# **Employment Checks**

Before you start work you are required by law to carry out certain employment checks. The checks are to make sure that you have the right to work in the UK and that you are who you say you are. You will not be able to start work in your new job until the required checks are completed.

You will need to provide one of the following combinations:

* TWO forms of photographic ID and ONE document confirming proof of address.

OR

* ONE form of photographic ID and TWO documents confirming proof of address.

Photographic ID can include:

Passport, UK full or provisional photocard driving license, HM Armed Forces Identity card, ID card carrying the PASS accreditation logo.

Documents to confirm proof of address can include:

Utility bill, council tax statement, bank, building society or credit card statement or a letter from HMRC.  Validity dates for these can vary.  For example, utility bills and bank / credit card statements must be dated within the last 3 months whereas council tax can be the last 12 months.

If you are in or have recently left full-time education and don’t have any of the above documents you will need:

**ONE** form of photographic ID such as an identity card carrying the PASS accreditation logo, or a passport photo signed on the back by someone who has known you personally for at least two years. For example: your teacher, solicitor, bank manager or GP or doctor.

They will also have to provide a signed statement outlining how they know you. The statement must also provide their full name, signature and contact details.

**AND**

**TWO** of the following:

* Qualification certificate
* full birth certificate
* your national insurance card or proof of NI number
* a letter from your head teacher or tutor
* a document from a government authority such as Jobcentre Plus
* student loan or grant agreement from local education authority