



## IMPORTANT - Documents to bring to interview

You will need to bring 3 documents along to your interview:

- ☐ **Right to work documentation**
- ☐ **Qualification certificates**
- ☐ **Applicant Self Declaration form**

### **IMPORTANT – PLEASE READ**

**If you fail to bring these documents with you, we will not be able to conduct the interview. If you are having issues locating a document, please contact [recruitment@mbro.ac.uk](mailto:recruitment@mbro.ac.uk).**

### **1      Verifying your right to work**

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The Immigration, Asylum and Nationality Act 2006 requires employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions. Under the Act we are required to check your eligibility to work in the UK before you start work. We therefore ask all candidates to bring proof of their right to work to interview and a copy will be taken.

If you are successful at interview this documentation will be kept on your personnel file. If you are not successful, the documentation will be shredded and securely disposed of. If you forget to bring this documentation you will be asked to bring the original to Middlesbrough College Campus before an offer can be made and contract sent.

### **What proof am I required to present?**

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Official Documentation

**List A - Acceptable documents to establish a continuous statutory excuse**

### *Single documentation*

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

### *Combination documentation*

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their 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 the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### **List B**

#### *1. Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave*

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

2. *Group 2 – Documents where a time-limited statutory excuse lasts for 6 months*

A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice\*.

An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice\*.

\*NB: DMU will request a Positive Verification Notice from the Home Office Employer Checking Service.

## **2 Qualification Certificates**

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You are required to bring all the qualification certificates which are detailed in your application form along to interview.

Please bring these in an envelope or plastic wallet which will be easy for us to administer photocopying during your interview.

## **3 Applicant Self Declaration form**

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As part of our duty to safeguard our students, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Keeping Children Safe In Education (KCSIE) states that schools and colleges should now ask shortlisted candidates to complete **a self-declaration form of their criminal record** or information that would make them unsuitable to work with children.

**Note:** you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#). If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

Please complete this form, email a copy to [recruitment@mbro.ac.uk](mailto:recruitment@mbro.ac.uk) and bring a printed copy of the form along to interview in a sealed envelope.

At the interview, a member of the HR team or panel member will ask you details about any declarations which you have detailed on the form.

### **How we'll use this information**

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process
- We won't use this information to make decisions about job offers.
- If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.