



Our Ref: **ITOF/APRIL26**

April 2026

Dear Applicant

IT OFFICER

Thank you for your interest in the above position. I have enclosed a copy of our Recruitment Pack which includes;

- Job description and Person Specification
- Summary of conditions of service
- Statement of Equalities and Diversity (a full copy of our policy is available on request)
- Background summary information on East Lothian Housing Association
- Proof of Eligibility to Work in the UK Information

Please consider the person specification along with the job description before completing the application form. Please note that we do not accept CVs.

The closing date for applications is: Midday on Friday 10 April 2026

Interviews are expected to take place on Thursday 16 April 2026

If you are chosen for interview, we will contact you by Tuesday 14 April 2026

Please note that East Lothian Housing Association will only give feedback to applicants who have been shortlisted for an interview.

Further information about the Association can be found on elha.com.

Yours sincerely

Gary Alison

Gary Alison
Director of Finance & Corporate Services

IT Officer

£42,707 to £46,895 (EVH Scales PA22-PA25) plus allowances
Final Salary Pension Scheme
Salary Sacrifice Schemes

Are you ready to join one of the UK's most innovative housing associations?

It's been 17 years since we became a .com company, and we are on a mission to provide 'Healthy Happy Homes', with a reputation for providing first class affordable housing and services.

We are recognised as a pioneer in digital housing services, with almost 80% of all tenant transactions online and 91% of tenants signed up to our tenant portal. Our tenant-facing technology is at the cutting edge of the sector, including a 24/7 digital lettings service, a centralised hub – integrated with a variety of 3rd parties – to provide everything from repairs and maintenance through to live chat and support, and AI-powered call summarisation technology. We are driving a digital-first culture by enabling high online engagement to ensure we continue to provide first-class affordable rented homes combined with excellent customer care, support and maintenance services.

Although it's a digital-first business, we have a welcoming office in the beautiful market town of Haddington, East Lothian—home to a vibrant team of colleagues..

About The Role

Reporting directly to our Data & Technology Manager, you'll be a key member of our team in delivery IT services. You'll deal with incoming IT Support tickets as well as supporting colleagues deliver new and improved digital services. Some of your key responsibilities will include:

- Provide high-level technical support by diagnosing, resolving, and managing IT and telephony issues, ensuring effective handling of support tickets and escalation to third-party providers only when necessary
- Lead the development, testing, implementation and maintenance of IT and telephony systems and projects in partnership with external support providers, ensuring systems remain secure, reliable and fit for purpose.

- Maintain robust governance of IT operations, including backups, system health checks, patching, software licensing, asset registers, and user access controls to ensure regulatory compliance and operational continuity
- Supervise, develop and support the Senior IT Assistant and wider colleagues, ensuring high-quality service delivery, effective issue resolution, and continuity of IT operations across the organisation

What You'll Bring

We're looking for someone that;

- is educated to HNC/HND level in IT (or equivalent experience)
- is educated, or willing to study towards, Microsoft Certified: Azure Fundamentals (AZ-900) or Microsoft 365 Certified: Fundamentals (MS-900)
- has 1 – 3 years' experience in IT Support /Helpdesk
- has basic networking knowledge (DNS, DHCP, TCP/IP)
- is a proactive problem solver who enjoys diagnosing complex issues, uses initiative to resolve problems before escalation, and takes ownership of outcomes
- looks for opportunities to improve processes, strengthen system reliability, streamline service delivery, and enhance user experience.
- has strong customer service skills and the ability to communicate effectively with non-technical users
- can commit to living the values of the Association

What We Offer

As EVH Full Members, we offer an excellent package, including:

- 40 days annual leave
- Final Salary Pension Scheme
- Car and Mobile Phone Allowances
- Simply Health membership
- Salary Sacrifice Schemes (Pensions, EVs, Bicycles)

All available from day one.

60% workplace attendance is normally expected each week with the option to work the remainder remotely.

Ready to take the next step in your finance career? To download a recruitment pack and apply please visit : <https://www.elha.com/vacancies>

For further details please email recruitment@elha.com or Tel: 01620 825032

CV's will not be accepted.

Closing date is Midday on Friday 10 April 2026

Interviews dates Thursday 16 April 2026

A basic disclosure check will be required to be undertaken by the successful candidate.

East Lothian Housing Association Group is committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination.



IT Officer

Job Description

Accountable to: Data & Technology Manager

Post Outline

The primary purpose of the post is to support the Data & Technology Manager and the Group's external IT support providers in the support, maintenance and development of the Group's IT infrastructure and resources.

Key Activities

- Maintain the confidentiality, integrity and security of the network
- Provide high level support to staff by identifying, diagnosing and resolving IT and telephony related issues
- Work with our IT Support and Telephony providers to develop and maintain the IT and telephone systems utilised across the group
- Foster and develop relationships with external IT/telephony support providers to ensure service is optimised
- Assist with the development of policies and procedures ensuring they reflect the current IT systems and processes
- Develop, supervise and train the IT Assistant to ensure they can undertake key IT tasks in the IT Officer's absence
- Support the Digital Services Officer on the integration between our website and software applications to ensure the delivery of first-class online services
- Play an integral part in the restoration of the Group's IT systems in the event of Business Continuity Plans being invoked
- Responsible for working with external IT and Telephony Support providers to develop, test, implement and maintaining IT/telephony projects
- Responsible for the restoration of IT Systems as required



Examples of Typical Areas of Responsibility

Service Delivery

- Responsible for the investigation, development and installation of new software/upgrades, and for documenting and carrying out robust testing as required, working with our IT Support Provider where appropriate
- Monitor back ups of all corporate data and systems in accordance with procedures and ensure restoration in the event of corruption, accidental loss or disaster.
- Responsible for managing and/or contributing to, the development and implementation of various IT Projects and for maintaining accurate project management records
- Manage incoming IT support tickets, diagnosing and attempting to resolve issues at first point of contact, and escalating to third-party support providers only when resolution is not possible internally
- Monitor application patching across the Azure Virtual Desktop and client device environment to ensure applications are kept up to date in line with Cyber Essentials guidelines
- Review monthly server patching reports provided by the IT Support Provider and escalate any issues where required
- Responsible for tracking software licences and notifying of renewal timeframes to the Data & Technology Manager
- Responsible for the configuration and deployment of new workstations, laptops and peripheral equipment, including the configuration of scanning and copying equipment
- Responsible for developing, configuring, maintaining and documenting the office and mobile telephone systems utilised across the group, liaising with external providers as required
- Ensure regular system health checks are carried out and documented, liaising with external IT and telephony support providers as necessary
- Supervise the IT Assistant in the maintenance of the Risks and Issues logs and routine administration tasks
- Oversee the administration of user IT access rights, which includes reviewing the set-up, amendment and deletion of users, password changes and ensuring system security records accurately reflect all actions and authorisations



- Support the external IT support/consultancy software providers and staff in the sourcing, testing and implementation of IT systems
- Support the Data & Technology Manager with maintaining, testing and implementing the Group's IT Disaster Recovery Plan
- Liaise with our IT Support provider to identify the need for new hardware/modifying existing hardware
- Responsible for the testing of the Group's new software applications and any relevant upgrades
- Contribute to the identification and prioritisation of IT needs and recommendations
- Supervise the IT Assistant in the investigation and resolution of network user issues
- Work with and assist in the development of colleagues to ensure the Group IT function is maintained at all times
- Responsible for the accurate maintenance of the Group's IT Registers (IT hardware and software assets, software licensing, system configuration, user accounts, permissions etc.)
- Arrange and manage vendor warranty or new replacements where faulty equipment is not covered by the IT support provider
- Responsible for maintaining robust documented procedures for all IT related tasks ensuring fit for purpose
- Support the Data & Technology Manager to look at ways of improving the financial and procurement preparation process within the organisation to create better efficiencies and contribute to the organisations goal of value for money.
- Support the Data & Technology Manager in managing data storage, retrieval, and archiving through SharePoint
- Other duties commensurate with the post of IT Officer as designated by the Data & Technology Manager

Record Keeping

- Ensure accurate records are maintained and effective audit trails exist for all aspects of the service. This includes ensuring the Case Management



System is used effectively to record all customer interactions and that the Records Management Policy and Data Retention Schedule is adhered to

Procedure

- With the Data & Technology Manager, develop and review procedures to ensure delivery of an effective service in line with current good practice, legislation, the expectations of our service users and our regulators and to accomplish the Group's objective
- Keep abreast of current issues, legislation and good practice and ensure that relevant information is communicated to the Data & Technology Manager

General

- Ensure consideration of the Association's vision and values when delivering services
- Contribute to the development and achievement of our Data & Technology Action Plan and Business Plan
- Participate in the attainment or maintenance of accreditations to benefit the Group
- At all times, comply with Health & Safety Policy and procedures to promote a positive safety culture, reporting any unsafe conditions or working practices
- Attend relevant job related training / conferences
- Comply with our Dignity at Work policy and staff code of conduct at all times
- Understand and respect the diversity of customers and colleagues, ensuring that the letter and spirit of our Equalities and Diversity policy is observed in all respects, and at all times
- Where required, support the Data & Technology Manager to develop procurement options for suppliers and consultants that ensure the delivery of high-quality service or works that deliver exception customer satisfaction
- Working flexibly within both the housing and whole office teams to maximise our ability to provide an excellent service, carrying out any task that can reasonably be expected in line with the grading and overall responsibility of this post

Procurement



- Procurement and contract management is followed in line with the Associations Procurement and Value for Money Policy and Contract Management policy.
- Support procurement and appointment of Contractors, Consultants and Specialists as appropriate, in accordance with the Procurement Strategy, observing the Financial Regulations and other relevant Policies.
- Support your line manager to look at ways of improving the financial and procurement preparation process within the organisation to create better efficiencies and contribute to the organisations goal of value for money

Health & Safety

- Adhering strictly to established Health & Safety policies and procedures, signposting colleagues to support a Safety First culture.
- Ensuring all accidents, injuries, near misses, and work-related illnesses (including incidents of verbal or physical abuse) are reported and recorded as soon as possible
- Immediately reporting any potential Health & Safety risks, hazards, or faulty equipment.



PERSON SPECIFICATION

POST: IT OFFICER

About us

We are a growing organisation that builds and manages a wide range of properties to meet a variety of needs within East Lothian. From our Head Office in Haddington, we currently manage around 1,500 properties for rent and shared ownership throughout the area. Our subsidiary company, R3, provides a repair and maintenance service for our homes and other customers. We also operate a Care & Repair service across East Lothian for private tenants and homeowners.

The Job

Reporting directly to our Data & Technology Manager, the IT Officer is a key member of the team in delivering IT services. The IT Officer deals with incoming IT Support tickets as well as supporting colleagues to deliver new and improved digital services.

Some of the key responsibilities include:

- Provide high-level technical support by diagnosing, resolving, and managing IT and telephony issues, ensuring effective handling of support tickets and escalation to third-party providers only when necessary
- Lead the development, testing, implementation and maintenance of IT and telephony systems and projects in partnership with external support providers, ensuring systems remain secure, reliable and fit for purpose.
- Maintain robust governance of IT operations, including backups, system health checks, patching, software licensing, asset registers, and user access controls to ensure regulatory compliance and operational continuity
- Supervise, develop and support the Senior IT Assistant and wider colleagues, ensuring high-quality service delivery, effective issue resolution, and continuity of IT operations across the organisation

Personnel Requirements

The job will be challenging and varied. It will require the successful candidate to be proactive and solution focussed, reliable and accountable, with an eye for detail, have the ability to multi-task and flexibility to prioritise workload depending on the demands of the service.



	Essential	Desirable
PERSONAL ATTRIBUTES/SKILLS		
<ul style="list-style-type: none"> Proactive and solution-focused, with a commitment to continuous improvement 	✓	
<ul style="list-style-type: none"> Reliable and accountable, with strong attention to detail 	✓	
<ul style="list-style-type: none"> Team-oriented, able to support colleagues and contribute to a positive IT function 	✓	
<ul style="list-style-type: none"> Demonstrates commitment to confidentiality, integrity, and security of systems 	✓	
<ul style="list-style-type: none"> Committed to equality, diversity, and a high-quality customer-focused service 	✓	
<ul style="list-style-type: none"> Flexible and adaptable, willing to undertake a range of tasks as required by the organisation 	✓	
<ul style="list-style-type: none"> Strong diagnostic, analytical, and problem-solving abilities 	✓	
<ul style="list-style-type: none"> Ability to manage competing priorities, handle support tickets, and maintain service delivery standards 	✓	
<ul style="list-style-type: none"> Ability to create and maintain clear, robust IT documentation, procedures, and logs 	✓	
<ul style="list-style-type: none"> Excellent communication skills, including the ability to explain technical issues to non-technical colleagues 	✓	
<ul style="list-style-type: none"> Ability to work collaboratively with internal teams and external partners 	✓	
<ul style="list-style-type: none"> Ability to manage user access rights, system configurations, and routine administrative tasks accurately 	✓	
<ul style="list-style-type: none"> Strong organisational skills, ensuring accurate record keeping and compliance with policies and retention schedules 	✓	
EXPERIENCE	Essential	Desirable
<ul style="list-style-type: none"> Experience in diagnosing and resolving IT and telephony-related issues in a multi-user environment 	✓	
<ul style="list-style-type: none"> Experience working with external IT support providers, including escalation and vendor relationship management 	✓	
<ul style="list-style-type: none"> Experience supporting or implementing IT projects, including testing, documentation, and rollout 	✓	
<ul style="list-style-type: none"> Experience configuring, deploying, and maintaining devices such as PCs, laptops, printers, scanners, and telephony systems 	✓	
<ul style="list-style-type: none"> Experience maintaining IT registers and accurate audit trails (hardware, software, licensing, user accounts) 	✓	



<ul style="list-style-type: none"> • Experience contributing to or supporting disaster recovery and business continuity planning activities 	✓	
<ul style="list-style-type: none"> • Experience supervising or supporting junior IT staff or colleagues 	✓	
KNOWLEDGE	Essential	Desirable
<ul style="list-style-type: none"> • Demonstrable knowledge of IT infrastructure, networks (DNS, DHCP, TCP/IP), and system security principles 	✓	
<ul style="list-style-type: none"> • Strong understanding of IT support processes, troubleshooting methods, and incident management 	✓	
<ul style="list-style-type: none"> • Knowledge of data backup, storage, retrieval, and disaster recovery processes. 	✓	
<ul style="list-style-type: none"> • Awareness of current good practice, legislation, and regulatory expectations relating to IT, data protection, security, and procurement 	✓	
<ul style="list-style-type: none"> • Understanding of Cyber Essentials–aligned patching and security expectations 	✓	
QUALIFICATIONS		
<ul style="list-style-type: none"> • Educated to HNC/HND level in IT (or equivalent experience). 	✓	
<ul style="list-style-type: none"> • Educated, or willing to study towards, Microsoft Certified: Azure Fundamentals (AZ-900) or Microsoft 365 Certified: Fundamentals (MS-900). 	✓	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> • Willingness to attend training and maintain up-to-date knowledge 	✓	
<ul style="list-style-type: none"> • Commitment to Health & Safety and promoting a positive safety culture 	✓	
<ul style="list-style-type: none"> • Ability to work flexibly across the organisation as required. 	✓	

Please consider the Person Specification in conjunction with the Job Description requirements and your suitability to fulfil the post prior to completing the application form.

IT Officer

Summary of Terms & Conditions of Service

Basic Salary £42,707 to £46,895
(EVH Grade 7, Points PA22 to PA25)

Plus, allowances, Final Salary Pension Scheme and Salary Sacrifice Schemes

Car Allowance: £1,795 per year or trebled Electric Vehicle Allowance of £5,385 per year
(for EV allowance you must supply and use your own EV, or lease an EV through our EV Salary Sacrifice Scheme)

Pension: SHAPS Final Salary Pension Scheme
(Other options available including CARE and 10% Employer Defined Contributions)

Holidays: 40 days per year, including 15 days public holiday
In addition, up to two flexitime leave days per month

Fees: One set of relevant professional fees paid annually

Health: Simply Health Cash Plan - covering benefits such as support with dental, optical, physiotherapy, osteopathy, chiropractic, acupuncture, health assessments and prescription costs, as well as a new child payment for new parents.

Telephone: £20 per month mobile telephone allowance payment

Salary Sacrifice: Available for Pension Contributions, Electric Vehicle Leasing, Bike Purchase and Childcare

Other Benefits: Enhanced Maternity, Paternity and Adoption Leave and Pay

Generous Occupational sick pay that increases with length of service

Discounted shopping vouchers for supermarkets, high street retailers, leisure and entertainment providers

Hours of Work: 35 hours per week, 5 days per week, flexitime
Core hours are 10.00am to 12.00 noon and 2.00pm to 4.00pm daily

60% workplace attendance normally expected each week with the option to work the remainder remotely

Place of Work: East Lothian Housing Association
18-20 Market Street
Haddington
East Lothian
EH41 3JL

(Or any other location required to carry out your duties)

Notice Period: 8 weeks

Pay Day: 28th of each month

All other terms and conditions of employment are as per EVH Conditions of Service.

Useful links

You can find out all about us on our website www.elha.com

For example:

About our performance
[Performance 365 - East Lothian Housing Association](#)

Privacy Policy
[ELHA Privacy Policy - East Lothian Housing Association](#)

GDPR Fair Processing Notice – how we use your personal information
[How ELHA Use Your Personal Information - East Lothian Housing Association](#)

ELHA Landlord Performance & Other Public Information
[East Lothian Housing Association Ltd | Scottish Housing Regulator](#)

**EQUALITY & DIVERSITY POLICY
SUMMARY FOR ISSUE AS A PUBLIC STATEMENT**

We are committed to promoting an environment of respect and understanding; encouraging diversity and eliminating discrimination by providing equality of opportunity for all in the following activities:

- Admission to the housing register
- Allocating housing
- Provision of all services to tenants and other customers
- Appointment of Consultants and Contractors
- Handling of comments and complaints
- Recruitment of Association members
- Recruitment of Management Committee / Board Members
- Recruitment and employment of staff, and all aspects of their Terms and Conditions of Employment

We are committed to complying with all current anti-discrimination law, regulation and good practice.

We aim to ensure that in all our policies, procedures and management decisions there is no discrimination on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation or on any other grounds.

We will provide information in alternative forms for those requiring it, for example translation into other languages where required.

As part of our commitment to Equality & Diversity, and in compliance with the Equality Act 2010, we have adopted a Disability Policy Statement and have been recognised by the Employment Service as a Disability Symbol User.

A full copy of our Equality & Diversity Policy may be obtained from the Association's offices at the address above.

Brian Logan

Brian Logan, Chair

Martin Pollhammer

Martin Pollhammer, Chief Executive

EAST LoTHIAN HOUSING ASSOCIATION LIMITED

BACKGROUND INFORMATION FOR APPLICANTS FOR EMPLOYMENT

The following information has been provided in order to give you an insight into the Association, its structure and activities.

The Job Description (enclosed) outlines the duties and responsibilities of the post for which you are applying. The Person Specification (enclosed) indicates the professional and personal skills and attributes required of applicants for the post.

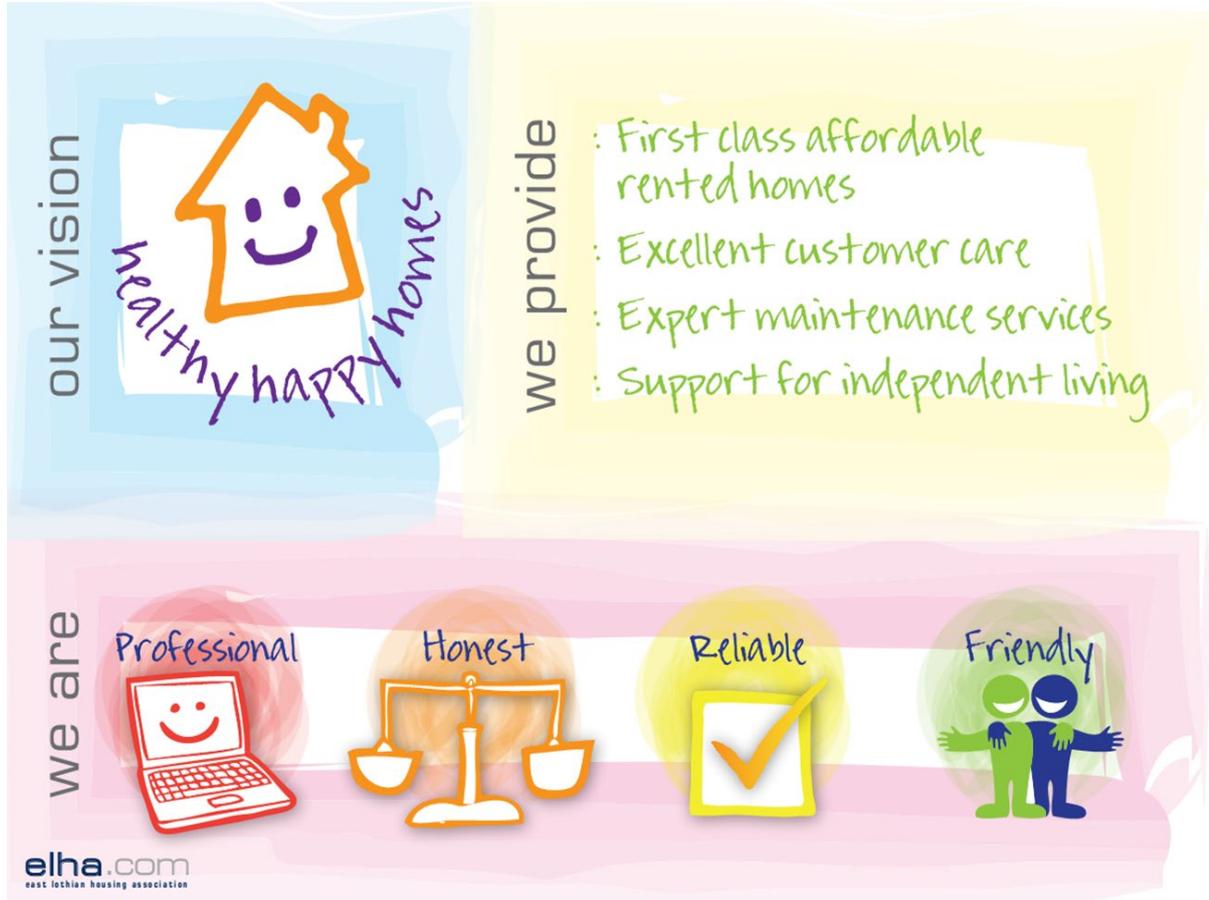
THE ASSOCIATION

East Lothian Housing Association builds and manages a wide range of properties to meet a variety of needs within East Lothian. From our office in Haddington, we currently manage around 1,500 properties for rent and shared ownership throughout East Lothian.

The Association

- is a non-profit distributing charitable organisation registered with The Scottish Housing Regulator and is committed to serving the housing needs of the residents of East Lothian.
- is run by a voluntary Board of up to 15 members drawn from people with experience in all walks of life, who live, work or have some other interest or connection to East Lothian.
- was established in February 1988 by a steering group of local people concerned about the growing housing needs within the District and particularly in rural areas.
- provides accommodation for families, single people, the elderly and people with physical disabilities and special needs.
- manages East Lothian Care & Repair, who provide help and advice to disabled and elderly home owners and private tenants on financing and carrying out housing improvements, repairs and adaptations.

Our vision is:



MANAGEMENT OF THE ASSOCIATION

The ELHA Board delegates operational responsibilities to a professional team of staff headed by the Chief Executive, Martin Pollhammer. The role of Secretary is delegated to the Director of Housing & Customer Services.

The management structure is as follows:

Function/Department	Headed by	Name
Finance & Corporate Services	Director of Finance & Corporate Services	Gary Alison
Housing & Customer Services	Director of Housing & Customer Services	Karen Barry
Asset Management & R3 Repairs	Director of R3 & Asset Management	Charlie Cooley

Executive Support	Rosie Gill	Senior Executive Support Officer
Care & Repair	Care & Repair Manager	Angela Bunton

DEPARTMENT FUNCTIONS

◆ Customer Services

The department is primarily responsible for providing an information and advice service to our internal and external customers. They are also responsible for the administration of our Digital Lettings Service, ensuring our homes are let in line with targets, for complaints handling and providing administrative support to both our Housing and Asset Management Teams.

◆ Housing Management

This department is responsible for the general management of the Association's housing stock and the provision of services to our tenants and other customers including; the allocation of housing and management of shared ownership; tenancy management, estate management, which includes looking after the areas around our housing; tenant participation and support; rent arrears management and dealing with anti-social behaviour. The department also provides a Money & Home Energy Advice Service.

◆ Asset Management

The Asset Management Department is responsible for the planning and implementation of the Association's cyclical and planned maintenance programmes to ensure that the properties are maintained in good order with a view to maximising the life expectancy of the houses. In order to improve the effectiveness of this process, the management, delivery and monitoring of reactive maintenance is also carried out by Asset Management. Asset Management also provides advice to tenants on all aspects of maintenance including, for example, alterations and medical adaptations.

◆ Care & Repair

Care & Repair provides assistance to elderly and disabled homeowners and private tenants to carry out necessary repairs and adaptations to their homes to enable them to maintain their independence. The service was established in 1987 and is managed by East Lothian Housing Association and funded by East Lothian Council.

◆ Finance & Corporate Services

The functions undertaken cover all aspects of Group financial and management accounting services including inter-group transactions. The department is also

primarily responsible for managing the Association IT and office administration systems.

◆ **Executive Support**

The Executive Support team is responsible for supporting the work of our Senior Management Team and the ELHA / R3 Board in our Management of the ELHA Group of companies. This involves the responsibility for administering and providing general advice on Human Resources (HR) services, as well as a variety of administrative tasks such as arranging and facilitating meeting but also involves undertaking projects and specific pieces of work for the Senior Management Team.

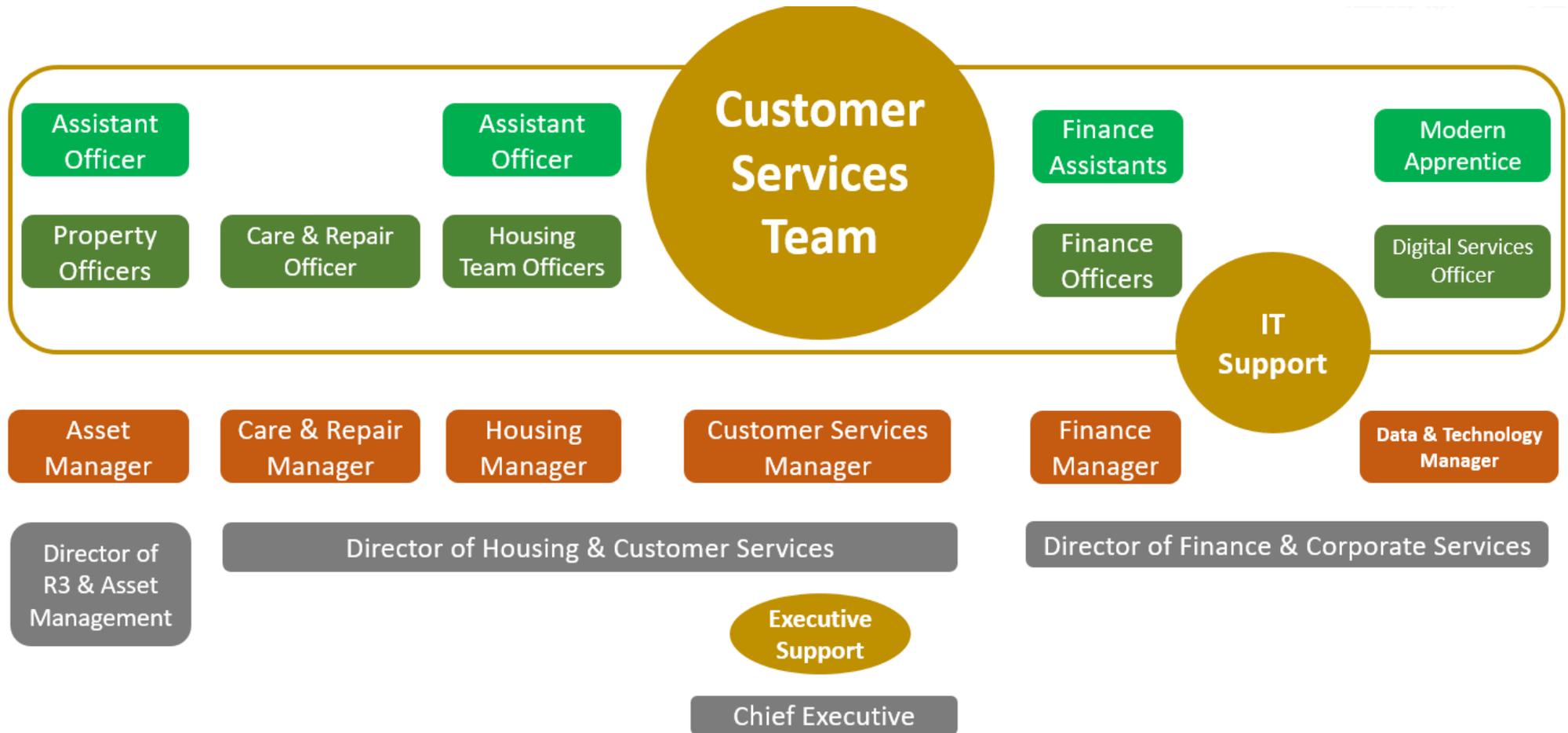
◆ **Development**

The Development Programme is delivered through a Strategic Alliance with the Places for People Scotland Group. The Association aims to target its investment to provide high quality affordable homes for rent throughout East Lothian. The Development Programme is funded through Housing Association Grant (HAG) and private finance.

◆ **R3 Repairs Limited**

The Association has a subsidiary company, R3 Repairs Limited, which provides maintenance services. It is governed by its own Board which is responsible for recruiting and managing its staff.

ELHA GROUP STRUCTURE



Proof of Eligibility to Work in the UK

The law on preventing illegal working is set out in 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 2016.

Under this law, it is a criminal offence for East Lothian Housing Association Ltd to employ a person who is not entitled to work in the UK. If you are short listed, then on the day of your interview, you **must** either:

- provide documents from List A or List B – Group 1 or List B – Group 2 so we can manually check your eligibility to work in the UK status (all), or;
- provide us with a Share Code so that we can check your eligibility to work in the UK status online (non-British and non-Irish citizens)

If you are a British or Irish citizen and do not have a passport (current or expired), please refer to points 3, 5, 6, 7 and 8 of List A.

If you are a non-British or non-Irish citizen and cannot show your original documents or your online immigration status, we will contact the Home Office to check your immigration status.

LIST A

1. A passport (current or expired) showing you are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing you are an Irish Citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that you have been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK
5. A current Immigration Status Document issued by the Home Office to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.

LIST B – Group 1

1. A current passport endorsed to show that you are allowed to stay in the UK and are currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that you have been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to you with a valid endorsement indicating that you may stay in the UK and are allowed to do the type of work in question, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.

LIST B – Group 2

1. A document issued by the Home Office showing that you have made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that you have made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that you have made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that you are permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that you may stay in the UK and are permitted to do the work in question.