Jobs Growth Wales
ESF Evidence Requirements

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 If you are unable to provide the following evidence you will be withdrawn from the Jobs Growth Wales Programme.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

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-17 year olds</td>
<td>Jobs Growth Wales referral letter from Careers Wales</td>
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<tr>
<td>18-24 year olds</td>
<td>Jobs Growth Wales referral letter from Jobcentre Plus – Please contact your work coach</td>
</tr>
</tbody>
</table>

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).
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.