

ABOUT THE UNIVERSITY OF EAST ANGLIA

At UEA our aim is to provide the highest quality environment for research and study. Since our foundation we have established a reputation for academic excellence and rigour within a supportive ethos. It is a reputation that we intend to maintain. Our campus lies in 320 acres of parkland on the outskirts of the medieval city of Norwich – the historical capital of East Anglia. This outstanding location, with its striking modern campus, enthusiastic atmosphere and willingness to explore new ideas make UEA a special place to work.

The University has a strong heritage of distinctive academic thinking. Gaining Royal Charter in 1962 and admitting its first undergraduates in 1963, UEA was established as part of the post-war boom in higher education. The city donated the old Earlham municipal golf course and leading architect Denys Lasdun was tasked with producing a design which would reflect and complement an innovative inter-disciplinary structure. The result was an architecturally striking, close-knit campus community in which academics from all disciplines could work in close proximity.

The legacy of that design is an enduring one. UEA has led the way in the development of disciplines such as environmental science, development studies, American studies and creative writing because its founding ethos and physical environment encouraged the cross-fertilisation of traditional academic subjects. Today's students follow in the footsteps of Nobel prize-winning scientist Professor Sir Paul Nurse, Booker Prize winning authors Ian McEwan and Kazuo Ishiguro, and comedy writer Paul Whitehouse.

The University's Corporate Plan 2008-2012 summarises the UEA's mission in three succinct statements:

Understanding:

- To advance understanding through research, scholarly communication and research-led teaching, underpinned by a commitment to excellence, interdisciplinarity and creativity.

Empowerment:

- To empower our students by providing an exceptional education – and a wider experience that is second to none – equipping them with marketable skills and preparing them for global citizenship.

Action:

- To respond to the grand challenges of the 21st century through the fruits of our research, the talents of our graduates, our engagement with policy-makers, businesses and communities and our undertaking to be sustainable.

UEA has an international reputation for top quality research and teaching in a wide variety of subject areas. A clear majority of the departments at UEA that have been government assessed for teaching have achieved a rating of over 21 points, (including a number with the maximum score of 24 points). The 2008 Research Assessment Exercise (RAE) confirmed UEA's place as a top flight international research-led University, with over 50% of the University's research activity deemed to be world leading or internationally excellent and 87% in total being of international standing. The University currently has a total annual income approaching £200 million.

At the heart of UEA's innovative thinking, exemplified by the motto "Do Different", was the principle of interdisciplinarity and this principle, where related subjects are studied in combination with each other, has shaped the establishment of the 23 Schools of Study covering subjects spanning the Arts and Humanities, Social Sciences, Science, and Health disciplines. Teaching and research takes place within the Schools, which are well provided with up-to-date equipment and laboratory facilities. An excellent range of library, computing and audio-visual services also supports all academic activity within the University.

In the current academic year there are over 14,000 students in the University, including some 3,200 postgraduate students. UEA has over 1,900 non-UK students from approximately 100 countries worldwide. As well as its wide range of undergraduate and postgraduate programmes, UEA offers many evening and day courses in locations throughout Norfolk and Suffolk. Academic and related staff (including research staff) number approximately 1,800 and there are around 1,200 other staff employed by the University.

The research activities of the University are complemented by our involvement in the Norwich Research Park, which constitutes one of Europe's largest centres for the study of plant, microbial and food sciences, health, agriculture and the environment. It has been formed to promote and enhance collaborative links between UEA, the John Innes Centre (including the Sainsbury Laboratory) and the Institute of Food Research Norwich Laboratory. Immediately adjacent to the other member institutes of the Norwich Research Park is the Norfolk and Norwich University Hospital, and its leading-edge facilities are extensively used by UEA's medical school.

Community University Engagement East (CUE East) is the Eastern region Beacon for Public Engagement – one of six nationwide - and is led by the University of East Anglia (UEA). It is a four year funded project to highlight awareness, understanding and promotion of public engagement. CUE East are working to build recognition of public engagement as a valued and rewarded part of academic practice across all UEA disciplines. The team provides support, encouragement and training for staff and students, an infrastructure dedicated to building capacity at all levels, funds, facilities and community contacts for developing new activities and incentives for individual engagement practitioners. CUE East's core vision is built on the clear understanding that successful public engagement requires as much attention to inward-looking activities at the University as the outward-looking engagement activities themselves. Visit the CUE East website at www.cueeast.org

UEA is a compact campus University. Virtually no part of our campus is more than a few minutes' walk from anywhere else, so everything you need is close at hand – the library, nursery, newsagent, post office, health centre, supermarket, banks,

restaurants as well as a travel agent and book shops. You can visit the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century. **Visit our web site at www.uea.ac.uk**

Sport and Recreation plays a major part in the life of the University of East Anglia. The UEA Sports Park includes a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and a sports injury clinic and serves both University members and the local community.

UEA Nursery is a full day care Nursery offering the highest quality standards for babies from 6 weeks and children until starting school. They can give children the best start in life in both care and education. Registered with Ofsted, the staff really enjoy all aspects of working with children. The child is at the heart of all that they do. They have an excellent Chef who prepares all meals and snacks on the Nursery premises and offer an exclusively vegetarian menu.

Every child's development is important to the Nursery. Through play, the children experiment and try new things, make decisions, work things out, share with others and have fun while learning. Their care and education is based on the framework of The Early Years Foundation Stage.

The Nursery has a flexible approach to children's development and learning, knowing that young children grow and learn in different ways and at varying rates. Young children gather information from a wide range of sources and interpret this most effectively when they are actively engaged in play in which they are allowed to experiment confidently. For further information see <https://www.uea.ac.uk/nursery>

NORWICH AND THE REGION WELCOME TO NORWICH – A FINE CITY

In 1962 Sir Nikolaus Pevsner wrote, "Norwich has everything". Not only has Norwich got it, but it has had it for a very long time. As George Borrow noted in *Lavengro* in 1851 it was "The genuine Old English town... its mighty mound which if tradition speaks true was raised by human hands to serve as the grand heap of an old heathen king... There is a grey old castle upon that mighty mound, and yonder rising three hundred feet above the soil, from among those noble forest trees behold that old Norman master work, that cloud circled cathedral spire..."

Norwich dates back to Saxon times though there was a major Roman settlement at nearby Caister St Edmund. By 1066 Norwich was one of the largest towns in England and in 1096 work started on the cathedral. The castle, which still dominates the city centre, was built not long after. The city grew in prosperity and population to become the second city of England by the early sixteenth century. It remained in a position of pre-eminence amongst English provincial towns until the industrial revolution.

Big enough to offer all the facilities of a major commercial and cultural centre, Norwich still manages to be a friendly, easy going and safe place to live. The city's medieval centre of cobbled lanes and flint-built churches remains largely in tact; there is little urban sprawl and modern construction has been designed to fit in with the ancient buildings. The most prominent high rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. Close to the central marketplace, the spectacular Forum building opened in 2001, the largest Millennium project in the East of England, housing among other things the Norfolk & Norwich Library and the Origins Visitor Centre.

In the alleyways that radiate from the marketplace you can buy clothes, music, books, crafts and food. Mainstream and chainstore shopping is centred on the huge, airy shopping malls alongside the castle and Chapelfield. There are plenty of reasonably priced restaurants, bars and cafes in the city centre offering a variety of cultural and traditional cuisine. And Norwich has a pub for every occasion – from lively and loud pre-club pubs and cosy real ale inns to modern stylish bars.

The city centre has a wide variety of arts and entertainment venues, including three theatres and many cinema screens. UEA's own Drama Studio is a major venue for new writing and a number of smaller venues around the city host comedy, cabaret and fringe theatre. There is a lively and ever-evolving club scene in Norwich, with enough variety to cover all tastes. Classical music is well represented with internationally renowned orchestras and musicians visiting the city's main concert halls, especially during the annual Norfolk and Norwich Festival. The King of Hearts – a restored medieval wool merchant's house – also has a programme of chamber music and contemporary art exhibitions.

Apart from the Sainsbury Centre for Visual Arts at UEA, the city centre has two main art galleries: the Norwich Gallery at the Norwich School of Art and Design, which showcases contemporary art, and the Castle Museum which has touring exhibitions as well as a gallery devoted to works by artists of the Norwich School including Crome and Cotman.

In addition to the Sportspark on the UEA campus, there are other leisure centres and activities in the city which include a 30 lane bowling alley, skate park and indoor go kart circuit. Norwich City Football Club provides entertainment at its family-friendly and comfortable Carrow Road stadium.

Norwich offers miles of riverside walks and cycleways, a unique collection of 1930s parks, 150 acres of Mousehold Heath and the remarkable Castle Green which is located on the roof of the Castle Mall shopping centre. Major developments include the 42-acre Riverside leisure, retail and residential development, the £275m Chapelfield shopping development and the £229m Norfolk and Norwich University Hospital. The city is consistently rated as one of the top ten shopping venues in the UK and is a founder member of the Cultural Cities Network.

One of the best things about Norwich is its location. The coastline of Norfolk and Suffolk is renowned for its unspoilt natural beauty, miles of sandy beaches and sporting opportunities. All forms of watersports are catered for from sea fishing to windsurfing.

Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries. The coastline is also popular, from the diverse landscapes of the North Norfolk coast to Great Yarmouth with its fine beaches and a wealth of diverse entertainment. To the south is the picturesque town of Southwold, with its Victorian seafront, and Aldeburgh, renowned for its annual summer music festival held at the Maltings of Snape.

Visit the following web sites :

www.norwich.gov.uk The Norwich City Council Home Page provides general information on the services provided by Norwich City Council including leisure, tourism, housing, transport, services and local initiatives.

[http://www.norfolk.gov.uk/](http://www.norfolk.gov.uk) The Norfolk County Council Home Page provides general information relating to the provision of education in Norfolk schools and colleges.

www.edp24.co.uk Website of Norfolk's daily paper: providing news and information on what's on in the area, plus reviews and previews and information on property, education etc.

<http://www.visiteastofengland.com> For East Anglia tourist information.

EQUAL OPPORTUNITIES POLICY

The University of East Anglia is an equal opportunities employer and is committed to the promotion of Equal Opportunities for all its staff. To this end it will aim to ensure that:

- No job applicant or employee receives less favourable treatment on the grounds of sex, marital status, gender reassignment, race, colour, nationality, ethnic origin, disability, religion or belief, political belief, sexual orientation, pregnancy or childbirth, membership of a trade union, part-time working or age.
- Job applicants and employees who are disabled, become disabled, or have a disability receive no less favourable treatment than others on the grounds of that disability unless, after making reasonable adjustments, there remain material and substantial reasons why it is not possible to do so.
- Selection practices, promotion criteria and access to training and development activities are kept under review to ensure that the selection, promotion, training and development of individuals are carried out on the basis of the job requirements and individuals' relevant skills and abilities alone.

The University is committed to a programme of action to make this policy fully effective. The policy statement recognises the University's legal obligations as an employer and also those that derive from its own Charter. The University recognises that there are many other factors that may lead to unfair discriminatory practices in employment, even if these are not unlawful. The University has developed a code of practice that is designed to promote equality of opportunity for all employees and to ensure that individual employment decisions are related only to the relevant merits and abilities of individuals.

To enable the University to pursue this policy effectively it is necessary to monitor applications and appointees to University posts to ensure that no job applicant should receive less favourable treatment on any grounds not relevant to good employment practice. In order to provide an accurate picture it is important that **all** applicants complete the equal opportunities monitoring form attached to the application form. The information provided will form a confidential database which will be used for statistical analysis only and it will not be used in the appointment procedure. The monitoring form will be detached from the application form before the selection process commences.

DISABILITY POLICY

The University of East Anglia is committed to ensuring that staff with disabilities and those staff who develop a disability during the course of their employment are supported to achieve progress through the University. The University is also committed to ensuring that disabled people are encouraged to apply for employment with the University. Every reasonable effort will be made to provide a supportive environment and to ensure that they have an equal opportunity, so far as is practicable, to be selected, trained and promoted. The University will provide,

wherever possible, such resources as may be necessary to support the employment of disabled people and to make reasonable adjustments to support and enable disabled staff to be retained in the employment of the University.

“TWO TICKS” SYMBOL



The University of East Anglia holds the Disability Employment Services “Two Tick” symbol and has provision in place to assist the employment opportunities of disabled persons. The University guarantees to interview all disabled applicants* who meet the essential minimum job specification criteria for the post.

*The term ‘disabled applicants’ refers to persons who have a disability as defined by the Disability Discrimination Act 1995.

You can find further information on our home page www.uea.ac.uk/hrd

TRAVEL TO UEA

By Car

Major trunk roads to the Norwich area are the M11, A14, A11 (via Cambridge), A12, A140 (via Ipswich) from London, the South East of England and the ferry port of Harwich. The A14, A11 and A47 serve the Midlands and the North.

All major routes converge with the A47 Norwich Southern Bypass. From London take the M11/A11; just outside Norwich take the A47 in the direction of Swaffham; the University is sign-posted off at the next exit. From the North or Midlands, you can use the A47 via King's Lynn, or the A14 as far as Newmarket and then the A11 to Norwich.

The UEA is situated on the outskirts of Norwich, approximately 4km west of the city centre on the B1108. The B1108 is between the A11 from London and Cambridge and the A47 from Kings Lynn. The University is easily reached from the A47 Norwich bypass - take the B1108 exit sign-posted UEA. The entrance to the University is about 3 km on the right just after a pedestrian crossing.

Upon Arrival - Please note, if you are travelling by car the University operates a 'Pay on Foot' car parking scheme. You should use the Earlham Road entrance to the campus. Staff at the Security Lodge (situated on your righthand side) will be able to advise whether or not there are spaces available for visitors on the Main Car Park. Alternatively, they will direct you to another suitable parking area. However, due to limited parking availability on campus, you should allow sufficient time to park.

By Rail

For those travelling to and from London, trains depart from Liverpool Street (Circle and Central Underground Lines), mostly half-hourly. Inter City train services run on weekdays, including the East Anglian at 1700 with the fastest journey time of 1h 35m. The station is about 5km from UEA. There is a taxi rank at the station and a regular and frequent bus service runs from the station. A taxi to the UEA campus takes approximately 25 minutes.

There is an Inter City link with the Midlands and the North via Peterborough. Trains also run to/from Cromer and the North Norfolk Coast, Great Yarmouth and across the country to Peterborough, Leicester, Birmingham, Sheffield and Liverpool. For details tel: (+44) (0) 8457 484950 National Enquiry Line or visit the website:

<http://www.networkrail.co.uk/>

By Sea

Car and passenger ferries operate daily between Harwich and the Continent. The Hook of Holland (Stena), Hamburg, Gothenburg and Esbjerg (Scandinavian Seaways) are linked with Harwich (adjacent to Felixstowe).

By Air

Norwich Airport has regular flights to and from a number of UK and international airports and connections to 200 cities worldwide through regular direct flights to Schipol Airport in Amsterdam. The easiest way to reach UEA from the airport in Norwich is by taxi. For more information, contact Norwich Airport on (+44) (0) 1603 411923.

By Bus and Coach

National Express coaches run from all major cities in Great Britain to the Surrey Street Bus Station in Norwich city centre. Buses run regularly from nearby Castle Meadow & St Stephens Street to the University campus. You can call the National Express Enquiry Line on (+44) (0) 8705 808080.

Human Resources Division 201109

Guidelines for Candidates Academic and Related Staff Appointments

Introduction

These guidelines and supporting information are intended to assist you in completing your application. Please read them carefully beforehand.

Completion of Application Form

Your application form contains information that will be referred to during the selection process. Please ensure that the form and the additional Equal Opportunities Monitoring Form are clearly written (in black ink) or typed (in black), and completed in full.

Curriculum Vitae (CV)

Another important source of information in support of your application is your CV. Three copies of your CV must accompany your completed application form if sent by post.

Please ensure that your CV contains the following information:

- Details and dates of your current employment
- Details and dates of any previous occupation/employment
- List of publications etc where these are relevant to the post
- Any other relevant information about your experience and interests to which you wish to draw attention
- A supplementary statement/covering letter about your interest in and suitability for the post

If a CV is **not** required please ensure you complete the application in full as a CV will not be accepted.

References

You have been asked to provide the details of a number of people whom we can contact to provide a reference to support your application (**one referee should be your current or, if not employed, your most recent employer**). Our normal practice is to seek references for short-listed candidates before interviews take place. **Please let us know in advance if there is any reason why you would wish us not to contact any of your referees without speaking to you beforehand.**

Organisation and Conduct of Interviews

The applicants that we wish to short-list will usually be contacted by post or occasionally by email or telephone either at home or on a business number supplied. **Please advise us if you would prefer not to be contacted at work.** Alternatively you may wish to

provide a mobile phone number and/or a personal email address for complete privacy. We are unable to acknowledge postal applications unless a stamped addressed envelope is supplied and we will not acknowledge automatically applications sent by email.

If you do not hear from us before the interview date specified in the advert this will mean that, unfortunately, you have not been short-listed for the post.

Interviews will generally be held at the University and details of where you should go and to whom you should report upon arrival will be sent to you in a letter confirming the interview arrangements. You will usually have an opportunity to look round the University campus on an informal basis either before or after the interview.

The Selection Panel is likely to comprise up to six people, mostly drawn from the School or Unit in which the post is based, and to be chaired by a senior member of staff from another School or Unit. Most interviews are scheduled to last approximately 45 minutes, and you will be provided with an opportunity to ask questions about the post and the University.

You may also be required, separately from the interview, to give a brief presentation on a relevant topic and/or undertake a test(s) and/or to participate in some group activity, and this may involve a wider group of people than just the members of the formal Selection Panel. You will be provided with full details of the programme for the selection event in the invitation confirmation.

The provisions of the Asylum and Immigration Act 1996 require employers to verify that a person selected for employment is entitled to work in the United Kingdom (UK). The University is required to see and take a copy of an appropriate original document before employment commences. The University has a two staged process at interview and provisional offer stages. The University requires all short-listed candidates attending for interview to bring to interview the original and a photocopy of an appropriate document(s) to clarify their current immigration status (please refer to list).

All information recorded as a result of the interview process, including any written notes, will be confidential.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed. (Please ensure that you keep all receipts). If an individual is offered a post and declines the offer, travel and incidental expenses will not be reimbursed.

Proof of Qualifications

The person specification for posts will list qualifications that are essential and/or desirable. You will have to state in your application form that you hold some or all of these qualifications and state the grade(s) obtained. You may be asked to bring to interview both the original and a photocopy of the certificates for these educational and professional qualifications.

Offers of Appointment

Short-listed candidates who have attended for interview will be notified of the outcome of the interview. The means of communication and timescale will be discussed with you

during the interview briefing but it is unusual for candidates to be asked to remain at the University to await a decision on the interview day.

An offer of appointment will be made to the successful candidate subject to the following:

- occupational health clearance (our clearance procedures will ensure that any candidate who has communicated to us that he/she has a disability will not receive unfair treatment or discrimination because of that disability)
- Criminal Records Bureau Disclosure (where applicable)
- the provision of original certificates of educational and professional qualifications
- the provision of original documentary evidence that you are entitled to work in the United Kingdom.

The formal offer of employment will be made in writing by the Human Resources Division as soon as possible and will include details of all relevant terms and conditions relating to the post. In the meantime it may be helpful to notify all applicants of a few standard conditions of appointment:

- Academic Staff Duties - A member of faculty is required:
 - (a) to promote the study of his/her subject by teaching and research;
 - (b) to assume such duties and responsibilities appropriate to the appointment as may be assigned to him/her by the governing bodies of the University or by the Head of School or Director, as appropriate, acting on their behalf;
 - (c) to examine without further payment in the examination for degrees and diplomas of the University when required to do so.
- The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during the working week in support of these goals. Absences for significant periods are by agreement with the Head of School or Head of Division.
- Superannuation - Academic and Academic-Related posts are superannuable under the Universities Superannuation Scheme

Smoking

Candidates are asked to note that, under The Health Act 2006, smoking is prohibited in all enclosed and substantially enclosed premises. The law applies to all staff, consultants, contractors, students and visitors without exception.

Smoking is allowed in external areas away from buildings and smokers are expected to dispose of smoking-related litter in a socially responsible way.

Permission to Work in the United Kingdom

For those successful candidates who require a sponsorship certificate or other approval issued by the UK Border Agency to take up employment, the following applies:

- Sponsorship Certificate – Where appropriate, the University will apply for a sponsorship certificate from the UK Border Agency on behalf of the candidate offered employment. The individual will be required to supply original documents and certificates to support this application.

Please note that due to the nature of some roles and the level of qualifications required, immigration legislation may not allow the University to apply for a sponsorship certificate. The further particulars for the post will state whether this is the case.

- Further Leave to Remain – An application for an immigration employment document, such as a sponsorship certificate, does not act as an application for Further Leave to Remain/entry clearance. The individual will need to submit to the UK Border Agency their own application for leave to remain/entry clearance. The individual will be required to provide the University with documentary evidence of approval.
- Applicants providing evidence from List B (below) should be aware that some document checks also necessitate further checks to be made through the UK Border Agency's Employer Checking Service. Documents which require such an additional check are identified within the List B.
- Under the provisions of the Immigration, Asylum and Nationality Act 2006, employment is subject to continued entitlement to work in the UK and under the terms of the Act the University is required to undertake an annual check of documents where a document from List B (below) has been provided as proof of entitlement to work in the UK and continued employment is dependent on the provision of satisfactory original documents within the notified timescale when requested to provide them.

Approved list of documents for verification of entitlement to work in the UK (as at 12 April 2011)

The following lists, published by the Home Office, indicate which documents are acceptable as evidence of the right to work in the UK. You must provide **original valid** documents for one of the criteria listed within List A or List B.

Please note: if you provide documents from List B and you are appointed to this post, you will be required to provide original documents demonstrating your continued entitlement to work in the UK on an annual basis.

List A

- A passport showing that the holder, or a person named in the passport as a child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or Border and Immigration Agency to a national of a European Economic Area or Switzerland.
- A permanent residence card issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area or Switzerland.

- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination 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 full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination 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 full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination 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 certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name, issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination 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, **when produced in combination 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 letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, **when produced in combination 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

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or the prospective employer confirming the same.
- A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less

than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.

- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a EEA or Switzerland.
- An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination 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 letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name, issued by a Government agency or a previous employer.

Documents which cannot be accepted

In addition to the documents required above to establish proof of entitlement to work in the UK, it is necessary to clarify that the following documents **cannot** be accepted.

- Any document that has expired.
- A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents, then you should advise the applicant to call the UK Border Agency on 0151 237 6375 for information about how they can apply for an Application Registration Card.
- A temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive.
- A permanent National Insurance Number when presented in isolation.
- A driving licence issued by the Driver and Vehicle Licensing Agency.
- A bill issued by a financial institution or a utility company
- A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar.
- A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents.
- A licence provided by the Security Industry Authority.
- A document check by the Criminal Records Bureau.
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.

Additional Information for Asylum Seekers and Refugees

- In the case of the minority of Asylum Seekers who enjoy permission to work, this will be clearly indicated on their Application Registration Card (ARC). If a potential employee presents this document, the University will contact the EMPLOYER

CHECKING SERVICE to verify whether he or she continues to be entitled to work in the United Kingdom.

- Since 1 May 2004, neither the Standard Acknowledgement Letter (SAL) nor the form IS96 (W) have been acceptable as evidence that an asylum seeker has permission to work in the UK. If a potential employee presents one of these documents, the University will refer the individual to the Border and Immigration Agency for further advice on how he or she can obtain an appropriate ARC.
- Those who have been granted refugee status, or have been allowed to remain exceptionally on humanitarian grounds, will have no restriction on the type of work that they can do, whilst their leave remains valid.

Nationals from European Union New Member States (from 1 January 2007)

- If you are a national from **Bulgaria or Romania** you are required to obtain authorisation to take up work with the University. You may be required to obtain a registration certificate or an accession worker card; this will depend on your personal circumstances. If you are not exempt you will need to obtain authorisation **before** you can commence employment with the University.
- If you are exempt from this work authorisation requirement you will be able to work without any restrictions. If this is the case, you may choose to apply for a registration certificate to confirm that there are no restrictions on your taking up employment. A list of exemptions can be found in the Home Office document 'Guidance for National of Bulgaria and Romania on Obtaining Permission to Work in the United Kingdom' available at www.workingintheuk.gov.uk

Additional Information for Students

Home and EU students

You are required to supply appropriate documents in accordance with those indicated above

Non-EU students

If you are a student who is a non-EEA national there are a number of conditions that you will have to meet **before** you can commence employment:

- You must hold a valid student visa giving leave to remain as a student in the UK for longer than six months, be registered as a student and you cannot fill a permanent, full-time vacancy.
- If you hold a valid student visa and are registered as a student and still doing a course you are only entitled to work a maximum of 20 hours per week during semester time, but there is no restriction during vacation time.
- If you have fully completed your course (all course work must have been handed in) you may be entitled to work for 4 months after completion of your course on your current student visa.
- Whilst you hold a student visa you must provide appropriate original documentary evidence of eligibility to continue to work in the UK in order for your employment with the University to continue beyond either the expiry of your current student visa or 4 months after completion of your course (whichever is the sooner). If you are unable to provide appropriate original documentation the University will have no alternative but to terminate your contract with immediate effect.

Bulgarian & Romanian Nationals (for students working a maximum of 20 hours per week)

If you are a student enrolled at a genuine educational institution and are a Bulgarian or Romanian national you can work for a maximum of 20 hours per week without obtaining an Accession Worker Card. In order to work you must obtain a Registration Certificate confirming that you are exercising a Treaty right as a student. **You must obtain this certificate before you can commence employment.**

Bulgarian & Romanian Nationals (for students working more than 20 hours per week)

If you are a student enrolled at a genuine educational institution, are a Bulgarian or Romanian national and wish to work for more than 20 hours per week you will need to obtain an Accession Worker Card. You must obtain this card before you can commence employment.