

**APPLICATION FOR A SUPPORT STAFF APPOINTMENT WITH QUANTOCK EDUCATION TRUST**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures. **Please refer to the guidance notes and the person specification before completing this form.**

Please return this form and supporting letter to: **H R Department, c/o Haygrove School, Durleigh Road, Bridgwater, Somerset TA6 7HW** or **Recruitment506@educ.somerset.gov.uk**  
This form should be typed or handwritten in black ink for photocopying purposes. CV's will not be accepted.

Application for the post of	
Based at school	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

**Part A: Personal Details (Block capitals please)**

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (If different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (If available)	
Email Address <i>Please note that correspondence will be via email whenever possible</i>	
Date of Birth (must be provided for any post working with children)	
Eligibility to Work in the UK (please refer to guidance notes)	Are you a National of a Country outside of the EEA or Switzerland? Yes                      No

## Part B: Present (or most recent) Employer

Name and Address of Employer			Are you currently employed by an Agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give the name of the Agency:
Job Title			
Start Date		If part-time, please give hours per week	
Salary		Notice required or date left	
Main duties/responsibilities:			
Reason for seeking new position/leaving:			

## Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education. Please include any time spent employed as a volunteer.

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Please give details and an explanation of any gaps in your employment history with dates:

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## Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

\*For posts working with children/vulnerable adults you must provide all dates.

## Part E: Training/Continuing Professional Development

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

## Part F: Relevant Experience

In support of your application please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. **Please demonstrate clearly how you meet the requirements in the job description/person specification.** You may continue on a separate sheet if you need to.

### Key Competencies, Knowledge and Skills:

**Personal Attributes:** Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

## Part G: Supplementary Information

<b>Personal Transport:</b> For posts which involve travel away from normal place of work:	
Are you willing and able to travel to meet the requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
<b>Positive About Disability:</b> We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. If you require assistance at any stage of the process please contact the Trust.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Disclosure of Criminal Offences</b>	
<p>This Trust is legally obligated to process a Disclosure and Barring Services (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.</p> <p>Any data processed as part of the DBS check will be processed in accordance with data protection and the Trust’s privacy statement.</p> <p><b>Do you have a DBS certificate?:</b>      <input type="checkbox"/>Yes <input type="checkbox"/>No    Date of check:</p> <p>If you have lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.</p> <p><b>Have you lived or worked outside of the UK in the last 5 years?:</b>  <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>We will also check List 99 and the PoCA (Protection of Children Act) List and the replacement ‘barred lists’ maintained under the Vetting and Barring Scheme to check whether you are disqualified from working with children.</p> <p>It is an offence to seek employment in a regulated activity if you are on the barred list.</p> <p>Please ensure that you inform us of any relevant information. By signing the Declaration on page 7 you understand that withholding information or providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police.</p>	

**PART H: REFERENCES AND DECLARATIONS**

**References:** Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you worked with children. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post.

Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.

References for shortlisted candidates will normally be taken up before interview. If you do not wish your referees to be approached at this stage you should request this in writing stating the reasons, the shortlisting panel will consider your request. In all cases, references will be taken up before a job offer is confirmed.

Please ensure you ask permission from your proposed referees prior to naming them.

Current/most recent employer			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you (eg supervisor, tutor)			
Dates of your employment	From:	/	To: /
<b>Name of second referee</b>			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you			
Dates of your employment	From:	/	To: /
<b>Declaration of Interest:</b> Please note that canvassing support of Members or Senior Officers of Quantock Education Trust can lead to disqualification of your application.			
Do you have family or close relationships with any individuals involved in an aspect of the recruitment process or with any Elected Member or Senior Officer of Quantock Education Trust?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give name:			
Position:		Relationship:	

**General Data Protection Regulations (2018)**

Information from this application may be processed for any purposes registered by Quantock Education Trust under data protection legislation. The information that you supply in your application is confidential; however, it will be disclosed to those persons authorised to see it and be used for selection purposes. The information from successful candidates will be retained on the personnel file for payroll and administrative purposes; information held about unsuccessful applicants is destroyed after one year. This information may be disclosed to Government Departments where there is a legal obligation to do so. All individuals have the right to access their own personal data held by the Trust.

**Declaration**

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to two satisfactory references, medical assessment and satisfactory criminal record checks (an enhanced DBS Disclosure check, DBS Barred List check or DBS Status Check, where relevant). Any misleading statement or deliberate omission may disqualify my application and where I am a current employee of the Trust may lead to dismissal.

I consent to the necessary enquiries and checks being undertaken by the in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for, including the on-line 'Status Check' using the DBS's Update Service and an External Validation Service check of my identity if I am unable to produce the ID required under Route One of the DBS's ID checking guidelines.

I will provide proof of identification to fulfil the requirements of the Disclosure and Barring Service (DBS) Disclosure check.

I confirm I will complete a pre-employment medical assessment accurately and fully.

I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the during the course of my engagement and for a reasonable time after this ends (pursuant to the General Data Protection Regulations 2018).

I declare that I am not disqualified from working with children and/or vulnerable adults (*pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000, the Care Standards Act 2000, the Safeguarding and Vulnerable Groups Act 2006 the Safeguarding and Vulnerable Groups Act 2006 and the Childcare Act 2006*).

**All applicants, please sign** (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview).

Signed		Date	
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If you complete the form electronically and submit online or via email, please type in your name into the signature box to indicate that you have read and agree to the declaration.



## EQUAL OPPORTUNITIES POLICY - RECRUITMENT MONITORING

Quantock Education Trust has a Policy of Equal Opportunities. Part of this involves a fair and equitable recruitment based on merit irrespective of race, colour, nationality, religion, sex or sexuality, age, disability, gender, ethnic or national origin, marital status, domestic responsibilities, political or trade union activity. (These are only examples, other forms of discrimination will be avoided also). We ask all applicants to provide the information requested below to monitor the effectiveness of the Policy and in particular our recruitment processes.

The information will be treated as confidential and will be used to monitor the fairness of our recruitment practices and will help to ensure that the Trust's equal opportunities information on employees is kept up to date. Analysis of this information will highlight whether action is required to redress areas of inequality.

*Please complete the form, ticking the boxes when necessary.*

<b>Name:</b>	
<b>Department / Section / Establishment:</b>	
<b>Post applied for:</b>	
<b>Grade:</b>	<b>Closing date of post:</b>

<b>1a. Are you currently employed by Quantock Education Trust?</b> <i>(If NO go to Question 2)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>1b. Are you applying for a post in the same Department / Section / Establishment that you currently work in?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>2. Male</b>	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>
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<b>3. Please indicate your age bracket:</b>					
16-25 years old	<input type="checkbox"/>	36-45 years old	<input type="checkbox"/>	56-65 years old	<input type="checkbox"/>
26-35 years old	<input type="checkbox"/>	46-55 years old	<input type="checkbox"/>	65+ years old	<input type="checkbox"/>

<b>4. Do you have caring responsibilities for dependent children or dependent adults?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>5. How would you describe your Ethnic Origin? (incl. UK born or settled)</b>						
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other (Please state)
Black African	<input type="checkbox"/>	Gypsy	<input type="checkbox"/>	White European (not UK)	<input type="checkbox"/>	
Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White UK	<input type="checkbox"/>	

<b>6. If you consider yourself to have a disability please indicate the nature of this:</b>				
Mobility impairment	<input type="checkbox"/>	Sight impairment	<input type="checkbox"/>	Other (Please state below)
Hearing impairment	<input type="checkbox"/>	Learning difficulties	<input type="checkbox"/>	

<b>Are you?</b> Please tick <b>one</b> of the appropriate boxes against each the questions below			
<b>Gender</b>			
1. <input type="checkbox"/> Female	2. <input type="checkbox"/> Male	3. <input type="checkbox"/> Prefer not to say	
<b>Sexual Orientation</b>			
1. <input type="checkbox"/> Bisexual	2. <input type="checkbox"/> Gay /Lesbian	3. <input type="checkbox"/> Heterosexual	4. <input type="checkbox"/> Prefer not to say
<b>Transgender</b>			
1. <input type="checkbox"/> Yes	2. <input type="checkbox"/> No	3. <input type="checkbox"/> Prefer not to say	

## Questions and answers

### **I consider myself to have a mixed ethnic background - can I indicate this on the monitoring form?**

You can indicate a mixed ethnic background by ticking as many boxes as required in the Ethnic Origin section alternatively please describe your Ethnic Origin. In all cases this monitoring form is self-classification.

### **I am unsure if I have caring responsibilities.**

Part of the Equal Opportunities Policy sets out the Trust's's commitment to avoid discrimination on the grounds of domestic responsibilities. This question is self-classification - if you consider that you have caring responsibilities please indicate this.

### **I am unsure whether to classify myself as a disabled person.**

Under the Disability Discrimination Act 1995, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.

It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.

### **Why do you need to know if I am currently employed by the Trust?**

The Trust is committed to promoting equality of opportunity and access for all people including those who are employees of the Trust and external or internal candidates applying for a job with the Trust whether full-time, part-time, job share, permanent or temporary.

The Trust is committed to actively monitoring the recruitment and promotion paths of its employees and will regularly review recruitment practices to remove any which are restrictive because they are based on perceived attributes which are irrelevant, or based on assumptions which are unjustifiable in terms of an individual's ability to do a job.

***Thank you for your co-operation. Please return the completed monitoring form with your application form***

## **Guidance notes for completing your application form**

The following information is designed to assist you in your application for this job.

**Please read carefully.**

### **The application form and short listing procedure**

In the interests of fairness, all applications must be made on the Haygrove Academy Trust Trust's application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

### **Job description and person specification**

Every advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.

On the person specification we list the criteria in two ways:

**Essential** (e.g. the minimum skills, qualifications or experience which you must have in order to do the job) and

**Desirable** (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to assess and decide which applicants further meet the additional requirements of the job, and should be invited for an interview (or to the next stage as indicated).

### **Equality of opportunity for people with disabilities**

Haygrove Academy Trust is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

### **Rehabilitation of Offenders Act**

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include all paid roles within the Trust that will involve working regularly in school when children are on site. All such positions within Schools will be subject to an enhanced-level Disclosure and Barring Service (DBS) disclosure check and a DBS Barred List check. Certain spent convictions are filtered (that is, not disclosed). For further information on filtered convictions, see the GOV.UK website.

### **Employment of Ex-Offenders**

Haygrove Academy Trust is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children.

People with criminal records applying for positions (paid or unpaid) with the Trust should be treated according to their merits and to the nature or special criteria of the position (e.g. access to children or responsibility for budgets).

The Trust will ensure that they observe the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued by the school that a Disclosure will be requested in the event of the individual being provisionally offered the position. Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the Trust's policy to ask applicants questions about 'unfiltered' criminal records and whether they have been barred from working with children whenever they will be undertaking 'regulated activity' or working regularly in school with access to children. Where a conditional offer is made the applicant will be required to complete a DBS Disclosure Application. Where the applicant is applying for a position involving 'regulated activity' they will also be required to declare whether they have been listed on any Disclosure and Barring Service list of people considered unsuitable to work with children.

Having an 'unfiltered' criminal record in itself will not necessarily prevent a person from being appointed unless the offence statutorily debar the person or renders the person unsuitable to work with children. If an applicant reveals an 'unfiltered' criminal record and/or other information which could render the applicant potentially unsuitable then the Headteacher will arrange to discuss the disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of the employment/non-employment arrangement.

## **Completing your application form**

### **Job title and**

Please enter these details on the application form so that we can identify which job you are applying for. The job title can be found on the advertisement.

### **Employment history**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

### **Education and training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

### **Relevant experience**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

### **References**

References will be required for all jobs within Schools. One referee must be your current or most recent employer for which you worked with children.

It is policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form! If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

## IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

### Preventing Illegal Working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:-

- if you have an ongoing right to work in the UK - the **original** document(s) detailed in List A;
- **OR** if your leave to enter or remain in the UK is time-limited - the **original** document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out when the time-limited leave to remain in the UK is due to expire. Records will be kept of the date on which a right to work check was conducted.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.

### European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

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

\* Those marked are also members of the European Union.

# Those marked are free to come and work in the UK but will need to register with the Home Office's Workers Registration Scheme; a copy of your registration certificate will be retained by us.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

**LIST A – Original Documents to Provide  
(if you have an ongoing right to work in the UK)**

1. A passport showing that the holder, or a person named in the passport as the 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.
2. 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.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. 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, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border 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.
7. 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.
8. 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.
9. A full 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.
10. 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.
11. 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.
12. A letter issued by the Home Office, Border and Immigration Agency or UK Border 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.

*If you provide one of the documents above there is no need to provide any documents from List B.*

**LIST B – Original Documents to Provide  
(if your leave to enter or remain in the UK is time-limited)**

1. 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.
2. A Biometric Residence Permit issued by the Home Office / UK Border 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.
3. A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border 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, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national or 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 UK Border Agency Employer Checking Service.
5. A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border 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.
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border 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 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.