



THE SALVATION ARMY -INTERNATIONAL HEADQUARTERS

Asylum and Immigration

The Salvation Army requires evidence of every applicant's right to work in the UK to ensure that your application is suitable for consideration. It is the policy of The Salvation Army therefore to ask all candidates attending an interview to bring with them evidence of their right to work in the UK. Candidates must present either one original document from List One, or two original documents from List Two to the interview panel.

List One: Documents which provide the evidence of eligibility to work in the UK if produced alone:

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has 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.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work being offered if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List Two: Documents which provide the evidence to work in the UK if produced in combination. The applicant must present **two** original documents from the *first combination* or **two** original documents from the *second combination*. It will not be acceptable to present one document from the first combination and one from the second combination.

First combination

- A document giving the applicant's permanent National Insurance Number* and name. This could be a P45, P60, National Insurance card, or a letter from a government agency.

- Along with an original document giving the person's National Insurance Number, you must also present only one of the following documents:
- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- A letter issued by the Home Office to the holder 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 the holder 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 the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered.

Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK.
- Along with a document issued by Work Permits UK, the applicant should also present one of the following documents:
- A passport or other travel document endorsed to show that the applicant is 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 the holder confirming that the applicant is able to stay in the United Kingdom and can take the work permit employment in question.

*Checking for a National Insurance Number on its own will not be enough to satisfy eligibility to work in the UK. Also, only a **permanent** number will be accepted - not one beginning with TN or ending with a letter from E to Z.