

Workplace Candidate Registration Criteria

To register with Workplace, you must **be a resident of Newham** and are 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 Passport showing that the person is a British or Republic of Ireland Citizen or has the right of abode in the UK
- EU/EEA member with in-date passport or in-date National card.
- An in-date Residence Permit, Registration Certificate document issued by the UK Border Agency/Home Office to EU/EEA national.
- An in-date Biometric Residence Permit issued by the UK Border Agency/Home Office.
- An in-date Passport endorsed with Limited Leave to Remain with recourse to public fund or Right of Residence as a family member of an EEA citizen.
- An in-date Passport or Travel Document endorsed to show that the holder is exempt from immigration control and is allowed to stay and work in the UK (such as the Indefinite Leave to Remain in the UK or the Indefinite Leave to Enter the UK).

OR

Combination of Documents:

This covers all other acceptable documents as proof of ID and eligibility to work. Please provide one document from list1 with one document from list2

List 1:

- 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.

List 2:

- Full UK or Republic of Ireland Birth Certificate/ Adoption Certificate with parents name.
- UK Certificate of Naturalisation.
- Home Office letter which indicates that the person is allowed to stay indefinitely or has no limit on their stay in the UK.
- An in-date Certificate of Application issued by the UK Border Agency/Home Office to EU/EEA family member.
- Work Permit issued by the UK Border Agency/Home Office.
- Immigration Status Document issued by the UK Border Agency/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.

1 Recent bank statement

2 Passport

WP Engagement Team

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Date/ Time App :

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 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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9am - 5pm



workplace

Creating a better future

