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ID and Eligibility Process for all New Starters

Once an interview has been arranged HR will send a confirmation email to the candidate asking them to bring ID with them to their interview



The ID must be:

A **Passport** showing that they are a British citizen, or they have a right of abode in the UK *

Or

A Full Birth certificate AND proof of their National Insurance Number *

As well as the above forms of ID we also ask for a copy of either their **driving license** or a **recent bill with their home address** on (this must have been issued within the last 6 months)

*If the candidate does not have the above they can provide ID from the document list, please ask HR for details



It is the Hiring Manager's responsibility at interview stage to take copies of all relevant ID



All copies of ID must been signed and dated by the Manager to acknowledge they have seen the original documentation



Completed application forms, interview notes and photocopies of all ID must be sent to HR after the interview



Please note until HR receive copies of relevant ID and completed application forms offers will **NOT** be made