

DATE

EMPLOYEE NAME

ADDRESS

Dear EMPLOYEE NAME

Thank you for your recent application to join us as an apprentice, I am delighted to formally confirm our offer of employment for this role to you.

As discussed your start date will be dd/mm/yyyy at hh:mm. Please come to ADDRESS and ask for INSERT NAME.

Contract of Employment

Your employment is governed by the Apprenticeships, Skills, Children and Learning Act 2009 (ASCLA) and is intended to create a contract of service (under the ASCLA), and not a contract of apprenticeship under common law.

Please find enclosed 2 copies of your Contract of Employment. Please read this thoroughly, raise any queries you may have and then sign both copies, retaining one for your own records and returning one to us by **DATE**; if you fail to return a signed copy by this date you will be deemed to have accepted the terms and conditions set out there in nonetheless.

Eligibility to work in the UK

We have a legal obligation to ensure that all employees are eligible to work in the UK and to hold records to support this. In order to ensure that our records are complete and up to date you need to provide the appropriate documents to us.

British or Irish Nationals

If you are a British or Irish national you must provide proof of your nationality please provide the appropriate documents from the enclosed list. Please note that you must provide the originals of documents, copies are not acceptable; you will not be able to commence work with us if you do not provide the required documents. Please refer to Appendix A for full details.

EU, EEA and Swiss Citizens

EU, EEA and Swiss citizens must provide their share code, issued by the UK Government, so that we can check eligibility online.

Medical Questionnaire

We are concerned to ensure that we always protect your health, safety and welfare at work. Therefore, it is important that we maintain a health record so that we can support any health conditions you may have. Please complete the enclosed Medical Questionnaire and return it to **INSERT NAME** with your signed Contract.

Accessibility

We want to ensure that all members of our team to have the opportunity to participate equally in the workplace. In order to achieve this in respect of employees with a disability, please let us know if you think we may need to make adjustments to the workplace or your working arrangements or to provide auxiliary aids, which would help you to work safely and effectively and remove, prevent or reduce any obstacles to you doing your job that you may face. If you wish to discuss any particular requirements or concerns you have because of a disability or medical condition please contact let me know.

Information you provide about any disability or medical condition will remain confidential unless it is necessary to disclose it to other members of the team or outside agencies to ensure we consider and implement any reasonable adjustments. In these circumstances we will first discuss with you how and to whom the information may be disclosed. All information about your mental or physical health or disability will be dealt with in accordance with the organisation's Data Protection and GDPR Policies on processing special categories of personal data.

Other documents/information

Please also bring with you the following documents/information:

- P45 if available
- National Insurance Number
- Completed Employee New Starter Form

References

We will be taking up the references you provided, including one from your most recent employer; our offer of employment is conditional on satisfactory references being obtained.

I am very much looking forward to welcoming you to the team. I wish you a long, happy and successful career with us.

Yours sincerely

NAME

POSITION

APPENDIX A: IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

It is a requirement that you provide the Company with confirmation of your eligibility to work in the UK by providing the relevant original document or documents detailed in **either** List A or B below.

Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) holders are only able to evidence their right to work using the Home Office online service. This means we cannot accept or check a physical BRC, BRP or FWP as proof of right to work. You complete the right to work check and provide us with your Share code and date of birth for us to undertake with online check.

Consequently, please tick the appropriate box detailing which original document or documents you intend to provide and then return this Appendix to us with your signed Contract of Employment. You are then required to bring the original document with you as detailed in the covering letter. If you are unable to provide the required documentation this may impact on you being eligible to continue to work with us. Copy documentation is not acceptable. The document(s) will then be checked and a copy will be taken and retained on your personnel file.

A document or documents provided from List A establish that you have an ongoing entitlement to work in the UK. If you are not subject to immigration control, or you have no restrictions on your stay in the UK, you should be able to produce a document or the specified combination of documents from List A.

If, however, you have restrictions on your entitlement to work in the UK (i.e. you have limited leave to enter or remain in the UK), you will need to produce a document or the specified combination of documents from List B. In this case, if your application is successful and you start work for us, the Company is obliged to conduct follow-up document checks as follows:

- If you are able to produce a current document or the specified combination of documents listed in Part 1 of List B, we will conduct a follow-up check using this document at the point of expiry of your permission to be in the UK and to do the work in question.
- If you produce one of the documents listed in Part 2 of List B, or you are unable to present an acceptable document because you have an outstanding application with the Home Office or an appeal in respect of your leave, the Company will contact the Home Office Employer Checking Service to obtain a Positive Verification Notice which indicates that you are allowed to stay in the UK and are allowed to do the work in question. This will be valid for six months from the date specified in that Notice. The Company will then need to make a further check upon its expiry.

List A – acceptable documents

- A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.

- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2 – documents where a time-limited statutory excuse lasts for six months

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008,

or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.

- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.