

# Information for Applicants

Please read these notes before completing the application form. These notes are for guidance only and do not constitute part of any subsequent contract of employment.

## Application

Please complete the application form in full and do not disregard any section. You may attach a CV or any other relevant documents to your application form. Please ensure that your application form reaches us on or before the closing date quoted in the advertisement. Completed application forms should be sent to the address on the top of the front page of the form.

## Prevention of Illegal Working

The Asylum and Immigration Act makes it a criminal offence for us to employ a person aged 16 or over who is subject to immigration control. **All candidates who are interviewed are required to produce one or a combination of the document listed below:**

### Ref Document or Combination of Documents

- A1** A passport showing that the holder, or 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 or an ID Card (issued to the holder under the Identity Cards Act 2006).
- A2** A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of European Economic Area (EEA) country or Switzerland or an ID Card (issued to the holder under the Identity Cards Act 2006),
- A3** A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of an EEA country or Switzerland.
- A4** A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of an EEA country or Switzerland.
- A5** A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A6** A passport or other travel document 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.
- A7** An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A8** A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A9** A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A10** A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A11** An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A12** A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A13** A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**Please turn over for additional documents**

## **Prevention of Illegal Working (Continued)**

- B1** A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- B2** A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- B3** A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
- B4** A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than six months old when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.
- B5** A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of an EEA country or Switzerland.
- B6** An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.
- B7** An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- B8** A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

## **References**

All appointments are subject to satisfactory references being obtained. It is our policy to seek references when an offer of appointment is made.

## **Rehabilitation of Offenders Act 1974**

W R Evans (Chemist) Ltd welcomes applications for employment from ex-offenders, subject to the relevance of the offending background to the position applied for. The Rehabilitation of Offenders Act provides that certain convictions shall be regarded as "spent" after specified periods of time have elapsed. These are detailed on the reverse of this page.

## **Acknowledgment**

It is our policy to acknowledge or respond to all applicants within two weeks of receipt.

## **Questions**

If you have any questions, require further help or information, or wish to discuss any matter relating to the position you are applying for, please contact the Human Resources department on 0115 944 0222 — key 3 for the HR/Payroll & Administration Department.