



Right to Work POLICY

Any available Easy Hands job vacancy can only be applied for by completing an application on the company jobs website. And an offer of employment will only be made where a candidate has completed and attended the company formal recruitment process and presented original documents to evidence their right to work in the UK.

Right to Work - List A and List B

You must provide original documents from either list A or list B:

List A:

1. A passport 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
2. 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 a European Economic Area (EEA) country or Switzerland
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of an EEA country or Switzerland
4. A permanent residence card issued by the Home Office to the family member of a national of an EEA country or Switzerland
5. 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 have no time limit on their stay in the UK
6. 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
7. 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***
8. 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***
9. A birth or adoption certificate 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***
10. A certificate of registration or naturalization 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

1. 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
2. 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

3. A current residence card (including an accession residence card or derivative residence card) issued by the Home Office to a non-EEA national who is a family member of a national of an EEA country or Switzerland or who has a derivative right of residence
4. 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 six months

1. A certificate of application issued by the Home Office under regulation 17(3) or 18A92) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than six months old together with a positive verification notice* from the Home Office employer checking service
2. 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
3. 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

*A positive verification notice is official correspondence from the Home Office employer checking service which confirms that a named person has permission to undertake the work in question

***An official document can include for example an HM Revenue and Customs letter, Jobcentre Plus letter, P45, P60 or National Insurance number card but not a payslip

List of European Economic Area (EEA) Countries:

Austria	Norway	Italy
Germany	Croatia	Romania
Malta	Iceland	Denmark
Belgium	Poland	Latvia
Greece	Cyprus	Slovakia
Netherlands	Ireland	Estonia
Bulgaria	Portugal	Liechtenstein
Hungary	Czech Republic	Slovenia
Finland	Lithuania	Spain
France	Luxembourg	Sweden

Easy Hands International Ltd is considered Data Controller of your Personal Information. Where Easy Hands is not Data Controller for a particular processing activity, we will explicitly make this known in the applicable notice.

You can contact our Data Protection Officer if you have any questions or concerns about our handling of your Personal Information, or if you wish to make a complaint.

By Email: dataprotection@easyhands.co.uk

By Post: Data Protection Officer
Compliance Team
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Central House, 1 Ballards Lane
Finchley, London
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Our Data Protection Officer can help you with requests to exercise your Privacy Rights and with enquiries or complaints relating to Easy Hands handling of your Personal Information.

If you need to contact the Information Commissioner's Office, you can find their contact details on their website at www.ico.org.uk

Easy Hands Management