

# Employee identity checking form

Managers are required to complete section A for **ALL** applicants and section B for applicants requiring a DBS disclosure check.

**Applicant details**

Full name of applicant

Post applied for

Position no.

Date of interview

**Section A – Right to work in the United Kingdom**

All documents submitted by the applicant to demonstrate their eligibility to work in the United Kingdom must be photocopied, signed and dated by the recruiting manager. All documents to be forwarded to the HR&OD Recruitment team for retention on personal files.

**Passport details**

Passport no.  Issue date

Nationality  Date of birth

If the applicant cannot or does not produce a valid passport, please request identification from list A or B (see <https://sharepoint.dorsetcc.gov.uk/howwework/corporate-information/Pages/Right-to-work-in-the-UK.aspx>). Attach signed and dated photocopies to this form and record the documents produced below:

Document seen (1)

Document seen (2)

**Section B – DBS disclosure check**

Please only complete this section if the post the applicant has applied for requires a DBS disclosure check. Please note that if you have already completed passport details, this will also be used to verify checks for DBS disclosure applications. To apply for a criminal records check evidence of identity to meet either route 1 or 2 is required. **Route 1** - One document from group 1, plus two documents from either group 1, 2a or 2b one of which must verify current address. **Route 2** - If the applicant cannot produce any document from group 1, check one document from group 2a, two further documents from group 2a or 2b one of which must verify their current address. Identity checks via route 2 will require external identity validation. In all cases please record the information directly from the original document. Please note that if the person's identity documents are not in the applicant's current name, official evidence of the name change (marriage certificate or deed poll evidence, etc.) should be seen and recorded. If using route 2 please

**Driving licence details**

Driving licence no.  Valid from

Country of issue  Date of birth

Is it a photographic driving licence? Yes  No

Address on the driving licence:

Other comments

**One proof of address**

e.g. recent utility bill (UK), credit card statement (UK or EEA only), bank or mortgage statement (UK or EEA only) **Note mobile telephone bills or documents printed from the internet are not acceptable**

Type of document seen  Document date

Recorded address:  
(including postcode)

**Birth/adoption certificate details**

Place of birth

Date of birth

Country of issue

Date of issue

**Evidence of name change (If identity documents are not in the applicant's current name)**Marriage certificate  Deed Poll  Other 

If other, please specify:

Previous full name

New full name

Date of name change

**Please place a tick against all original documents seen and checked** Current valid passport Biometric residence permit (UK) Current photocard driving licence - (UK/Isle of Man/Channel Islands and EU (full or provisional)) Birth certificate (UK and Channel Islands) – issued within 12 months of date of birth; full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces Adoption certificate (UK and Channel Islands)**Group 2a – Trusted government/state issued documents** Birth certificate (UK, Isle of man and Channel Islands) – issued after time of birth Marriage/civil partnership certificate (UK/Channel Islands) Current paper driving licence (full or provisional) (If issued before 1998) - UK/Isle of Man/Channel Islands and EEA Current photocard driving licence (full or provisional) All countries outside of EEA (excluding Isle of Man and Channel Islands) Firearms Licence (UK, Channel Islands & Isle of Man) HM Forces ID card (UK) Immigration document/work permit/visa issued by a country outside the EEA. Valid only for roles where applicant is living & working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based.**Group 2b – Financial/social history documents** Mortgage statement (UK or EEA) \*\* Benefit statement (UK) e.g. child benefit, pension \* Credit card statement (UK or EEA) \* Financial statement \*\*-e.g. pension endowment (UK) P45/P60 statement \*\* (UK and Channel Islands) Council tax statement \*\* (UK and Channel Islands) Bank/building society account opening confirmation letter (UK) Issued in the last 3 months Utility bill (UK) \* - not mobile telephone Benefit statement \* - e.g. child allowance, pension EEA national ID card – Must still be valid Bank/building society statement (UK, Channel Islands or EEA) If outside EEA, branch must be in the country where the applicant lives & works\* Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) Must still be valid Letter from headteacher or college principal (UK 16 to 19 year olds in full time education) (only in exceptional circumstances when no other documents can be used) Must still be valid. Letter of sponsorship from future employment provider (non UK) Non EEA only – if residing outside of the UK at time of application. Must still be valid. A document from central/local government/government agency/local authority giving entitlement (UK and Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service, HMRC.**Please note - If a document in the list of valid identity documents is denoted with;**

\* - it should be less than three months old \*\* - it should be issued within the past 12 months not denoted – it can be more than 12 months old

**Endorsement by ID verifier**

I certify that I have personally seen the originals of the documents detailed above, and that I am satisfied of their authenticity. I understand where section B is completed that this form will be used as evidence of identity for criminal records checking purposes.

Name (in BLOCK CAPITALS)

Signature  Date

Please tick here if copy documents are

**Note:** No written offer of employment will be made unless this form is fully and accurately completed. Inadequately completed forms will be referred back to the panel chairperson, which may cause delays in the appointment process.

**External Identity Validation Check - Applicant Consent**

I consent to Dorset Council undertaking a search with Experian for the purposes of verifying my identity. To do so Experian may check the details I supply against my particulars on any database (public or otherwise) to which they have access. Experian may also use my details in the future to assist other companies for verification purposes. I understand that a record of the search will be retained.

Signed

Name (please print)  Date