



Can you work for us?

Introduction

Read this guide to find out whether you can work for us.

Vision

To positively and proactively recruit the best employees and sub-contractors while remaining compliant with the laws of England and Wales and any other relevant corporate policies and government regulation

Working for us

To work at Hinds Building Services, you must have the right to live and work in the United Kingdom.

You are eligible to work in the UK, and therefore don't need to obtain a work permit, if any of the following apply:

- You are a British citizen
- You are an European Economic Area (EEA) citizen - see list below
- You are a Swiss national

EEA countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

You will also need to apply for a UK residence card or be able to prove your right to work in the UK as an EU citizen

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If you do not meet of the above thresholds, you will need to obtain a visa and/or a permit to work in the United Kingdom. If you have Indefinite to Leave to Remain Status, you may be eligible to work without a visa but we would be grateful if you send any queries to us prior to applying for the job.

Visas

If you're not a British citizen, EEA citizen or Swiss national, you may need to apply for a visa in order to be able to work in the UK.

You should be able to apply for a visa via a British Overseas Mission in your own country, or the British Embassy. For more information specific to your own country, please visit <https://www.gov.uk/government/world/organisations>.

For a full list of the visas available to you, and to check if you need a UK visa, please visit: <https://www.gov.uk/visas-immigration>.

If you meet the criteria, you may be eligible to apply for Tier 5 (Youth Mobility Scheme) visa but this is an independent application and you would need to complete this on your own. You should only commence an application to Hinds Building Services once you have received confirmation from the Home Office that you have the right to live and work in the United Kingdom.

Work Permit

If you are seeking a work permit, Hinds Building Services (the employer) would need to apply for it on your behalf. You should check with us before applying to any of our jobs to see whether they qualify for sponsorship within the rules on Immigration.

Sub-contractors

We will also make random checks to ensure that all of our sub-contractors/suppliers have a right to live and work in the United Kingdom.

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Checking your right to work in the United Kingdom

We do not want you to feel that we are carrying out invasive checks but by law, we will need to check that:

- the documents are genuine, original and unchanged and belong to the person who has given them to you
- the dates for the applicant's right to work in the UK have not expired
- photos are the same across all documents and look like the applicant
- dates of birth are the same across all documents
- the applicant has permission to do the type of work you're offering (including any limit on the number of hours they can work)
- for students you see evidence of their study and vacation times
- if 2 documents give different names, the applicant has supporting documents showing why they're different, such as a marriage certificate or divorce decree
- your right has not expired close to the time when the document is due to expire

We will then need to copy the documents that you provide:

- make a copy that cannot be changed, for example a photocopy
- make sure the copy is clear enough to read
- for passports, copy any page with the expiry date and applicant's details (for example nationality, date of birth and photograph) including endorsements, for example a work visa
- for biometric residence permits and residence cards (biometric format), copy both sides
- for all other documents you must make a complete copy
- keep copies during the applicant's employment and for 2 years after they stop working for you
- record the date the check was made

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Referrals to the Home Office

We must ask the Home Office to check your immigration employment status if one of the following applies:

- we are reasonably satisfied that you cannot show you your documents because of an outstanding appeal, administrative review or application with the Home Office
- you have an Application Registration Card
- you have a Certificate of Application that is less than 6 months old
- you are a Commonwealth citizen who's been living in the UK since before 1988

Application registration cards and certificates of application must state that the work we are offering is permitted. Many of these documents do not allow individuals to work.

Other checks

We will comply with all immigration rules and regulations and all internal policies and government regulation on modern slavery and human trafficking.

Legal Compliance

Hinds Building Services will ensure compliance with all legislation, regulatory instruments, standards and internal policies, including this policy.

Management Team, Hinds Building Services

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