

## Guidance Notes for Recruiting Managers and Candidates for Verification of Documentation at Interview

As an NHS employer, we are required to follow the NHS Employment Check Standards and in order to comply with these standards and employment legislation, a number of documents will need to be checked to verify the candidate's identity, employment history and entitlement to work in the United Kingdom. The verification of identity checks will be used for the purposes of the Asylum & Immigration Act, Criminal Records Bureau and the NHS Registration Authority.

### 1. Verification of Identity

The candidate will need to bring “**original**” documents along to the interview to verify their identity and **also provide photocopies of these documents**. The original documents must be checked by the Recruiting Manager and the photocopies must be signed and dated by the person verifying the identity.

A list of valid documents that can be used to verify identity are contained in **Appendix 1** of this document. The original documents required are:

- Two forms of photographic personal identification from **List 1**, and one document confirming their current residing address from **List 2**.

or

- One form of photographic personal identification from **List 1**, and two documents confirming their current residing address from **List 2**.

If an individual genuinely cannot provide any forms of photographic personal identification from List 1, they should be asked to provide all of the following documentary evidence:

- Two documents confirming their current residing address from **List 2**.
- Two forms of non-photographic personal identification from **List 3**.
- A passport-sized photograph of themselves – [\*Please see notes\*](#)

**Please note that out of date or insufficient ID will significantly delay recruitment.**

### 2. Trust ID Badge and Smartcard Registration

The successful candidate's photograph will be taken on the first day of the Trust Induction to produce a Trust ID badge and a Smartcard where required. If the new employee has previously registered for a Smartcard or is in possession of one, please can they advise the Registration Authority Agent at Induction.

### 3. Documents to confirm your right to work in the United Kingdom

If the individual has not provided either a United Kingdom/EU Passport or national identity card as proof of identity, they will need to provide further documents to confirm your right to work in this country. Please see attached lists A and B in Appendix 2.

### 4. Confirmation of current employment and Salary

If the candidate has previously been employed by the NHS, they must bring a copy of their current or most recent payslip and submit this to the Recruiting Manager. A copy will need to be sent to HR Services along with the interview documentation.

## 5. Professional Registration and Qualifications

If the successful candidate requires a qualification or professional registration to carry out their role, they will have been requested to bring their **original certificates** and photocopies of the same along to the interview. These documents need to be verified and photocopies sent back to HR Services along with the interview documentation.

## 6. References

References for the successful candidate will need to be obtained from their current and most recent employer covering three years of employment history. Referees should be working in a management capacity and should not be work colleagues. The Recruiting Manager should ensure that the candidate has provided accurate and up to date details of their current and most recent employers covering the last three years on their application form. It is good practice for the candidate to inform the referees that they will be contacted for a reference and to ask them to respond to the request as soon as possible, in order to avoid delays with the recruitment process.

## 7. Agency Staff

Please note; whilst we don't prevent applications from individuals who have worked within the Trust through an Employment Agency, this can involve the Trust incurring an automatic charge by the Agency under their terms of service. Should this apply to the candidate, we would be grateful if HR Services can be alerted as soon as possible.

## 8. Interview and Relocation Expenses

The Trust does not pay interview expenses, but may pay relocation assistance for hard to fill vacancies.

## List of Valid Identity Documents

### List 1: Acceptable photographic personal identification

Employers must obtain some form of photographic evidence to verify a person's identity. All photographic evidence should be compared with the applicant's likeness by conducting a face-to-face meeting. Dates and personal information should be cross-referenced with other documentary evidence provided from List 2 and 3.

All forms of photographic personal identity must be original and, if dated, must be valid and current.

Acceptable documents of photographic personal identification include:

- Full, signed UK (Channel Islands, Isle of Man or Irish) passport or
- EU/other nationalities passport\*
- UK Biometric Residence Permit (BRP) card
- UK full or provisional photocard driving licence\*\*
- EU/other nationalities photocard driving licence (valid up to 12 months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photocard driving licences are bona fide).
- HM Armed Forces Identity card (UK)
- Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo (UK and Channel Islands). Organisational identity cards are not acceptable as they do not contain watermarks, holograms or other security markings.

\* Employers should refer to further guidance about immigration status documents in the [Right to work check standard](#).

\*\*The paper counterpart of a UK-issued driving licence was abolished by the DVLA in June 2015. Employers are no longer required to ask applicants to present the paper counterpart when an individual presents their photocard driving licence as proof of their identity. This change does not apply to photocard licences issued by the DVLA in Northern Ireland.

Where employers have a legitimate right to obtain information about entitlements and/or penalty points (endorsements) because of the nature of the role being recruited to, they can undertake a check through the DVLA's free online [share driving licence service](#). The licence holder must go online using their driving licence number, name and date of birth, and give permission for this information to be shared with a prospective employer. This will generate a temporary check code, valid for 21 days, which allows the prospective employer to access any information the DVLA may hold about the licence holder.

### What to do if the applicant cannot provide photographic documentation

Where individuals genuinely cannot provide any form of photographic personal identity, employers should, in addition to providing a range of documents from the lists below, request that they provide a passport-sized photograph of themselves.

The photograph must be counter-signed by a person of some standing in the applicant's community who has known them for at least two years, in a professional or personal capacity, and be able to confirm the identity of the individual, as outlined in our identity check standard, available on the [NHS Employers website](#).

All counter-signatories must:

- work in (or be retired from) a recognised profession

They should not:

- be closely related to the applicant by birth or marriage
- be involved with the applicant e.g. in a relationship
- live at the same address as the applicant.

A list of persons of some standing who can counter-sign photographs can be found on the [List of Recommended Persons of Standing](#)

The photograph must include a signed statement from that person of some standing, outlining their name, contact details, how they know the applicant (for example, GP, lawyer, teacher etc.) and the period of time they have known the applicant.

Employers will need to check that the signature provided at the back of the photograph matches the one provided in the statement.

The primary purpose of requesting documentary evidence from applicants to confirm their address is to establish that it relates to a real property, and that the applicant actually does reside at that address. Where the applicant genuinely cannot provide the necessary documentation in their own name, for example, they are living with family or house-sharing, employers may wish to undertake an online check using the [electoral register](#).

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## List 2: Acceptable confirmation of address documents

Recommended acceptable documents for confirmation of address may include:

- Utility bill (gas, water, electricity or landline telephone), or a letter from a utility supplier confirming the arrangement to pay for the services at a fixed address on pre-payment terms. More than one utility bill may be accepted, if these are from two different suppliers. Utility bills in joint names are also acceptable (UK)\*
- Local authority tax statement. For example, a council tax statement (UK and Channel Islands)\*\*
- UK full or provisional photocard driving licence if not already presented as a form of personal photographic identity.
- Full old-style paper driving licences (that were issued before the photocard was introduced in 1998 and where they remain current and in date). Old-style paper provisional driving licences should not be accepted.
- HM Revenue & Customs tax notification (HMRC) tax notification such as an assessment, statement of account, notice of coding\*\*
- A financial statement such as bank, building society, or credit card statement\* (UK and EEA). Statements issued outside of the EEA must not be accepted.
- Credit union statement (UK)\*
- Mortgage statement from a recognised lender\*\* (UK and EA). Statements issued outside of the EEA must not be accepted.
- Local council rent card or tenancy agreement\*
- Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pension etc. (UK)\*\*
- Confirmation from an electoral register that a person of that name lives at the claimed address\*\*

\*All documents must be dated within the last three months, unless there is good reason for it not to be.

\*\* All documents must be dated within the last 12 months.

Not denoted: this means that the document can be more than 12 months old

### List 3: Acceptable non-photographic proof of personal identification documents

Recommended acceptable non-photographic documents may include:

- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars.
- Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces.
- UK full old-style paper driving licence. Old-style provisional driving licences are not acceptable.
- Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account, P45, P60, or notice of coding (UK and Channel Islands)\*\*
- Work permit/residency permit (UK) valid up to the expiry date.
- Adoption certificate (UK and Channel Islands).
- Marriage or civil partnership certificate (UK and Channel Islands).
- Divorce, dissolution or annulment papers (UK and Channel Islands).
- Gender recognition certificate.
- Deed poll certificate.
- Firearms certificate/licence (UK, Channel Islands and Isle of Man).
- Police registration document.
- Certificate of employment in the HM Forces (UK).
- Evidence of entitlement to Department for Work and Pensions benefits, such as child allowance, pension etc. (UK)\* \*
- A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)\*

\*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more

\* All documents must be dated within the last 12 months.

Not denoted means that the document can be more than 12 months old

## Documents Which Show an Ongoing Right to Work in the United Kingdom

The documents that are considered acceptable for demonstrating right to work in the UK are set out in two lists – List A and List B. These are shown in the tables below.

List A contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK.

List B contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK

### List A – Acceptable documents to establish a continuous statutory excuse

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.
11. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

## List B

### Documents Which Show a Right to Work for up To 12 Months

#### List B – Acceptable documents to establish a statutory excuse for a limited period of time

##### Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
4. A Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for 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 less than 6 months old **when produced in combination with** a positive confirmation letter from our Employer Checking Service.
5. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** a positive confirmation letter from our Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's 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 **less than 6 months old together with a Positive Verification Notice** 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, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. 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.