

ONTIME-

ELIGIBILITY TO WORK IN THE UK



EUROPEAN ECONOMIC AREA (EEA) AND SWISS NATIONALS

If a contractor is a national of: **Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden** and the **UK**.

To prove eligibility to work in the UK a contractor must provide any point from Section A;

SECTION A

- Original passport or National Identity Card
- Full Birth or Adoption Certificate issued in the UK, Channel Islands, the Isle of Man or Ireland which includes the names of the holder's parents (the abridged version of the Birth Certificate is not acceptable) produced in combination with a National Insurance Document to clearly state the holders Name and National Insurance Number.
- Certificate of Naturalisation as a British Citizen produced in combination with a National Insurance Document to clearly state the holders Name and National Insurance Number.

BULGARIAN & ROMANIAN NATIONALS

If the Contractor is a National of: Bulgaria or Romania;

To prove Eligibility to Work in the UK the Contractor must provide 2 points from Section B;

SECTION B

- Essential Element - Original Passport or National Identity Card
- Registration Certificate to state 'Self-Employed' or 'No Restrictions on Employment in UK'
- Valid Visa with leave to enter or remain in UK that was issued prior to 1 January 2007
A letter or an Immigration Status Document issued by the UK Border Agency indicating the person can stay indefinitely or there is no time limit on their stay or it allows them to carry out the work being offered.

From 1 January 2007, Bulgaria and Romania became members of the European Economic Area (EEA). Bulgarian and Romanian Nationals require authorisation from the UK Border Agency to take employment in the UK.

At this time Ontime will not apply for Work Permits. To work as a Ontime employee the Contractor must have a valid Registration Certificate. If the Contractor wishes to contract on a self-employed basis they will need to apply for a self-employed Registration Certificate. To do this the contractor should complete form BR1 and return to the UK Border Agency.

NONE - EU NATIONALS

If the Contractor is a National of any Country outside of the European Economic Area (EEA);

To prove Eligibility to Work in the UK the Contractor must provide any point from Section C;

- Essential Element – Original Passport, Biometric Residence Permit or Travel Document endorsed to show that the holder has validity to live and work in UK, including those exempt from immigration control, provided that a Work Permit is not required
- A Residence permit issued by UK Border Agency that provides the holder with a Permanent right to residence in the UK or as a family member of an EEA National
- Certificate of application to UK Border Agency for employment as a family member of an EEA National, if less than 6 months old and produced in combination with a positive confirmation letter from UK Border Agency
- Employer Checking Service
- Application Registration Card issued by UK Border Agency to state 'Employment Permitted' when produced in combination with a positive confirmation letter from UK Border Agency Employer Checking Service
- Immigration Status Document or letter issued by UK Border Agency to show validity to live and work in UK produced in combination with a National Insurance Document to clearly state the holders Name and National Insurance Number

The information used in this guide is derived from the UK Border Agency website.