



RAUNDS TOWN COUNCIL

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ASYLUM, IMIGRATION & NATIONALITY POLICY

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008 replacing the Asylum and Immigration Act 1996.

All employers in the UK are required to make basic employment checks on every person they intend to employ and to undertake document checks once a year for those employees who have limited leave to enter or remain in the UK.

To avoid discrimination, the Council will ensure our checks are carried out in the same way for every candidate at each stage of our recruitment process.

Prior to recruitment, reference shall be made to the latest edition of the Home Office's guide 'FULL GUIDE FOR EMPLOYERS ON PREVENTING ILLEGAL WORKING IN THE UK', available on the ".gov" website. Staff responsible for recruitment should satisfy themselves that they are aware of the correct format of relevant documents.

Before a potential employee is offered a position, the candidate must provide evidence as required in the Home Office guide.

Copying and Checking of Documents

The Council is required to check and copy all documents presented by potential employees and to satisfy it that potential employees are the rightful holders of any documents.

All copy documents to be retained as evidence, in the employees personnel file, for the duration of their work and for a period of five years thereafter.

The checking of documents will include:

- ❖ Checking any photographs, where available, to ensure that they are consistent with the appearance of the potential employee.
- ❖ Checking that dates of birth listed are consistent with the appearance of the potential employee.

- ❖ Checking that the expiry dates have not passed.
- ❖ Checking any United Kingdom Government stamps or endorsements to ascertain that the potential employee is able to do the type of work the Council is offering.

Rewritten April 2013.
Reviewed June 2017.