

We have provided a list of evidence below that is necessary for you to provide to be considered for a Jobs Growth Wales vacancy.

If you are unable to provide the following evidence you will be withdrawn from the Jobs Growth Wales Programme.

## Evidence of your 'unemployed' status depending on your age:

16-17 year olds	Jobs Growth Wales referral letter from Careers Wales
18-24 year olds	Jobs Growth Wales referral letter from Jobcentre Plus – Please contact your work coach

### AND

#### You will be required to provide evidence of:

- Your National Insurance (NI) number e.g. National Insurance card or letter from HMRC or DWP

### AND

#### One of the following for evidence of legal right to live and work in the UK:

- Full passport (EU Member State)
- Full passport (not EU Member State):
  - Passport either endorsed 'indefinite leave to remain – proceed' (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions met.
  - Some non-EEA nationals may have an Identity Card issued by the Home Office in place of a visa, confirming the individual's right to stay, work or study in the UK – these cards are acceptable
- Letter from the UK Immigration and Nationality Directorate granting 'indefinite leave to remain' (settled status)
- Birth/ adoption certificate (EU Member State)
- Residency permits for foreign nationals (usually in passport)
- Marriage/ civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced).

**AND**

One of the following as evidence of your age – proof that you are 16-24 years old:

- Birth certificate
- Full driving licence (EU)
- Full passport
- National Identity Card (EU)
- Firearms certificate/ Shotgun licence
- Employment contract/ payslip (if date of birth quoted)
- Pension statement (if date of birth quoted)
- Evidence that in receipt of age-related state benefits
- Letter/ confirmation from educational institution (if applicable).

**AND**

One of the following for evidence of your address and prove you live in Wales:

- Tenancy agreement/documents
- Mortgage statement/correspondence
- Recent statement from bank/building society/credit card company/credit union
- Recent utility bill or council tax demand/correspondence
- Evidence of registration on electoral roll
- Correspondence from employer/pension scheme
- Full driving licence (EU)
- Firearms certificate/Shotgun licence
- Letter/confirmation from home owner (family/lodging)
- Benefits/State Pension notification letter
- HMRC correspondence
- Rent card/statement
- Solicitor's correspondence.