



Co-op Eligibility to Work in the UK Checks Policy

Here at the Co-op, we take our responsibilities to prevent illegal working seriously. We don't make any assumptions about who can and who can't work in the UK, so we ask every person we employ to give us evidence that they're allowed to work in the UK and to do the work that we're offering.

If you're applying for a job with us, you'll be asked to provide these documents before you start working with us.

If you're already a colleague and you have temporary permission to work in the UK, then we'll ask you to give us further documents that show your continued right to work before your current permission expires.

There's some serious consequences for Co-op and our managers if we don't get these checks right. We face a £20,000 fine if we employ an illegal worker and haven't checked the documents required by the Home Office. It's also a criminal offence for our managers if they knowingly employ an illegal worker. That could result in up to 5 years in prison and an unlimited fine for them. So, it's important for everyone that we get this right.

Crucial bits

Pre-employment checks

If you're invited to an interview with us, you'll need to either bring your right to work documents with you or, if you only hold digital proof of your immigration status in the UK, provide us with your date of birth and your share code so that we can check this electronically.

There's a list of the documents that we'll accept in the Appendix. This list is issued by the Home Office and are the only documents that we can accept. We know it's possible that you've got the right to work for us but haven't got these documents, but we won't be able to offer you a job unless we've seen documents from this list.

If you do not have a share code so we can check your right to work online, then you must bring the original documents with you. The manager holding the interview will scan the documents using Co-op's Right to Work App, this means all colleagues right to work proof will be safely stored.

International Students from outside the UK or Ireland

If you're a student from outside the UK or Ireland, and have permission to work, you'll also need to give us details of your term time and vacation dates. This should cover the whole length of your course or, if this isn't possible, you'll need to give this to us every year. This is to ensure we comply with any conditions placed on your right to work.

You'll need to give us either:

- A printout from your school, college or university's website or other material published by them that sets out the term time dates for your course
- A copy of a letter or email addressed to you from your school, college or university confirming the term time dates for your course
- A letter addressed to the Co-op from your school, college or university confirming the term time dates for your course.

Follow-up checks

If you've given us a document from List B in the Appendix that shows that you have temporary permission to work in the UK, then your manager will do a follow-up check before your current permission to work expires. We'll contact you before the expiry date on your documents to talk to you about this. There's more information in the Follow-Up Checks Process.

Click [here](#) for more information on the Right to Work App

Making an application, appeal or administrative review to the Home Office

If you intend to submit a Home Office application or an appeal or an administrative review, we'd encourage you to do this in plenty of time before your current permission to work in the UK expires. Your application must be made before the expiry date of your current permission to work.

If you've made an application, appeal or administrative review, but you haven't received a decision from the Home Office, you must show your manager that you've done this before the expiry of your current documents. You'll need to give us one of the following;

- A copy of your application, appeal or administrative review and a proof of date of postage/online receipt
- A dated confirmation letter/online acknowledgement from the Home Office that your application, appeal or administrative review has been submitted
- A Home Office or appeal tribunal reference number and a proof of date of postage/online receipt

When you've given your manager this document, they'll contact the Home Office to confirm. Just so it's clear, your continued employment with Co-op will be dependent upon us receiving a Positive Verification Notice from the Home Office, which confirms your right to work.

- Appendix – Lists of acceptable documents for right to work checks

- Eligibility to work in the UK – process for hiring managers
- Follow up checks process

Appendix – Lists of acceptable documents for right to work checks

List A
A passport (current or expired) 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.
A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland
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.
A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area* country or Switzerland.
A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area* country or Switzerland.
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
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 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 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.
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.

A birth or adoption certification 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.

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.

List B

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

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.

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.

A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and 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 document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.

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.

Group 2 - Documents where a time-limited statutory excuse lasts for 6 months

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 document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of 12 Guernsey) Rules 2008

on or before 30 June together with a Positive Verification Notice from the Home Office Employer Checking Service.

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 **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.

Students from outside the UK or Ireland

A printout from their school, college or university's website or other material published by them setting out the timetable for the course of study

A copy of a letter or email addressed to the person from their school, college or university confirming term time dates for their course

A letter addressed to the Co-op from their school, college or university confirming the term time dates for their course