**NORTH EAST LINCOLNSHIRE COUNCIL**

# ELECTION STAFF EMPLOYED BY THE RETURNING OFFICER

**ELIGIBILITY TO WORK IN THE UK**

Returning Officers must ensure that all new staff employed at an election are entitled to work in the UK in accordance with the provisions of the Immigration, Asylum and Nationality Act 2006.

If you wish to be employed at an election, you must provide proof of your eligibility to work in the UK if you are not on the current election staffing list and you are not currently employed by the Council.

Please note that this is a legal requirement. Full details can be found on the UK Border Agency’s website:

<http://www.ukba.homeoffice.gov.uk/employers/preventingillegalworking/>

Please complete the form below and return it to the Elections Office, North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby DN31 1HU together with appropriate documentary evidence as detailed below. We will accept photocopies of the passport, P45, P60 or birth certificate. If you have difficulty providing documentary evidence, please contact the Elections Office for advice on other documents which may be acceptable.

FULL NAME: …………………………………………………………………………….……….

HOME ADDRESS: ………………………………………………………………………….…...

Documentary evidence attached (please tick):

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| --- | --- |
| Copy of passport showing the holder is a British citizen or has a right of abode in the UKOR |  |
| Copy of a document showing that the holder is a national of a European Economic Area (EEA) country or Switzerland. This must be a national passport or national identity card **OR** |  |
| Copy of a document giving the person’s permanent National Insurance number and name, eg. P45, P60, or National Insurance card, AND a copy of the person’s full birth certificate issued in the UK which includes the names of the holder’s parents **OR** |  |
| Copy of a document giving the person’s permanent National Insurance number and name, eg. P45, P60, or NI card, AND a copy of the person’s certificate of registration or naturalisation stating that the holder is a British citizen |  |

SIGNED: ………………………………..……………………. DATE: …………………..

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FOR OFFICE USE ONLY

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| Date received: |  | Checked: |  | Record updated: |  |