

Workplace Candidate Registration

To register with Workplace, you must **currently live** and have resided in **Newham for 12 months** or more and be allowed to **work in the UK** – with **recourse to public funds**.

You will need to provide **original** documents to complete registration.

1. Proof of ID and Eligibility to work in the UK

- A current passport showing that the person is a British or Republic of Ireland Citizen.
- EU/EEA member with in-date passport OR in-date National ID card.
- A Residence Permit, Registration Certificate or Document indicating permanent residence issued by the Home Office.
- Biometric Residence Permit issued by the UK Border Agency/Home Office.
- Work Permit visa holders.
- Limited leave to remain with recourse to public funds.
- In-date Passport or other Travel document endorsed to show that the holder is exempt from immigration control is allowed to stay and work in UK.
- An application registration card issued by the Home Office to an asylum seeker stating bearer may take employment.

OR

Combination of Documents:

- P45, P60, National Insurance Number Card, Benefit Statement, HM Revenue Letter, Department for Work and Pensions Letter, Job Seekers Allowance letter, Income Support, Child Tax Credit.

Plus one document from the list below:

- Full UK Birth/Adoption Certificate.
- A UK Certificate of Naturalisation.
- Home Office letter which indicates that the person is allowed to stay indefinitely in the UK.
- A Certificate of Application issued by the Home Office.
- An Immigration Status document or a letter issued by the Home Office indicating that the person is allowed to work and stay in the UK.

If your eligibility evidence is one from the above combination of documents, we may ask you to bring at least one form of photographic ID which can be: Full UK/EU driving license.

2. Proof of address - less than 3 months old at point of registration

- Property related proofs of address such as; Bank Statement, Utility Bill (gas, electric, water) or Council Tax letter.

3. Proof of address - Older than 12 months at point of registration

- Property related proofs of address such as; Bank Statement, Utility Bill (gas, electric, water) or Council Tax letter.
- Benefit Statement, HM Revenue letter, Department for Work and Pensions letter, Job Seekers Allowance letter, Income Support, Child Tax Credit.
- Letter from College or University

4. Proof of National Insurance Number

- National Insurance Card (not handwritten).
- Payslip.
- P45 / P60.
- Letter from HM Revenue, Department of Works and Pension.
- Jobcentre Plus letter containing the National Insurance Number.



WORKPLACE

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**Office opening hours:
Monday - Friday
9am - 5pm**