

Eligibility to work in the UK - Required documentation

Limelight Sports is committed to ensuring that all its employees are legally allowed to work for the Company in line with Sections 15 to 25 of the Immigration, Asylum and Nationality Acts 2006 which came into force on 29 February 2008. All employees both permanent and temporary must supply the Company with a copy of their passport. Other documentation which may be acceptable includes: a Biometric Immigration Document, a residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency or other document permissible on List A or on List A and B in line with the Act.

No employment will be offered unless the original document is produced to enable verification.

We require from you:

One of the original documents alone, or two of the original documents in the specified combinations given in List A **OR** B as applicable

List A

1. **PASSPORT** showing that the holder, or a person named in the passport as the child of the holder, is a British citizen, or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom; **or**
2. **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 country or Switzerland; **or**
3. **RESIDENCE PERMIT, REGISTRATION CERTIFICATE** or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland; **or**
4. **PERMANENT RESIDENCE CARD** issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland; **or**
5. **BIOMETRIC IMMIGRATION DOCUMENTATION** issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom; **or**
6. **PASSPORT OR OTHER TRAVEL DOCUMENT** endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom; **or**
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**

9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
10. A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
11. An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
12. A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).

List B

1. **PASSPORT OR TRAVEL DOCUMENT** endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit; **or**
2. **BIOMETRIC IMMIGRATION DOCUMENT** issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question; **or**
3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same; **or**
4. **CERTIFICATE OF APPLICATION** issued by the Home Office or the Border and Immigration Agency to or for 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 when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service; **or**
5. **RESIDENCE CARD** or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland; **or**

6. An Application Registration Card (ARC) issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of 26 verification by the Border and Immigration Agency Employer Checking Service; **or**
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card); **or**
8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).

All applicants from one of the eight new EU member states (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia) must register with the Worker Registration Scheme within one month of starting employment. Failure to obtain a certificate may result in termination of employment. Bulgarian and Romanian Nationals must, except when they are exempt from the requirement, obtain an Accession Worker Card before they commence employment in the United Kingdom.

Limelight Projects Group is an equal opportunities employer and our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, race, colour, nationality, ethnic origin or disability, or is disadvantaged by conditions or requirements which have a disproportionately adverse effect on his/her racial group or sex, which cannot be shown to be justified. Selection criteria and procedures are intended to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All information provided by applicants will be treated as confidential.

The documentation you provide will be processed in accordance with the Data Protection Act 1998. The Company needs to keep information about employees for purposes connected with employment. The information held will be for management and administrative use and will only be disclosed to relevant third parties where there is a legal requirement to do so or at your request.