

COMMENCING WORK

Confirmation of employment

You will have been interviewed and have received a formal offer of employment providing some basic details of your job, pay and hours etc. The company cannot incorporate all employment conditions in this offer and we will issue you with a Principal Statement of Terms and Conditions of Service within the first eight weeks of your employment. This document, together with other details within this handbook covers the main terms and conditions of employment applicable to you on joining us.

Personnel file

We will produce a personnel file for you which will contain details including your application form, letter of engagement, copy of your Principal Statement of Terms and Conditions of Service etc.

During the course of your employment, any copy letters and relevant documents relating to your individual circumstances these will be added to your personnel file.

Under the Data Protection Act 1998, this personal data will be retained by us and/or by our third party representatives in a manual or computerised form, and will be processed by us and/or our representatives in a fair and lawful manner, in accordance with the regulations.

You will have the right to access your Personnel Records by giving reasonable notice of your request.

Probationary period

During this period, we shall review your ongoing performance and suitability for the role, and discuss with you your progress. We would hope to confirm your position as permanent upon completion of this period. However, it may be necessary to extend the probationary period, or should you prove unsuitable to become a permanent employee, we reserve the right to terminate your employment within your stated probationary period, or extended probationary period.

Proof of eligibility to work in the UK.

In accordance with the amendment to the Immigration, Asylum, and Nationality Act 2006, effective from 29 February 2008, you are required to provide proof of the Right to Work in the UK.

The two lists below detail the documents which provide evidence of this right.

List One

Any one of the documents listed below will provide the necessary evidence of the right to work in the UK. The document provided must be the original.

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.

- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

The following countries are part of the EEA:

Austria; Belgium; Denmark; Finland; France; Germany; Greece; Iceland; Ireland; Italy; Liechtenstein; Luxembourg; Netherlands; Norway; Portugal; Spain; Sweden; United Kingdom; Cyprus; Czech Republic; Estonia; Hungary; Latvia; Lithuania; Malta; Poland; Slovakia; Slovenia; Bulgaria and Romania.

There is a registration scheme for nationals of Poland; Latvia; Lithuania; the Czech Republic; Slovakia; Slovenia, Hungary and Estonia.

List Two

Two of the documents in the combinations listed below will provide evidence of the right to work in the UK. The documents provided must be the originals.

First Combination

A document giving a person's permanent National Insurance number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency

AND One of the Following Documents

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents or
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland or
- A certificate of registration or naturalisation stating that the holder is a British citizen or
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or



- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering or
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

Second Combination

A work permit or other approval to take employment that has been issued by Work Permits UK

And One of the Following Documents

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question or
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	