



Helping our Communities & People to Thrive

## **GUIDELINES FOR APPLICANTS**

Please read these Guidelines fully before completing the application form.

**Application forms must be completed in full** as the shortlisting of candidates will be based solely on the content of this form. **Attention should be given to addressing the specific requirements of the role and person specification.** We only accept application forms and not CVs. If you need any assistance in completing the application form please let us know.

You are requested to complete your personal details on Form A. This will be detached from the application form when it is received and will not be made available to the shortlisting panel and will not form part of the selection process. This is to assist us in implementation of our equality and diversity policy.

Form B is designed to capture information that will enable us to monitor the effectiveness of our equality and diversity policy. It would be appreciated if you would complete this form which will also be detached from the rest of your application when it is received and will not form part of the selection process.

**Immigration (Restrictions on Employment) Codes of Practice and Amendment Order 2014** Please note that to meet our legal obligations we require evidence to show eligibility of individuals to work in the UK. Therefore, if your application is successful you will be required to provide evidence prior to formally commencing work. Full details of the appropriate documentation can be read overleaf.

**The closing date for receipt of completed applications is:  
Thursday, 25 November, 9am**

Please return your completed application forms either by email to Rachel Hurd at [Info@actionhampshire.org](mailto:Info@actionhampshire.org) or by post to the address at the end of the application form.

Please mark the envelope '**Private and Confidential**'.

**Thank you for your interest in Action Hampshire**

**Proof of your right to work in the UK**

Please note that to meet our legal obligation under Asylum & Immigration legislation, we need to ensure we have seen and checked documents to show that potential employees are eligible to work in the United Kingdom.

Therefore, if your application is successful, you will be asked to provide originals of one /or a combination of the following documents at interview. If appointed copies will be placed on your personal file.

The relevant documents are as follows:

- A passport (current or expired) showing you are a British Citizen or a citizen of the UK and Colonies having the right of abode status in the UK.
- A passport or passport card (current or expired) showing you are a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that you are permitted to stay in the UK indefinitely.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that you have been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to you indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
- A current passport endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that you are allowed to stay indefinitely in the UK, or have no time limit on your stay in the UK, **together with** an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **together with** an official document giving your permanent National Insurance number and your name issued by a government agency or previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving your permanent National Insurance number and name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British Citizen, together with an official document giving your permanent National Insurance number and name issued by a government agency or a previous employer.

If you do not have one of the documents outlined above then go to the full list at:

[An employer's guide to right to work checks \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Please note that if – for any reason – the names given on the two documents that you supply are not identical then you will also need to supply a third original document, to explain the reason for the

difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate, or statutory declaration.

If you are unable to provide any of the documents listed above, you should contact Rosie Duffy, Officer Manger, before your interview on 01962 854971 or email [rosie.duffy@actionhampshire.org](mailto:rosie.duffy@actionhampshire.org)