

# What to bring to your assessment

Act now to help us maintain trust and security



To help us maintain trust and security at British Airways, please bring at least four original documents and two colour photocopies of each to your Cabin Crew assessment. These documents will confirm your identity and address; prove your right to work in the UK and provide proof of your [National Insurance number](#) (if you have one).

**Please ACT NOW to collect the right documents and ensure you bring them on the day. You will not be able to complete your assessment without them. These checklists will help you.**



## What to bring

### EITHER

You only need four documents and two colour photocopies of each at the assessment centre if you have a passport, National Insurance card, driving licence and bank statement with your address (dated in the last three months.) Use this checklist to make sure you have all you need:

#### Check all four documents

- |  |
|--|
| <input type="checkbox"/> Passport valid for at least 12 months (plus visa if applicable)   |
| <input type="checkbox"/> National Insurance card   |
| <input type="checkbox"/> Photo card driving licence  |
| <input type="checkbox"/> Bank or credit card statement (Includes your address and is dated in the last three months. <b>(Please delete any credit card number shown on the credit card statement.)</b> ) |

If you have a valid Attestation, please also bring this to your assessment.

### OR

Complete sections A-C on pages 2-4, and bring all your chosen documents, including two colour photocopies of each, to your assessment:

- A.  Proof of identity and address
- B.  Proof of your right to work
- C.  Proof of your National Insurance Number (if you have one)

Please check that your photocopies meet our standards:

- |  |   |
|--|---|
| <input type="checkbox"/> are in colour | <input type="checkbox"/> do not cut off parts of the original document              |
| <input type="checkbox"/> are clear     | <input type="checkbox"/> have white space around the edges of the original document |

## A. Proving your identity and address

There are two ways of proving your identity and address. Please choose **one** option and collect the documents you need bring.

### OPTION ONE

Bring <b>two</b> documents from this table	Notes
<input type="checkbox"/> PPassport valid for at least 12 months	Any current and valid passport
<input type="checkbox"/> <a href="#">Biometric residence permit</a>	UK
<input type="checkbox"/> Current driving licence photo card	UK / Isle of Man / Channel Islands (full or provisional)
<input type="checkbox"/> Birth certificate (or an authorised copy of your birth certificate from the <a href="#">General Register Office</a> )	UK / Channel Islands – including those issued by UK authorities overseas (e.g. Embassies, High Commissions, and HM Forces)

### AND

Bring <b>one</b> document from this table which must show your current UK address	Notes
<input type="checkbox"/> Bank or building society statement (UK and Channel Islands or <a href="#">European Economic Area</a> )	Issued in last three months
<input type="checkbox"/> Credit card statement (UK or <a href="#">European Economic Area</a> ). <b>Please delete any credit card number shown on the statement.</b>	Issued in last three months
<input type="checkbox"/> Utility bill (UK. Utilities include landline, mobile phone, gas, electricity and water)	Issued in last three months. Mobile phone <b>not</b> pay-as-you-go or a receipt for a handset.
<input type="checkbox"/> P45 or P60 statement (UK and Channel Islands)	Issued in last 12 months
<input type="checkbox"/> Mortgage statement (UK or <a href="#">European Economic Area</a> )	Issued in last 12 months
<input type="checkbox"/> Council Tax statement (UK and Channel Islands)	Issued in last 12 months
<input type="checkbox"/> Benefit statement, e.g. Child Benefit, Pension (UK)	Issued in last three months
<input type="checkbox"/> An official document from a government department or agency, giving you entitlement to welfare, a pension, child benefits or other financial aid. (UK and Channel Islands)	Issued in last three months; e.g. from the DWP, the Employment Service, HMRC
<input type="checkbox"/> Cards carrying the <a href="#">PASS</a> accreditation logo (UK and Channel Islands)	Must still be valid
<input type="checkbox"/> Bank or building society account opening confirmation letter (UK)	Issued in last three months
<input type="checkbox"/> Financial statement, e.g. pension or endowment (UK)	Issued in last 12 months
<input type="checkbox"/> Current, old-style paper-only driving licence (UK)	NOT the paper counterpart for a photocard driving licence
<input type="checkbox"/> Current non-UK photo card driving licence (Non-UK)	Licences must be valid for up to 12 months from the date you entered the UK
<input type="checkbox"/> Work permit or visa (UK)	Valid up to expiry date
<input type="checkbox"/> Letter of sponsorship from future employment provider (Non-UK or non- <a href="#">European Economic Area</a> only)	Valid only for applicants residing outside of the UK at time of application. Must still be valid.
<input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man)	
<input type="checkbox"/> HM Forces ID card (UK)	
<input type="checkbox"/> EU National ID card	Must still be valid
<input type="checkbox"/> Letter from head teacher or college principal UK confirming dates of attendance for 16 to 19 year olds in full time education	Must have left within the last three years

**Yes – I have collected three of the original documents above, at least one of which includes my address**

## OPTION TWO

Bring <b>one</b> document from this table	Notes
<input type="checkbox"/> Passport valid for at least 12 months	Any current and valid passport
<input type="checkbox"/> <a href="#">Biometric residence permit</a>	UK
<input type="checkbox"/> Current driving licence photo card	UK / Isle of Man / Channel Islands (full or provisional)
<input type="checkbox"/> Birth certificate (or an authorised copy of your birth certificate from the <a href="#">General Register Office</a> )	UK / Channel Islands – including those issued by UK authorities overseas (e.g. Embassies, High Commissions, and HM Forces)

## AND

Bring <b>two</b> documents from this table, one of which must show your current UK address	Notes
<input type="checkbox"/> Bank or building society statement (UK and Channel Islands or <a href="#">European Economic Area</a> )	Issued in last three months
<input type="checkbox"/> Credit card statement (UK or <a href="#">European Economic Area</a> ). <b>Please delete any credit card number shown on the statement.</b>	Issued in last three months
<input type="checkbox"/> Utility bill (UK. Utilities include landline, mobile phone, gas, electricity and water)	Issued in last three months. Mobile phone <b>not</b> pay-as-you-go or a receipt for a handset.
<input type="checkbox"/> P45 or P60 statement (UK and Channel Islands)	Issued in last 12 months
<input type="checkbox"/> Mortgage statement (UK or <a href="#">European Economic Area</a> )	Issued in last 12 months
<input type="checkbox"/> Council Tax statement (UK and Channel Islands)	Issued in last 12 months
<input type="checkbox"/> Benefit statement, e.g. Child Benefit, Pension (UK)	Issued in last three months
<input type="checkbox"/> An official document from a government department or agency, giving you entitlement to welfare, a pension, child benefits or other financial aid. (UK and Channel Islands)	Issued in last three months; e.g. from the DWP, the Employment Service, HMRC
<input type="checkbox"/> Marriage/civil partnership certificate (UK and Channel Islands)	
<input type="checkbox"/> Adoption certificate (UK and Channel Islands)	
<input type="checkbox"/> Cards carrying the <a href="#">PASS</a> accreditation logo (UK and Channel Islands)	Must still be valid
<input type="checkbox"/> Bank or building society account opening confirmation letter (UK)	Issued in last three months
<input type="checkbox"/> Financial statement, e.g. pension or endowment (UK)	Issued in last 12 months
<input type="checkbox"/> Current, old-style paper-only driving licence (UK)	NOT the paper counterpart for a photocard driving licence
<input type="checkbox"/> Current non-UK photo card driving licence (Non-UK)	Licences must be valid for up to 12 months from the date you entered the UK
<input type="checkbox"/> Work permit or visa (UK)	Valid up to expiry date
<input type="checkbox"/> Letter of sponsorship from future employment provider (Non-UK or non- <a href="#">European Economic Area</a> only)	Valid only for applicants residing outside of the UK at time of application. Must still be valid.
<input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man)	
<input type="checkbox"/> HM Forces ID card (UK)	
<input type="checkbox"/> EU National ID card	Must still be valid
<input type="checkbox"/> Letter from head teacher or college principal UK confirming dates of attendance for 16 to 19 year olds in full time education	Must have left within the last three years

**Yes – I have collected three of the original documents above, at least one of which includes my address**

## B. Proving your right to work

All employees of British Airways must have the right to work in the UK. Please ensure you bring one of these original documents to prove your [right to work in the UK](#).

Bring <b>one</b> document from this table
<input type="checkbox"/> A current, valid passport showing you are a British citizen or a citizen of the UK and Colonies, having the right of abode in the UK.
<input type="checkbox"/> A passport or national identity card showing you are a national of a <a href="#">European Economic Area</a> country or Switzerland.
<input type="checkbox"/> A <b>current</b> <a href="#">Biometric Immigration Document (Biometric Residence Permit)</a> issued by the <a href="#">Home Office</a> showing you are allowed to stay indefinitely in the UK, or have no time limit on your stay in the UK.
<input type="checkbox"/> A <a href="#">Permanent Residence Card</a> issued by the <a href="#">Home Office</a> to you as a national of a European Economic Area country or Switzerland.
<input type="checkbox"/> A <a href="#">Registration Certificate</a> or <a href="#">Document Certifying Permanent Residence</a> issued by the <a href="#">Home Office</a> to you as a national of a European Economic Area country or Switzerland.
<input type="checkbox"/> A <b>current</b> passport endorsed to show 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.
<input type="checkbox"/> A <b>current</b> Immigration Status Document issued by the <a href="#">Home Office</a> showing you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.
<input type="checkbox"/> A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of your parents or adoptive parents, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.
<input type="checkbox"/> A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.
<input type="checkbox"/> A certificate of registration or naturalisation as a British citizen, <b>AND</b> an official document giving your permanent National Insurance number and your name, issued by a Government agency or a previous employer.

## C. Proof of your National Insurance number (if you have one\*)

You'll pay National Insurance from what you earn, in return for certain benefits including the State Pension.

If you have a National Insurance number, please bring **one** of these **original** documents as proof:

<input type="checkbox"/> Your National Insurance card
<input type="checkbox"/> A P45 or P60 showing your National Insurance number
<input type="checkbox"/> An official document showing your National Insurance number (eg. a letter from HM Revenue and Customs or Jobcentre)
<b>x We cannot accept payslips.</b>

### \*NO NATIONAL INSURANCE NUMBER?

If you have lost your National Insurance number, you will need to find it and bring it to your assessment. [Find your lost National Insurance number.](#)

If you have never had a National Insurance number, you can still attend your assessment. You must [apply for a National Insurance number](#) if we offer you a role.