

Employment Policy

Water Wise Services LTD, 25 Bradford Road, Wakefield, WF3 2HE

Tel: 01924 681785 – Email: contact@waterwiseservices.co.uk

Scope of the Policy

The purpose of this policy is to ensure that anyone employed by Water Wise Services LTD has the legal right to work in the UK and has the right tax status.

Checking the applicant's original documents

1. Ask to see the applicant's original documents. You can no longer accept biometric residence cards or permits. Ask the applicant for a share code instead.
2. Check that the documents are valid with the applicant present.
3. Make and keep copies of the documents and record the date you made the check.

What to check

You need to check that:

- the documents are genuine, original and unchanged and belong to the person who has given them to you
- photos are the same across all documents and look like the applicant
- dates of birth are the same across all documents
- if 2 documents give different names, the applicant has supporting documents showing why they're different, such as a marriage certificate or divorce decree
-

If the applicant is not a British or Irish citizen, you'll also need to check that:

- the dates for the applicant's right to work in the UK have not expired
- the applicant has permission to do the type of work you're offering (including any limit on the number of hours they can work)
- for students you see evidence of their study and vacation times

Follow-up checks

If your employee's right to work is time-limited, you'll need to check their documents again when it's due to expire.

Taking a copy of the documents

When you copy the documents:

- make a copy that cannot be changed, for example a photocopy
- make sure the copy is clear enough to read
- for passports, copy any page with the expiry date and applicant's details (for example nationality, date of birth and photograph) including endorsements, for example a work visa
- for all other documents you must make a complete copy
- keep copies during the applicant's employment and for 2 years after they stop working for you
- record the date the check was made

If the job applicant cannot show their documents

You must ask the Home Office to check an employee's or potential employee's immigration status if they cannot show their documents or online immigration status.

This could be, for example, because they:

- have an outstanding appeal, review or application with the Home Office
- arrived in the UK before 1989 and do not have documents to prove their immigration status or right to work

You must also ask the Home Office to check their status if they have:

- a digital or non-digital Certificate of Application that says you need to ask the Home Office to check their right to work
- an Application Registration Card

Application Registration Cards must state that the work the employer is offering is permitted.

The Home Office will send you a 'Positive Verification Notice' to confirm that the applicant has the right to work. You must keep this document.

Signed

A handwritten signature in black ink that reads "Adam Dunne". The signature is written in a cursive style with a large initial 'A'.

Managing Director
Adam Dunne