

Right to work in the UK and proof of identity check

We have a requirement to obtain documents from prospective employees and agency workers to evidence their identity and right to work in the UK. We require you to bring these documents to your interview as the documents will be copied and verified by your interviewer. Failure to bring the original documents to your interview will cause a delay in the recruitment process.

Acceptable documents:

You must provide documents from **List A** and **List B** below.

The combination of documents presented must confirm your **name, current address and date of birth**. If this can't be achieved within two documents a third document can be selected.

List A:

- A valid original passport
- Birth Certificate (either short or long version) along with proof of National Insurance Number (NI Card or Revenue letter containing NI) * UK residents only
- National identity card issued by the state which is part of the EEA (European Economic Area)

Documents need to be verified by a Rolls-Royce staff member in the interview, however if there is no possibility for you to visit a Rolls-Royce office, follow the steps below:

1. To certify documents, ask a professional from the list below to verify the document.

- Bank Official
- Chartered Accountant
- Solicitor or Notary
- The Post Office's verification service

The person you ask should not be:

- related to you
- living at the same address
- in a relationship with you

2. Ask the person to certify the copy with the information below:

- Sentence: 'Certified to be a true copy of the original seen by me' on the document
- Print name
- Signature
- Date of verification
- Their occupation, address and telephone number

For Non-EEA National workers you must provide:

A current and valid passport **along with one of the following:**

- 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, or
 - which indicates that the named person can currently stay in the UK and is allowed to do the work in question
- 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 (UK)
- 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 (UK)

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List B:

- Driving license (any current photo card or paper, full or provisional)
- Bank or building society statement (UK or EEA - issued in last 3 months)
- Utility bill, for example water or electricity; you cannot use mobile phone bills (UK - issued in last 3 months)
- Credit card statement (UK or EEA - issued in last 3 months)
- Council tax statement (UK - issued in last 12 months)
- P45 (UK or EEA - issued in last 12 months)
- P60 end of year certificate (UK or EEA - issued in last 12 months)
- Bank or building society account opening confirmation letter (UK - issued in last 3 months)
- Financial statement, for example pension or endowment (UK - issued in last 12 months)
- Benefit statement, for example child benefit, pension (UK - issued in last 3 months)
- Mortgage statement (UK or EEA - issued in last 12 months)

- Central or local government entitlement document, for example HMRC or Jobcentre (UK – issued in last 3 months)
- Letter from head teacher or college principal (UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) – must still be valid
- Letter of sponsorship from future employment provider (Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application) – must still be valid

The documents must:

- be in your current name (except your birth certificate, which is also acceptable in a different name)
- be in your current address (where an address is included)
- include your date of birth (at least 1 document should include this)
- be original documents (you cannot use photocopies)

Important Notes:

- In line with the Immigration, Asylum and Nationality Act 2006 and to prevent illegal working in the UK, Rolls-Royce plc has a legal obligation to check Right to Work for individuals coming into the organisation BEFORE they start.
- In order to comply with the Disclosure and Barring Service (DBS) guidelines to conduct a Basic Criminality Check for all individuals hired/contracted to Rolls Royce in England and Wales, Rolls-Royce plc has a legal obligation to verify an individual's current address.
- Please be reminded that failure to bring the original documents to your interview will cause a delay in your recruitment process with Rolls-Royce.
- If your recruitment process is successful, Rolls-Royce will use the supplied documents to conduct a Right to Work in the UK check and also a DBS Basic Criminality Check. Should your application process be unsuccessful, your documents will be processed in line with Rolls-Royce plc retention policy.

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