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## Right to Work

As an applicant and in line with the Government Right to Work rules you will be required to provide the following information in order to allow the right to work check to be successfully completed.

(NB: All documentation must be original):

- Personal details, including full name, date of birth, place of birth, current address, nationality (and where applicable dual or former nationality), National Insurance number and eligibility to work in the UK
- A minimum of two approved forms of identity - one of which must include a national passport, with visa status where applicable, which will be used to verify the personal details provided (including full name, signature, full permanent address and date of birth). You may be required to provide additional forms of identification if the details on your documents do not match your current personal details (for example, if you have recently changed your name)
- Confirmation of employment history (including any periods of unemployment) during the last three years
- Details of two references who will be required to complete a reference check
- Additionally, any applicant who has spent a significant period (6 months or more in the past 3 years) of time abroad, must provide a reasonable account of their activities during this period; you may also be required to obtain a Police Certificate from the country in which they were resident
- All applicants will be required to provide suitable evidence of their right to work in the UK; the Home Office / Immigration Service letter will not be accepted in isolation. (The national passport should carry the appropriate stamp). Where non EEA nationals are not subject to the right to work procedures but are subject only to the UK Visa requirements, suitable evidence must be provided

Applicants may be required to complete a Criminal Conviction Declaration and a drugs and alcohol screening.

NB: The successful completion of the right to work process is a mandatory requirement for employment with DBD Limited.

## Security Requirements

If the role in which you are employed requires a level of National Security Vetting, you will be required to complete further, more detailed paperwork.

If you have any queries regarding the vetting requirements for employment with DBD Limited, please contact the DBD Security Team (01925 814084 ext. 7170).