

## CANDIDATING FOR ORDAINED MINISTRY

### G.14 IMMIGRATION GUIDANCE FOR CANDIDATES 2020-2021

#### 1. Rights to Work Checks

The Methodist Church have a legal obligation to ensure all candidates have the right to work in the United Kingdom. This is controlled by the Immigration, Asylum and Nationality Act 2006 ("the Act") and subsequent secondary legislation.

The Immigration, Asylum & Nationality Act 2006 introduced two key criteria regarding employment:

- Code of Practice on the prevention of illegal working.
- Code of Practice on the avoidance of illegal discrimination when preventing illegal working.

Together they mean that the immigration status of all employees must be verified in a manner that does not discriminate.

The Methodist Church will check the documents which are acceptable for showing permission to work.

In the case of candidates for ministry this means that at the very beginning of the process, the church will need to carry out a 'Rights to Work' check regardless of your nationality.

For those individuals who hold a visa permitting them to live and work in the UK, there is also a requirement to undertake a further check at the point that permission expires.

#### 2. Immigration Documentation Required for Candidating

- UK citizens by producing a UK passport or in some cases a birth certificate.
- EEA nationals, all EEA nationals have the right to work and study anywhere in the EEA.
- Refugees with status.
- Anyone with lawful right to reside in the UK. This excludes temporary admission, for example, visiting or seeking asylum.

#### 3. Those Who Cannot Proceed Through Candidating

- Anyone with temporary admission.
- Anyone who is in the asylum process, but has not yet received refugee status.
- Anyone who has overstayed their existing visa that cannot be regularised. Evidence of the possibility of regularisation should be submitted.

#### 4. Document Checks

Checking the documents to determine if a candidate have the right to carry out the designated training and work comprises three key steps:

- Obtaining the original versions of one or more acceptable documents.
- Checking the validity of the documents in the presence of the holder; and
- Making and retaining a clear copy and making a record of the date when the check was made.

In the case of a passport or other travel document, the following parts must be photocopied or scanned:

- The document's front cover and any page containing the holder's photo, date of birth, nationality, passport issue and expiry dates and signature if applicable.
- Any visa stamps also known as endorsements or temporary visa stickers giving the candidate temporary permission to enter the UK. In some passports applicants were given settlement status also known as 'Indefinite' with no expiry date.

For UK citizens or European Economic Area (EEA) citizens

- Provide a certified photocopy of the passport page containing the holder's photo, date of birth, nationality, passport issue and expiry dates and signature if applicable, and
- **Only** if you have changed your name since the passport was issued, then also send a copy of the document that made the change [marriage certificate or deed poll] or
- If you do not have a passport, supply a photocopy of your birth certificate. If you were born after 31 Dec 1982 email a query with your information to [candidates@methodistchurch.co.uk](mailto:candidates@methodistchurch.co.uk) as the law changed at that time and your citizenship may be based on your parents' citizenship
- **Only** if you have changed your name since birth, then also send a copy of the document that made the change [marriage certificate or deed poll] or

For Non-EEA nationals

- Supply a photocopy of the national identity card or passport (issued by an EEA State) pages containing the holder's photo, date of birth, nationality, passport issue and expiry dates and signature if applicable and any visa stamps (endorsements) or Biometric Residence Document showing the settlement status.
- If you are a non-EEA national where immigration status is an issue at present please brief us as soon as possible so that every effort can be made to resolve matters before it becomes critical.

## 5. Producing Documents

When you have made copies of your passport and immigration status documents take the photocopied documents and the original to your Superintendent Minister and ask them to certify the copy by:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number

All information supplied is confidential and will not be used for any other purpose than that stated above.

On receipt of the above documents, if there are further questions please email [candidates@methodistchurch.co.uk](mailto:candidates@methodistchurch.co.uk).