

Interview Information Sheet

Candidate Identification:

External interviewees should provide evidence of the following:

- Eligibility to work in the UK. This would usually be a current passport (and relevant permit or proof of leave to remain, if appropriate). The **original** documents must be produced (over Zoom during virtual interviews and in person at face to face interviews and should also be produced on the first day for verification). For further details about which documents can be accepted, please refer to <https://www.gov.uk/legal-right-work-uk> or refer to *pages 2 and 3*.
- Professional qualification(s) as detailed on the person specification
- Driving licence – if this is an essential requirement of the person specification
- Information on any gaps in your employment history

Internal interviewees will be expected to provide the following:

- WBC Identification card
- Driving Licence – if this is an essential requirement on the person specification

Additional Requirements:

We are committed to improving employment opportunities for people with a disability and, as such, would ask that you inform us if you have any special requirements:-

- to allow you to attend the interview
- to enable you to participate fully in the interview
- **that may result in the need to make adjustments to the testing process**

Should you have any additional requirements, please ensure that you notify the HR Services team when confirming your attendance to your interview.

Travel Expenses:

West Berkshire Council will reimburse the cost of additional travel expenses you may have incurred to attend the interview. These will be reimbursed at public transport rates or at 15p per mile if you drive a car. Please request a travel expenses claim form in advance of the interview should this be required.

For air travel, taxi journeys and overnight accommodation, reimbursement must be pre-approved.

Right to Work Document Checks Guidance Notes for Applicants

Before anyone starts work with West Berkshire Council, we have a legal obligation to confirm that they are eligible to work in the United Kingdom. This check must be carried out on every potential new employee, regardless of their nationality. Failure to confirm someone's asylum and immigration status due to their nationality would be contrary to both legislation and the Council's Pre Employment Checks Procedure.

When you attend your interview, a nominated person will verify that you have produced the required evidence of your eligibility to work in the UK and that all your documents are valid and original (please do not take photocopies as they are not acceptable forms of evidence).

At your interview you must produce original documents from either List A or List B:

List A

Acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder, or a person names in the passport as the child of the holder, is a British Citizen or a citizen of the UK and Colonies having the right to abode in the UK
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen
3. A document issued by the Bailiwick of Guernsey or the Isle of Man, which has been verified by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU 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
4. 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
5. 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
6. 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

List B

1. 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.

2. 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 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.
3. 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.