

**Candidate Document Collection Form (RMT05)**

This form is used to record the identity, address and right to work evidence received for candidates attending an interview at Dorset CCG.

Vacancy Ref No: **467-CCG-**  
*(For HR use only)*

**Please complete this form and bring it with you to your interview together with your original identity documents (see below and overleaf). This requirement is applicable to all candidates, including existing members of staff (internal candidates).**

**Candidate Details**

Surname:		Existing CCG Employee?	YES / NO
First Name:		Subject to Work Restrictions?	YES / NO
Position Applied For:		Interview Date:	

**Acceptable Document Combinations**

Please choose one of the combinations below and tick the box beside it to confirm which documents you will be providing at interview. Please note that all documents must be valid (in-date) and show your current name and address (where applicable). Documents will only be accepted in an alternative name where you can provide official evidence of your name change.

Please note that the options below are the only combinations of documents that the CCG is permitted to accept in accordance with Home Office/UK Border Agency legislation and the mandatory NHS Employment Check Standards:		Please Select
<b>A</b>	UK (Channel Islands, Isle of Man or Irish) or EU passport or EU national ID card <u>AND</u> UK full/provisional or EU full photo-card driving licence (including paper counterpart, where applicable) <u>PLUS</u> a further address document from the list overleaf*	
<b>B</b>	UK (Channel Islands, Isle of Man or Irish) or EU passport or EU national ID card <u>AND</u> two further address documents from the list overleaf*	
<b>C</b>	Non-EU national passport (containing UK stamp, a visa or a UK residence permit showing your immigration status) <u>AND</u> two further address documents from the list overleaf*	
<b>D</b>	Full UK birth certificate (detailing the name(s) of at least one of your parents) <u>AND</u> an HMRC tax notification (i.e. tax assessment, notice of coding etc), dated within the last 12 months <u>PLUS</u> two further address documents from the list overleaf* <b>NB: Further documentation may be requested if you provide this combination and are successful at interview</b>	

**Declaration**

The interview panel will verify your documents and pass photocopies onto The Workforce Team. If you are offered the position, this evidence will be used as part of your mandatory pre-employment checks. If you are unsuccessful at the interview stage, your information will be retained for a period of 12 months after which it will be securely destroyed. **Please sign below to confirm that you understand and agree to this and to confirm that if required, Dorset CCG can contact the Home Office/UK Border Agency and Immigration Service in order to establish your immigration status and eligibility to take up employment:**

Signature:		Date:	
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**PLEASE NOTE that if you are successful in obtaining employment with Dorset CCG and the information or documents you have supplied are later found to be false or misleading, this will be deemed as gross misconduct and your contract will be terminated.**

Dorset CCG does not and will not make assumptions about a person’s right to work or immigration status on the basis of their colour, race, nationality, ethnic or national origins, or the length of time they have been in the United Kingdom.

## Acceptable Address Documents

Please note that the options below are the only address documents that the CCG is permitted to accept in accordance with the mandatory NHS Employment Check Standards:

1.	Utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK), <u>dated within the last 3 months.</u>
2.	Local authority/council tax statement (UK and Channel Islands), <u>dated within the last 12 months.</u>
3.	Old-style paper version UK full driving licence (old-style provisional driving licences are not acceptable).
4.	Most recent HM Revenue & Customs (HMRC) tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60), <u>dated within the last 12 months (unless already used in combination D).</u>
5.	Financial statement such as bank, building society, or credit card statement (UK or EEA), <u>dated within the last 3 months.</u>
6.	Credit union statement (UK), <u>dated within the last 3 months.</u>
7.	Mortgage statement from a recognised lender (UK or EEA), <u>dated within the last 12 months.</u>
8.	Local council rent card or tenancy agreement, <u>dated within the last 3 months.</u>
9.	Benefit statement, book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming the rights to benefit – for example, child allowance, pension etc (UK), <u>dated within the last 12 months.</u>
10.	Confirmation from an electoral register search that you live at the claimed address , <u>dated within the last 12 months</u>

**Please note that mobile phone bills and documents downloaded from the internet/email are not acceptable.**

## Acceptable Identity, Address and Right to Work Evidence (RGD06)

The guidance contained within this document is taken from the NHS Employment Check Standards produced by NHS Employers (last updated in July 2013). Further information is available on the [NHS Employers website](#).

Appropriate checks are conducted by The Workforce Team - [workforce@dorsetccg.nhs.uk](mailto:workforce@dorsetccg.nhs.uk) / (01202) 541523

### Proving Identity (ID) and Address

- Only certain original documents (or photocopies certified by a solicitor/notary) in certain combinations are acceptable.
- All documents provided must be from different sources.
- All documents must be valid, current and original.
- Documents can be accepted in joint names.
- Documents downloaded from the internet/email cannot be accepted unless the download is witnessed by the Workforce Team to verify that it came from a genuine and verified source.
- Identity documents can only be accepted in a previous name where the individual is able to provide documentary evidence of the recent name change, for example marriage certificate.

### Acceptable Document Combinations

Individuals can provide either of these two combinations to prove identity and address:

- two forms of photo ID and one address document; or
- one form of photo ID and two address documents.

Individuals that are genuinely unable to provide any acceptable photo ID can provide the following combination of documents to prove their identity:

- two forms of non-photo ID;
- two address documents; and
- a passport-sized photograph of themselves endorsed by a 'person of standing' together with a signed statement from that person, indicating the period of time that the individual has been known to them and in what capacity they are known. *A 'person of standing' may be a professional/qualified person known to the individual (unrelated) who has some standing in their community, for example a doctor, MP, lecturer etc.*

Individuals who have recently left full time education can provide two acceptable student documents and one form of photo ID (instead of the two combinations available above). If photo ID is unavailable, the individual should provide an endorsed passport-sized photograph of themselves as described above.

**Only the documents listed in Appendix 1 are acceptable.**

### Proving Right to Work in the UK

- Employers risk breaking the law if they do not check the entitlement to work in the UK for all prospective and existing employees.
- Assumptions must not and will not be made about an individual's right to work or immigration status on the basis of their colour, race, nationality, ethnic or national origins, or the length of time they have been in the UK.
- To confirm that an individual has the legal right to work in the UK, the Workforce Team must see one of the documents or combinations of documents specified in List A or List B (in Appendix 2). No other documents or combinations of documents are acceptable.
- Individuals should provide original documentation together with full photocopies. Where copies of originals are provided instead of originals, these must be certified by a solicitor/notary.
- All documents must be valid, current and original. However, evidence of indefinite leave to remain is acceptable where it is produced in an expired (out of date) passport.
- Please note that the provision of a National Insurance number in isolation is not sufficient evidence of right to work and can only be accepted when presented in combination with one of the appropriate documents specified in Lists A or B (in Appendix 2).

**Only the documents listed in Appendix 2 are acceptable.**

### Further Information

Every effort has been made to ensure that this guidance document complies with the requirements of the mandatory NHS Employment Check Standards and the UK Border Agency. If you have any concerns or queries regarding the content of this guidance document, please contact:

#### The Workforce Team

NHS Dorset Clinical Commissioning Group  
 Canford House, Discovery Court Business Centre,  
 551-553 Wallisdown Road, Poole BH12 5AG  
 Tel: 01202 541523 / Email: [workforce@dorsetccg.nhs.uk](mailto:workforce@dorsetccg.nhs.uk)

## Appendix 1 – Acceptable Address and ID

### Photographic Documents

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work
- UK full or provisional photo-card driving licence (must include paper counterpart, except Jersey)
- EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK)
- Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)
- HM Armed Forces Identity card
- ID cards carrying the PASS accreditation logo (UK and Channel Islands), for example a UK Citizen ID card

### Address Documents

- Utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible. Mobile phone bills cannot be accepted (UK)\*
- Local authority tax statement – for example, a council tax statement (UK and Channel Islands)\*\*
- UK full or provisional driving licence (must include paper counterpart) – if not already presented as photo ID
- UK full old-style paper version driving licence (old-style provisional driving licences) are not acceptable – if not already presented as non-photo ID
- Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60)\*\*
- Financial statement such as bank, building society, or credit card statement\* (UK and EEA only. Non UK/EEA statements cannot be accepted)
- Credit union statement (UK)\*
- Mortgage statement from a recognised lender\*\* (UK and EEA only – non UK/EEA statements cannot be accepted)
- Local council rent card or tenancy agreement\*
- Benefit statement, book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming the rights to benefit – for example, child allowance, pension (UK)\*\*
- Confirmation from an electoral register search that a person of that name lives at the claimed address \*\*

\* must be dated within the last three months.

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

### Non-Photographic Documents

- 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 version driving licence (old-style provisional driving licences) are not acceptable – if not already presented as address document
- Non-photo work permit/residency permit (UK) – in 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)
- Benefit statement, book or card or original notification letter from the Department of Work and Pensions (DWP) confirming the legal right to benefit for example, child allowance, pension\*\*
- 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)\*
- Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding, P45 or P60 (UK and Channel Islands) \*\*

### Student Documents

- A grant or student loan agreement from a local education authority (UK)
- 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 after the date of birth by UK authorities overseas, such as embassies, high commissions and HM Forces
- National Insurance (NI) number or proof of issue of an NI number
- A letter from their head teacher or college principal can be requested, verifying their name and other relevant information for example, address or date of birth (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)\*
- A qualification certificate.

### List A - Indefinite Leave to Remain

#### **Single Documents**

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies, having the right of abode in the United Kingdom
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the EEA or Switzerland
- A residence permit, registration certificate or document certifying or indicating permanent residence, that has been issued by the Home Office or the UKBA to a national of an EEA country or Switzerland
- A permanent residence card issued by the Home Office or the UKBA to the family member of a national of an EEA country or Switzerland
- A Biometric Immigration Document issued by the Home Office or the UKBA to the holder that indicates the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom
- 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

#### **Combination Documents**

The documents listed below can be accepted when produced with an official document giving the individuals permanent national insurance (NI) number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency or previous employer:

- An Immigration Status Document issued by the Home Office or the UKBA to the holder, with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom
- A full birth certificate issued in the United Kingdom, which includes the name(s) of at least one of the holder's parents
- A full adoption certificate issued in the United Kingdom, which includes the name(s) of at least one of the holder's adoptive parents
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- an adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation as a British citizen
- A letter issued to the holder by the Home Office or the UKBA indicating that the person named in it is allowed to stay indefinitely in the United Kingdom

### List B - Limited Leave to Remain

#### **Single Documents**

- 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
- A Biometric Immigration Document issued by the Home Office or the UKBA 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
- A residence permit, card or document issued by the Home Office or UKBA to a family member of a national of the EEA or Switzerland

#### **Combination (1) Documents**

- Either one of the documents listed below can be accepted when produced with an official document giving the person's permanent national insurance (NI) number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency or previous employer:
  - An Immigration Status Document (ISD) issued by the Home Office or UKBA with an endorsement indicating that the holder can stay in the UK and is allowed to do the work you are offering
  - A letter issued by the Home Office or UKBA to the holder or the employer, or prospective employer of the holder which indicates that the holder can stay in the UK and can take up the work you are offering

#### **Combination (2) Documents**

- Either one of the documents listed below can be accepted when it is accompanied by a work permit, or other approval issued by the Home Office or UKBA:
  - A certificate of application that is less than six months old issued by the Home Office or the UKBA to, or for, a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment
  - An Application Registration Card issued by the Home Office or the UKBA stating that the holder is permitted to take employment

#### **Combination (3) Documents**

- Either one of the documents listed below can be accepted when accompanied with evidence of verification of a right to work by the Home Office's Employer Checking Service:
  - An Immigration Status Document issued to the holder by the Home Office or the UKBA 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
  - An Application Registration Card issued by the Home Office or the UKBA stating that the holder is permitted to take employment