



Asylum and Immigration Act 1996 – Procedure

In January 1997, Section 8 (Prevention of Illegal Working) of the Asylum and Immigration Act came into force, making it a criminal offence for an employer to employ a person whose immigration status does not entitle them to live or work in the UK.

Section 8 of the Act applies to all employees, regardless of whether or not they are employed on a permanent, casual, full or part-time basis.

Compliance with the Act

In order to ensure that the Pre-School is complying with the Act, it will now be necessary to ask all new employees to bring one of the following original documents on their first day at work:

- **A document stating your National Insurance Number** issued by:
 - a previous employer e.g. past payslip
 - Inland Revenue/Contributions Agency/Benefits Agency/Employment Services, or
 - an original P45 or P60
 - a temporary National Insurance number cannot be accepted
- **A Passport** showing you:
 - are a British Citizen/are a Citizen of a European Economic Area country, or
 - have the right to live and work in the UK
- **A Birth Certificate** (including a Certified Copy issued after the Birth):
 - issued in the UK or Republic of Ireland
 - The Administrator will copy the document and place it on the employee's personal file

Our Commitment to Equal Opportunities

As an employer committed to the spirit of equal opportunities practice in all areas of our work, we will ensure that all candidates are treated in the same way throughout the recruitment process.

Any offer of employment is conditional upon the Pre-School having seen and copied one of these documents.



This policy was adopted by the:

Ditton Church Pre-School Management Committee

Date:

September 2018

Signed on behalf of the Management Committee:

Role of signatory:

Chair of Management Committee

Next review date:

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