

Asylum & Immigration Regulations

Preventing Illegal Working – Guidance Notes

Failure to discharge this responsibility is a criminal offence and will render you a fine of up to £10,000.

Procedure (this needs to be followed for **EVERY POTENTIAL** employee)

1. Inform the candidate of the documents they must bring with them to Interview
2. At interview check the documents of all candidates
 - Check that the documents are originals
 - Check any photographs are consistent with the appearance of the potential employee
 - Check the date of birth listed to ensure it is consistent with the appearance of the potential employee
 - Check that the expiry dates have not passed
 - Check any UK Government stamps or endorsements to see if the potential employee is allowed to do that type of work for which they are being interviewed
 - Check that, if two of the documents provided show different names, a further document is provided to explain the difference e.g marriage certificate
3. Complete the interview checklist and take a photocopy (black & white) of the following parts of the documents
 - The front cover and all pages that give the potential employee's personal details. In particular, the pages with the photograph and the page with his/her signature must be copied
 - Any page containing a government stamp or endorsement that allows the potential employee to undertake the type of work for which they are being interviewed
 - Write on all photocopies to say
"I confirm that I have seen and checked the original of this document" signed and dated

If you are in doubt about authenticity then contact the Home Office helpline 0300 123 4699 or www.ukba.homeoffice.gov.uk

Under no circumstances should an offer of work be made until eligibility to work in the UK is verified.

Photocopies of documents for unsuccessful candidates should be retained with Interview notes.

For affordable HR support contact Janet Hollis on 07974888193 or 01743 363202 or e mail janet.hollis@aohaccountants.co.uk