



# Right to Work in the UK Guidance

## Appendix 2

Human Resources

Human Resources  
Civic Campus  
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Swindon, SN1 2JH  
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### Declaration

Under the Immigration, Asylum and Nationality Act 2006, Swindon Borough Council is required to obtain and copy documentation proving an employee’s right to work in the UK. The Council can be liable for a fine of up to £10,000 or individuals can face a prison sentence if such documentation is not obtained. By signing this form I give permission for Swindon Borough Council to contact the United Kingdom Border Agency, if needed, to verify my immigration status and eligibility to work in the United Kingdom.

Please provide proof of your right to work in the UK and tick the applicable statement:

I have the right to live and work in the UK indefinitely. I have supplied a document(s) from List A

I have a right to work in the UK for a specified period of time. I have supplied a document(s) from List B

I am from one of the following countries Latvia, Slovakia, Czech Republic, Lithuania, Slovenia, Estonia, Hungary or Poland. I confirm that I will register with the UK Border Agency within one month of starting work, unless I am exempt from the requirement to do so.

If I have a right to work which expires and I fail to provide a new document proving my right to work in the UK, my employment will not be able to continue.

Signed: ..... Date: .....

The recruiting manager from Swindon Borough Council will complete page 2.

**Recruiting Manager**

Please attach the copied documents to this declaration form and return to the Resourcing Team along with the rest of the recruitment paperwork.

Check the validity of the documents according to the Right to Work in the UK Guidance and complete the following:

I have taken a copy of the following document(s) .....  
from List A

AND a copy of the following document showing their .....  
National Insurance Number (if applicable)

OR

I have taken a copy of the following document(s) .....  
from List B

AND a copy of the following document (if applicable) .....

Signed: ..... Date: .....