



**Acceptable forms of ID**

If invited to interview and/or offered employment with SCTS, a member of staff will ask to certify 3 forms of original ID/proof of address. This is required for 2 reasons:

- 1. Sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, Section 24B of the Immigration Act 1971 and Schedule 6 of the Immigration Act 2006 impose an onus on employers to ensure that all employees are not in breach of the Immigration Rules.**
- 2. We require 3 forms of ID to undertake a Disclosure Scotland security check as part of our pre-employment verifications.**

For the purposes of satisfying the first point we will require documentation from List A or List B as stated in the following link: [Employers' right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employers-right-to-work-checklist).

For the purposes of the other 2 forms of ID please provide two from Group 1 or 2 (which must be different to the ID you provided for your right to work) from the following link: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/id-checking-guidelines-for-standard/enhanced-dbs-check-applications-from-1-july-2021).

Should you have any questions please contact our Recruitment Team or the Head of the panel who has been in contact with you.