

## How to apply for a job in NHS Jobs user guide – Add your right to work status

This guide gives you instructions for how to add your right to work status to your application in the NHS Jobs service.

You'll need to add your right to work in the UK status as part of your application.

If you've previously applied for a role and saved your application information, you can use this to apply.

If you have any draft applications, you can view this information to help you with your most recent application.

If you save your application information, you can use it to apply for other roles and any previous information will be replaced.

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## Right to work

This page gives you instructions for how to confirm your right to work status.

**Important:** In this example, the **Right to work** status is **'NOT STARTED'** and your application is incomplete as you've completed 1 out of 14 sections.

To add your right to work status, complete the following steps:

1. Select the ['Right to work'](#) link.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

NHS BSA Training  
**Administrator application**

**Application incomplete**  
You have completed 1 of 14 sections.

<b>Add your personal details</b>	<b>Job details</b>
<a href="#">Contact details</a> <b>COMPLETED</b>	<b>Closing date</b> 30 December 2021
<b>Add your right to work status</b>	<b>Job reference number</b> T1111-21-8154
<b>1</b> <a href="#">Right to work</a> <b>NOT STARTED</b>	<a href="#">View the job advert (opens in new tab)</a>

## Are you a British or Irish citizen?

This page gives you instructions for how to confirm if you're a British or Irish citizen.

**Important:** This includes if you have dual citizenship.

To confirm if you're a British or Irish citizen, complete the following steps:

1. Select an answer:
  - [Yes](#)
  - [No](#)
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, the word 'Jobs', and a 'Sign out' link. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and 'Are you a British or Irish citizen?'. It includes a note that this question includes dual citizenship. There are two radio button options: 'Yes' (marked with a '1') and 'No'. Below the radio buttons is a green 'Save and continue' button (marked with a '2') and a blue link for 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

## Are you an EU, European Economic Area (EEA) or Swiss citizen?

This page gives you instructions for how to confirm if you're an EU, EEA, or Swiss citizen.

**Important:** You'll only see this page if you're not a British or Irish citizen.

To confirm if you're an EU, EEA, or Swiss citizen, complete the following steps:

1. Select an answer:
  - [Yes](#)
  - [No](#)
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area is light blue and features a 'Go back' link. The title of the section is 'Administrator application' followed by the question 'Are you an EU, European Economic Area (EEA) or Swiss citizen?'. Below the question, there are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the radio buttons. A link 'Save and come back later' is located below the 'Save and continue' button. At the bottom of the page, there is a grey footer containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

## What is your immigration status?

This page gives you instructions for how to confirm your immigration status.

**Important:** You'll only see this page if you're not a British, Irish, EU, EEA, or Swiss citizen.

To confirm your immigration status, complete the following steps:

1. Select an answer:
  - [‘EU Settlement scheme’](#)
  - [‘Any other immigration status’](#)
  - [‘Other immigration status’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' badge indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and 'What is your immigration status?'. It includes a sub-header 'This will be checked if you're invited to interview.' and a list of radio button options for immigration status. The 'Youth Mobility Scheme' option is highlighted with a yellow circle containing the number '1'. Below the list, there is a link 'What is the EU Settlement Scheme?' with a dropdown arrow. Under this link, there is explanatory text: 'If you're an EU, EEA or Swiss citizen, you and your family can apply to continue living in the UK after 30 June 2021. [Find out more about the EU Settlement Scheme \(opens in a new tab\).](#)'. At the bottom of the form, there is a green 'Save and continue' button highlighted with a yellow circle containing the number '2', and a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

**Tip:** You can select the ‘What is the EU Settlement Scheme?’ link for more information.

## What is your EU Settlement Scheme status?

This page gives you instructions for how to confirm your EU Settlement Scheme status.

**Important:** You'll only see this page if your immigration status is 'EU Settlement Scheme'.

To confirm your EU Settlement Scheme status, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and 'What is your EU Settlement Scheme status?'. It features two radio button options: 'Settled status' (marked with a '1') and 'Pre-settled status'. Below these options is a green 'Save and continue' button (marked with a '2') and a blue link for 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for '© Crown copyright'.

## What is your immigration status?

This page gives you instructions for how to confirm your immigration status.

**Important:** You'll only see this page if you're an EU, EEA, or Swiss citizen.

To confirm your immigration status, complete the following steps:

1. Select an answer:
  - ['EU Settlement scheme'](#)
  - ['Other immigration status'](#)
  - ['Any other immigration status'](#)
2. Select the 'Save and continue' button.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

[< Go back](#)

Administrator application

### What is your immigration status?

This will be checked if you're invited to interview.

EU, European Economic Area (EEA) or Swiss citizen

EU Settlement Scheme

**1**  Indefinite leave to remain (ILR) or indefinite leave to enter (ILE)

European Temporary Leave to Remain (Euro TLR)

Other immigration status

▼ [What is the EU Settlement Scheme?](#)

If you're an EU, EEA or Swiss citizen, you and your family can apply to continue living in the UK after 30 June 2021. [Find out more about the EU Settlement Scheme \(opens in a new tab\).](#)

**2** [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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**Tip:** You can select the 'What is the EU Settlement Scheme?' link for more information.



## Tell us your immigration status

This page gives you instructions for how to confirm your immigration status.

**Important:** You'll only see this page if you selected 'Other immigration status'.

To confirm your immigration status, complete the following steps:

1. In the **Immigration status** box, enter the details.
2. Select the [Save and continue](#) button.


The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the title 'Tell us your immigration status'. Below the title is the label 'Immigration status' and a text input field with a yellow '1' icon to its left. Below the input field is a green 'Save and continue' button with a yellow '2' icon to its left. Below the button is a link 'Save and come back later'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

## Check and save your right to work status

This page gives you instructions for how to check and save your right to work status.

To check, change and confirm your right to work status, complete the following steps:

1. Select a 'Change' link:
  - ['Are you a British or Irish citizen?'](#) (optional)
  - ['Are you an EU, EEA or Swiss citizen?'](#) (optional)
  - ['What is your immigration status?'](#) (optional)
2. Select the ['Save and continue'](#) button.



[Sign out](#)

[English](#) | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

### Administrator application

## Check and save your right to work status

Are you a British or Irish citizen?	No	<a href="#">Change</a>
Are you an EU, European Economic Area (EEA) or Swiss citizen?	Yes	<a href="#">Change</a>
What is your immigration status?	EU, European Economic Area (EEA) or Swiss citizen	<a href="#">Change</a>

2

Save and continue

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)

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## Application task list

This page gives you instructions for how to view your application tasklist.

**Important:** In this example, the **Right to work** status is **'COMPLETED'** and your application is incomplete as you've completed 2 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link.
- or
2. Select the 'Save and come back later' link (optional).

**NHS Jobs** Sign out

English Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

NHS BSA Training  
**Administrator application**

**Application incomplete**  
You have completed 2 of 14 sections.

<p><b>Add your personal details</b></p> <p><a href="#">Contact details</a> <b>COMPLETED</b></p> <p><b>Add your right to work status</b></p> <p><a href="#">Right to work</a> <b>COMPLETED</b></p> <p><b>Add your qualifications, training and job history</b></p> <p><a href="#">Qualifications</a> NOT STARTED</p> <p><b>1</b> <a href="#">Training</a> NOT STARTED</p> <p><a href="#">Job history</a> NOT STARTED</p> <p><b>Add your supporting evidence</b></p> <p><b>1</b> <a href="#">Essential and desirable criteria</a> NOT STARTED</p> <p><b>Add further information the employer needs from you</b></p> <p><a href="#">Medical qualifications and details</a> NOT STARTED</p> <p><a href="#">Dental qualifications and details</a> NOT STARTED</p> <p><b>1</b> <a href="#">Nursing qualifications and details</a> NOT STARTED</p> <p><a href="#">Driving qualifications and details</a> NOT STARTED</p> <p><a href="#">Unspent criminal convictions and cautions</a> NOT STARTED</p> <p><a href="#">Fitness to practice</a> NOT STARTED</p> <p><b>Check your equal opportunities</b></p> <p><b>1</b> <a href="#">Guaranteed interview scheme</a> NOT STARTED</p> <p><a href="#">Equality and diversity</a> NOT STARTED</p>	<p><b>Job details</b></p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p><a href="#">View the job advert (opens in new tab)</a></p>
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You need to complete all sections before you can send your application.

**2** [Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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**Tip:** To find out how to complete your application, go to a user guide or video from the **'Apply for a job'** section of the ['Help and support for applicants'](#) webpage.

You've added your right to work status and reached the end of this user guide.