

**IDENTITY CHECK/PROOF OF ELIGIBILITY TO WORK**

IDENTITY CHECK		ELIGIBILITY TO WORK	
Please provide 2 copies of any of the following documentation and tick the relevant box	√	Please provide 2 copies of any of the following documentation and tick the relevant box	√
<ul style="list-style-type: none"> <li>• Copy of valid passport</li> <li>• Copy of full birth certificate issued in UK</li> <li>• Copy of P45/P60</li> <li>• Copy of driving licence</li> <li>• 2 copies of a utility bill showing current name and address (cannot accept mobile phone bill)</li> </ul>		<ul style="list-style-type: none"> <li>• Copy of valid passport</li> <li>• Copy of full birth certificate issued in UK</li> <li>• Copy of P45/P60</li>   <li>• Work permit or other approval to take employment. That has been issued by Work Permits (UK)</li> <li>• Resident permit issued by the Home Office</li> <li>• Letter issued by the Home Office to you, which indicates that the person named, can stay indefinitely in the UK.</li> </ul>	

**If you cannot provide any of the above documentation, then please contact us about alternative documentation. (Please see notes attached for clarification)**



**JONATHAN LEE CONTRACTS LIMITED  
IDENTITY CHECK**

**REC Code of Practice / Employment Agencies Act 1973 and the Conduct of Employment Business Regulations 2003**

Jonathan Lee Contracts Limited (JLCL) is a member of the REC, and an employment business. In order to comply with REC and current legislation that govern our business we are required to confirm your identity **PRIOR** to commencing your assignment.

Please return these within **five working days**, we need these order in to comply with above. If you are unable to produce any of the above your contract start date may be delayed

Please provide us with **TWO** of the following;

- A copy of your valid passport; **OR**
- A copy of your current driving license; **OR**
- A copy of your birth certificate; **OR**
- Two copies of a utility bill showing your current name and address; **OR**
- A copy of your Permanent National Insurance Number Card; **OR**
- A copy of your P45 / P60.



**NON EU-WORKERS**  
**PROOF OF ELIGIBILITY TO WORK IN THE UK**

Section 8 of the Asylum and Immigration Act 1996 sets out the law on the prevention of illegal working. It makes it a criminal offence for Jonathan Lee Contracts Ltd to offer work to someone aged 16 or over, who has no right to work in the UK, or no right to do the work being offered. The Home Office requires that you provide proof of your eligibility to work in the UK before you can commence working with our Client.

Please return these within **five working days**, we need these order in to comply with above. If you are unable to produce any of the above your contract start date may be delayed

Therefore, please provide us with originals of **ONE** of the documents in list 1 below or any **TWO** documents from list 2 – combination 1 or combination 2.

**LIST 1:**

- A passport showing you are a British Citizen, or have a right of abode in the United Kingdom; **OR**
- A document showing that you are a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card; **OR**
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland; **OR**
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom; **OR**
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay; **OR**
- A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work we are offering if you do not have a work permit; **OR**
- An Application Registration Card issued by the Home Office stating you are permitted to take employment; **OR**

If you are unable to provide one of the above documents we will require you to provide a combination of **TWO** original documents from the following list.



## **LIST 2:**

### **First combination (1)**

- A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

### **Along with ONE of the following documents**

- A full birth certificate issued in the United Kingdom, which includes the name of your parents; **OR**
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**
- A certificate of registration or neutralisation stating that you are a British Citizen; **OR**
- A letter issued by the Home Office to you which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR**
- An Immigration Status Document issued by the Home Office to you with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR**
- A letter issued by the Home Office to you which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work we are offering; **OR**
- An Immigration Status Document issued by the Home Office to yourself with an endorsement indicating that you can stay in the United Kingdom, and it allows you to do the type of work we are offering.

### **Second combination (2)**

- A work permit or other approval to take employment that has been issued by Work Permits (UK).

### **Along with ONE of the following documents**

- A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment in question; **OR**
- A letter issued by the Home Office to yourself confirming that you are able to stay in the United Kingdom and can take the work permit employment in question.

Should you have any questions with regards this document and would like to discuss them further the appropriate consultants details can be found on your 'letter of employment'.