UK)</i> |
| Mortgage Statement from a recognised lender | <i>UK and EEA – non EEA statements cannot be accepted*</i> |

*** If you are currently not residing in the UK or Ireland please provide documents that detail your current address, if successful you will be asked to provide addressed documentation once you are residing in the UK**

Person of Standing Signatory List

Guidance

If you do not have any photographic ID we require you provide a signed passport sized photo plus a signed statement from a person of standing who has known you either professionally or personally for at least 2 years. A suitable person of standing must work in (or be retired from) a recognised profession or be a 'person of good standing in their community'. The list below provides you with a list of suggested acceptable professions (also available [here](#)).

| | |
|--|---|
| Accountant | Airline pilot |
| Articled clerk of a limited company | Assurance agent of recognised company |
| Bank or building society official | Barrister |
| Chairman or director of a limited company | Chiropodist |
| Commissioner for oaths | Councillor, for example local or county |
| Civil servant (permanent) | Dentist |
| Director, manager or personnel officer of a vat-registered company | Engineer with professional qualifications |
| Financial services intermediary, for example a stockbroker or insurance broker | Fire service official |
| Funeral director | Insurance agent (full time) of a recognised company |
| Journalist | Justice of the peace |
| Legal secretary (fellow or associate member of the institute of legal secretaries and pas) | Licensee of a public house |
| Local government officer | Manager or personnel officer of a limited company |
| Member, associate or fellow of a professional body | Member of parliament |
| Merchant navy officer | Minister of a recognised religion (including Christian science) |
| Nurse (RGN or RMN) | Officer of the armed services |
| Optician | Paralegal (certified paralegal, qualified paralegal or associate member of the institute of paralegals) |
| Person with honours, for example an OBE or MBE | Pharmacist |
| Photographer (professional) | Police officer |
| Post office official | President or secretary of a recognised organisation |
| Salvation army officer | Social worker |
| Solicitor | Surveyor |
| Teacher or lecturer | Trade union officer |
| Travel agent (qualified) | Valuer or auctioneer (fellow or associate members of the incorporated society) |
| Warrant officers and chief petty officers | |

Your signatory cannot be somebody who you are related to, be in a relationship with you or live at the same address as you. They also cannot be a doctor, unless they state they know you well (for example they're a good friend) and that they recognise you easily from your photo.