

Guidance notes



Help with your
Gabem Application

*Explaining
what we
need from
you*

gabem

Freedom to work the way you want

Eligible to work in the UK?



When you apply to Gabem, the law requires us to check **before** you start work that you are eligible to take this work in the UK. We are required to keep copies of the documents showing you may do this work. For some workers, we have to do this check every year after they have started work.

We cannot complete your application until we have received verification that you are eligible to take this work in the UK

Please read these guidance notes to see what we require from you, and then send us the necessary documents by secure post.

All documents must be originals (not copies), and must be current.

We will return any original documents as soon as we receive them. Your postman will need a signature to confirm that you have received them back from us.

What you need to provide

To prove that you have the right to take this work:

- Please provide **ONE** of documents 1-6 from List A,
OR the specified combination of documents in 7-13 from List A
- **If you cannot provide documents from List A:**
Provide **ONE** of documents 1-3 in List B,
OR the specified combination of documents in 4-8 from List B

If your documents are from List B, we will need to check every year that you continue to be eligible to work in the UK.

If you are having difficulties, please contact our **Operations Team on 01798 861100.**

List A

Documents showing you may take any work in the UK

Provide any ONE of these documents:

1. A passport showing that you as the holder, or a person named in the passport as the child of the holder, are a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

2. A passport or national identity card showing that you as the holder, or a person named in the passport as the child of the holder, are a national of the European Economic Area or Switzerland.

3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to you as a national of a European Economic Area country or Switzerland.

4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to you as the family member of a national of a European Economic Area country or Switzerland.

5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that you, as the person named in it, are allowed to stay indefinitely in the United Kingdom, or have no time limit on your stay in the United Kingdom.

6. A passport or other travel document endorsed to show that you, as the holder, are exempt from immigration control, are allowed to stay indefinitely in the United Kingdom, have the right of abode in the United Kingdom, or have no time limit on your stay in the United Kingdom.

OR provide the COMBINATION (described below) of these documents

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that you, as the person named in it, are allowed to stay indefinitely in the United Kingdom or have no time limit on your stay in the United Kingdom, **in combination with** an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

8. A full birth certificate issued in the United Kingdom to you as the holder and including the name(s) of at least one of your parents, **in combination with** an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

9. A full adoption certificate issued in the United Kingdom to you as the holder and including the name(s) of at least one of your adoptive parents **in combination with** an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, in combination with an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, in combination with an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

12. A certificate of registration or naturalisation as a British citizen, **in combination with** an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

13. A letter issued by the Home Office or the Border and Immigration Agency to you which indicates that you, as the person named in it, are allowed to stay indefinitely in the United Kingdom, **in combination with** an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

List B

Documents indicating some restrictions to take work. We will need to make yearly checks to be sure that you may continue to work with us

Provide any ONE of these documents:

1. A passport or travel document

endorsed to show that you, as the holder, are allowed to stay in the United Kingdom and are allowed to do the type of work in question, provided that it does not require the issue of a work permit.

2. A Biometric Immigration Document

issued by the Border and Immigration Agency to you as the holder and indicating that you, as the person named in it, can stay in the United Kingdom and are allowed to do the work in question.

3. A residence card or document

issued by the Home Office or the Border and Immigration Agency to you as a family member of a national of a European Economic Area country or Switzerland.

OR provide the COMBINATION (described below) of these documents

4. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency in combination with either a passport or another travel document endorsed to show that you, as the holder, are allowed to stay in the United Kingdom and are allowed to

do the work in question, OR a letter issued by the Home Office or the Border and Immigration Agency to you or the employer or prospective employer confirming the same.

5. A certificate of application

issued by the Home Office or the Border and Immigration Agency to or for you as a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment. This certificate must be less than 6 months old, and produced **in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.

6. An Application Registration Card

issued by the Home Office or the Border and Immigration Agency stating that you, as the holder, are permitted to take employment, **in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to you, as the holder, with an endorsement indicating that you can stay in the United Kingdom, and are allowed to do the type of work in question,

in combination with an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

8. A letter issued by the Home Office or the Border and Immigration Agency to you or the employer or prospective employer, which shows that you, as the person named in it, can stay in the United Kingdom and are allowed to do the work in question, **in combination with** an official document issued by a Government agency or a previous employer that shows your permanent National Insurance Number and your name.

Got questions? If you are having difficulties completing the Gabem Umbrella Application form, finding the correct documents, or understanding what we require from you, please contact our **Operations Team** on **01798 861100**

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Freedom to work the way you want