

Northern Ireland Civil Service (NICS)

Nationality Requirements Frequently Asked Questions (FAQs)

Q1. Where can I find details of the nationality requirements for a specific post?

A. The Candidate Information Booklet (CIB) for each competition will outline the nationality requirements including what information and/or documentation is required based on the category you are applying under.

Q2. How do I know if I am eligible to apply for a post in NICS?

A. The Candidate Information Booklet (CIB) for each recruitment competition will outline the nationality requirements. To meet the Civil Service Nationality Rules, you must fall within one of the categories outlined below:

- UK national; or
- National of a Commonwealth country; or
- National of the Republic of Ireland; or
- Nationals with limited leave to remain or indefinite leave to remain who were eligible to apply for [European Union Settlement Scheme \(EUSS\)](#) on or before the 31 December 2020;
- EEA nationals with (or eligible for) status under the EUSS; nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the EUSS; or
- Nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status in accordance with the requirements of the EUSS. Where that application has been accepted as valid, as evidenced by a certificate of application, a failure of such a person to obtain EUSS status may result in the job application being rejected or contract terminated; and

- Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service.

In addition to meeting the Nationality requirements as outlined above, you must also confirm you have the right to work in the UK.

For more information on job nationality requirements and the right to work in the UK, see the [Civil Service Nationality rules](#) and the [UK Visas and Immigration rules](#)

You can check your eligibility on the Civil Service Nationality Rules [here](#).

Q3. How do I indicate what category I am applying under as outlined in the Civil Service Nationality Rules?

A. You are required to note on Part 1 of your application form the category you are applying under, for example, National of a Commonwealth country. You will also be required provide a copy of your passport and or any supporting documentation before an offer of employment can be made.

Q4. I am an EEA national or relevant family member, how do I obtain a share code to confirm my right to work in the UK?

A. The Home Office online service provides a share code for you to share with the employer to confirm Right to Work status. A check is carried out to ensure that you have the right to work in the UK as part of the recruitment preplacement check process. Further information on the Home Office online checking service can be found at [Prove your right to work to an employer: Overview - GOV.UK \(www.gov.uk\)](#)

Q5. What happens if I have limited leave to remain in the UK?

A. If you have a timebound right to work, your offer letter will outline that a further right to work check will be carried out before this end date. We will contact you to obtain a new share code to confirm you have the right to work in the UK beyond the original end date as included on your share code provided during the recruitment preplacement checks. Should this further check advise that you no longer have the right to work in the UK, your employment must be terminated.

Q6. I have made a late application for EU Settled Status, can I take up employment in the NICS?

A. Yes, however if the application is later rejected, and you no longer have a valid application pending, your employment will be terminated unless you otherwise satisfy the Civil Service Nationality Rules in your own right. Further information on EUSS can be found at [European Union Settlement Scheme \(EUSS\)](#)

Q7. I am national from a Commonwealth country and have the Right to Abode, am I eligible for employment in the NICS?

A. Yes, if you are claiming right of abode in the UK you must prove it by presenting either:

- a UK passport describing you as a British citizen
- a UK passport describing you as a British subject with the right of abode in the UK
- a certificate of entitlement

Further details on the criteria are outlined at [Nationality - right of abode.docx](#)

Q8. How do I know if Sponsorship is available?

A. The Candidate Information Booklet (CIB) for each recruitment competition will outline the nationality requirements including sponsorship, if available. Sponsorship can only be considered if the post is listed on the [Skilled Worker visa: eligible occupations and codes - GOV.UK \(www.gov.uk\)](#).

Q9. Am I eligible for Sponsorship via NICS?

A. You must meet the criteria for sponsorship as outlined at [Workers and Temporary Workers: sponsor a skilled worker](#). If you are a 'settled worker' or have immigration permission to work in the UK, Sponsorship is not required.