

## How to complete a right to work in the UK check in NHS Jobs user guide

This guide gives you instructions for how to complete a [right to work in the UK](#) check in the NHS Jobs service.

You'll need to confirm if the applicant requires their right to work in the UK to be checked as part of their pre-employment checks.

To find out which roles can do this, go to the **'Roles and permissions'** link in the **'Help and information'** section of the [employer dashboard](#).

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## Pre-employment checks

This page gives you instructions for how to access an applicant's pre-employment checks.

**Important:** You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access an applicant's pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and provides options to 'Change' or 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main heading is 'NHS BSA Training Dashboard'. Below this, there are two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard features a list of task categories with counts, track status, and overdue days, each accompanied by a progress bar:

Task Category	Count	Track Status	Overdue Days
<a href="#">Draft</a>	99	- on track 25	overdue 74
<a href="#">Approvals</a>	1		
<a href="#">Published</a>	10	- on track 9	overdue 1
<a href="#">Shortlisting</a>	68	- on track 42	overdue 26
<a href="#">Interviews</a>	21	- on track 3	overdue 18
<a href="#">Ready to offer</a>	11	- on track 7	overdue 4
<a href="#">Conditional offers</a>	5	- on track 3	overdue 2
<b>1</b> <a href="#">Pre-employment checks</a>	1		
<a href="#">Contracts</a>	12	- on track 8	overdue 4
<a href="#">End recruitment</a>	7	- on track 5	overdue 2

On the right side, there are several utility sections:

- What you can do:** Includes buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** Lists links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'.
- Documents and templates:** Lists links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'.
- Help and information:** Lists links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** Includes a link for 'Run a report'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## Find the applicant

This page gives you instructions for how to find the applicant to start their pre-employment checks.

To find the applicant to start their pre-employment checks, complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

The screenshot shows the NHS BSA Training 'Pre-employment checks' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'NHS BSA Training Pre-employment checks'. Below this, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The main content is a table titled 'Pre-employment checks' with the following columns: Applicant, Job title, Deadline, Outstanding checks, and What needs doing next. The table contains one row for 'Liam MA' (AR-210128-00006) with the job title 'Learning Consultant' (T2020-21-4641) and a deadline of '01 Apr 2022' (ON TRACK). The 'Outstanding checks' list includes References, Home address, Identity check, Right to work in the UK, Qualifications, Professional registrations, DBS, HPANs, and Health assessment. The 'What needs doing next' column contains the link 'View checks or withdraw offer'. Three yellow circles with numbers 1, 2, and 3 are overlaid on the page to indicate the steps: 1 is next to the applicant name, 2 is next to the job title link, and 3 is next to the 'View checks or withdraw offer' link. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-210128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <b>ON TRACK</b>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

## Start pre-employment checks

This page gives you instructions for how to start the applicant's pre-employment checks.

To start the applicant's pre-employment checks, complete the following steps:

1. Select an answer:
  - ['Check pre-employment checklist'](#)
  - or
  - 'Withdraw offer'
2. Select the 'Continue' button.

**NHS** Jobs You're viewing [NHS BSA Training](#) [Change](#)  
Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Pre-employment checks  
**The conditional offer has been accepted by Liam MA**

Would you like to

1  Check pre-employment checklist

Withdraw offer

2 [Continue](#)

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

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If you withdraw the applicant's job offer, you have reached the end of this user guide.

## Right to work in the UK

This page gives you instructions for how to start the applicant's right to work in the UK check.

To start the applicant's right to work in the UK check, complete the following step:

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

The screenshot shows the NHS Jobs pre-employment checklist for a candidate. The page is titled "Pre-employment checklist for [redacted]". It includes a "References" section with one item "References" (NOT STARTED). An "Identity" section has three items: "Home address" (NOT STARTED), "Identity check" (NOT STARTED), and "Inter Authority Transfer (IAT)" (COMPLETED). A "Right to work" section has one item: "1 Right to work in the UK" (NOT STARTED). The "Right to work in the UK" item is highlighted with a yellow circle and the number 1. The page also features a blue header with the NHS logo, "Jobs", and user information: "You're viewing NHS BSA Training", "Change", "Signed in as NHSBSA Training", and "Sign Out". A "BETA" banner at the top states "Your feedback will help us to improve this service." and a "Go back" link is visible.

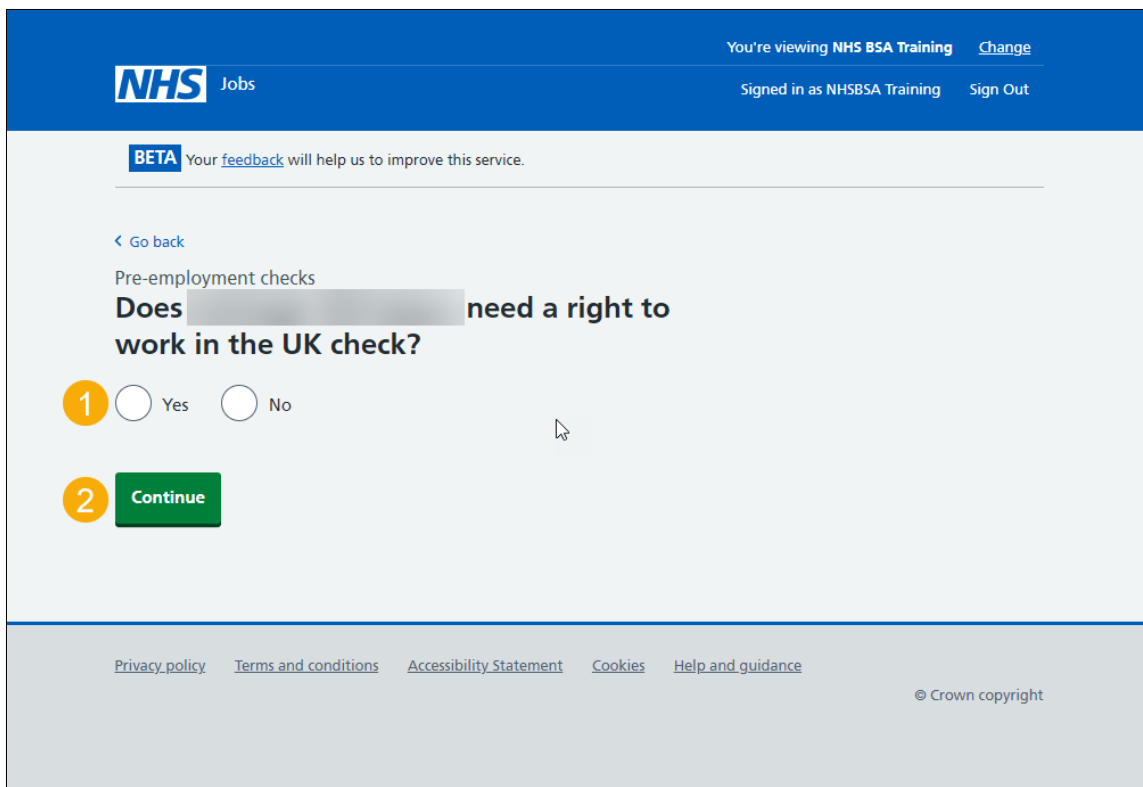
Section	Item	Status
References	<a href="#">References</a>	NOT STARTED
Identity	<a href="#">Home address</a>	NOT STARTED
	<a href="#">Identity check</a>	NOT STARTED
	<a href="#">Inter Authority Transfer (IAT)</a>	COMPLETED
Right to work	<b>1</b> <a href="#">Right to work in the UK</a>	NOT STARTED

## Does the applicant need a right to work in the UK check?

This page gives you instructions for how to confirm if the applicant needs a right to work in the UK check.

To confirm if the applicant needs a right to work in the UK check, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs pre-employment check interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main question is 'Does [redacted] need a right to work in the UK check?'. Below the question, there are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1'. Below the radio buttons, there is a green 'Continue' button with a yellow circle containing the number '2'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also includes the text '© Crown copyright'.

## Confirm the applicant doesn't need a right to work in the UK check

This page gives you instructions for how to confirm the applicant doesn't need a right to work in the UK check.

**Important:** You'll only see this page if you're confirming the applicant doesn't need a right to work in the UK check.

To confirm the applicant doesn't need a right to work in the UK check complete the following steps:

1. Select the ['Change'](#) link (optional).
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' on the left, and user information 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header, a 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Pre-employment checks' and features a large heading 'right to work in the UK'. Underneath, there is a form field with the text 'Right to work in the UK check needed' and a dropdown menu currently set to 'No'. A blue 'Change' link with a yellow circle containing the number '1' is positioned to the right of the dropdown. Below the form, there is a green 'Save and continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.



## What you will need to know

This page gives you instructions for what information you'll need to know to complete the applicant's right to work in the UK check.

**Important:** You'll only see this page if the applicant requires a right to work in the UK check.

To complete the applicant's right to work in the UK check, complete the following step:

1. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'What you will need to know'. It states that 'Liam MA has added information about their immigration status as part of their application.' and that the user needs to ensure the immigration status is correct and add details of the right to work in the UK check. A list of requirements is provided: Liam MA's immigration status, if they have continuous or temporary right to work, the right to work evidence they gave, the evidence details (document number, expiry date, issue date), the dates the evidence was received and checked, and who checked the evidence. It also mentions that the user can add a note about the check. A large green button with a yellow circle containing the number '1' and the text 'Continue' is highlighted. Below the button is a link to 'Return to pre-employment checklist'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

## Check the applicant's immigration status

This page gives you instructions for how to check the applicant's immigration status.

To check the applicant's immigration status, complete the following steps:

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

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'right to work in the UK'. Underneath, it says 'What they told us:' followed by a progress bar and the text 'British or Irish citizen? Yes'. Below this, there is a question 'Is their immigration status correct?' with two radio button options: 'Yes' and 'No'. The 'Yes' option is selected. A green 'Continue' button is located below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also contains the text '© Crown copyright'.

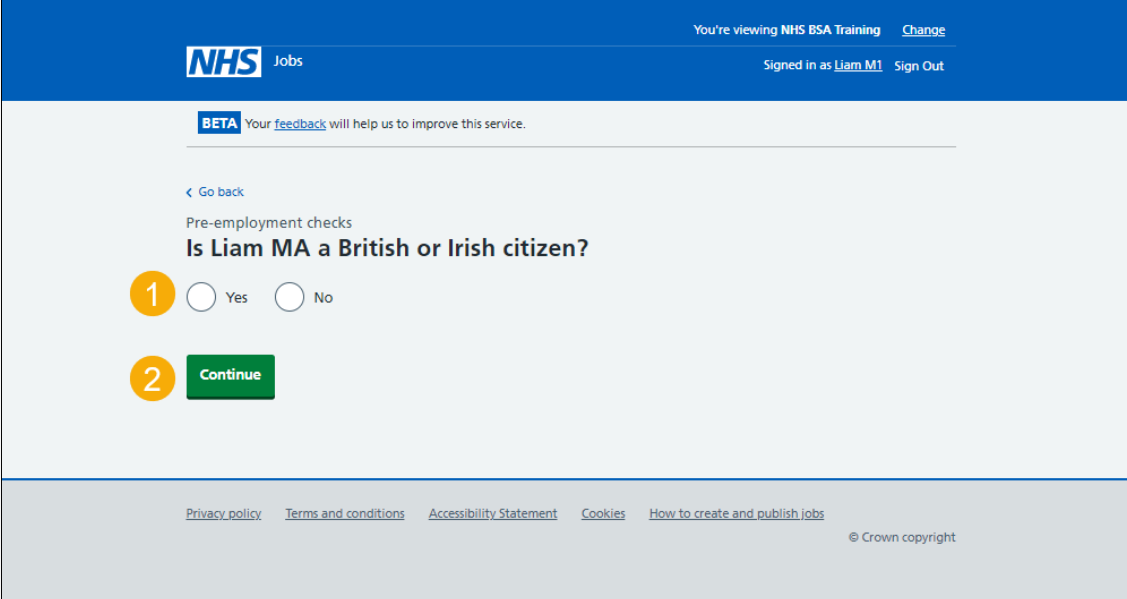
## Is the applicant a British or Irish citizen?

This page gives you instructions for how to confirm if the applicant is a British or Irish citizen.

**Important:** You'll only see this page if the applicant's immigration status isn't correct.

To confirm if the applicant is a British or Irish citizen, complete the following steps:

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



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1" with a "Sign Out" link is on the right. A "BETA" banner indicates that feedback will help improve the service. Below this is a "Go back" link. The main heading is "Pre-employment checks" followed by "Is Liam MA a British or Irish citizen?". There are two radio buttons: "Yes" and "No". A green "Continue" button is positioned below the "Yes" option. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with a copyright notice "© Crown copyright".

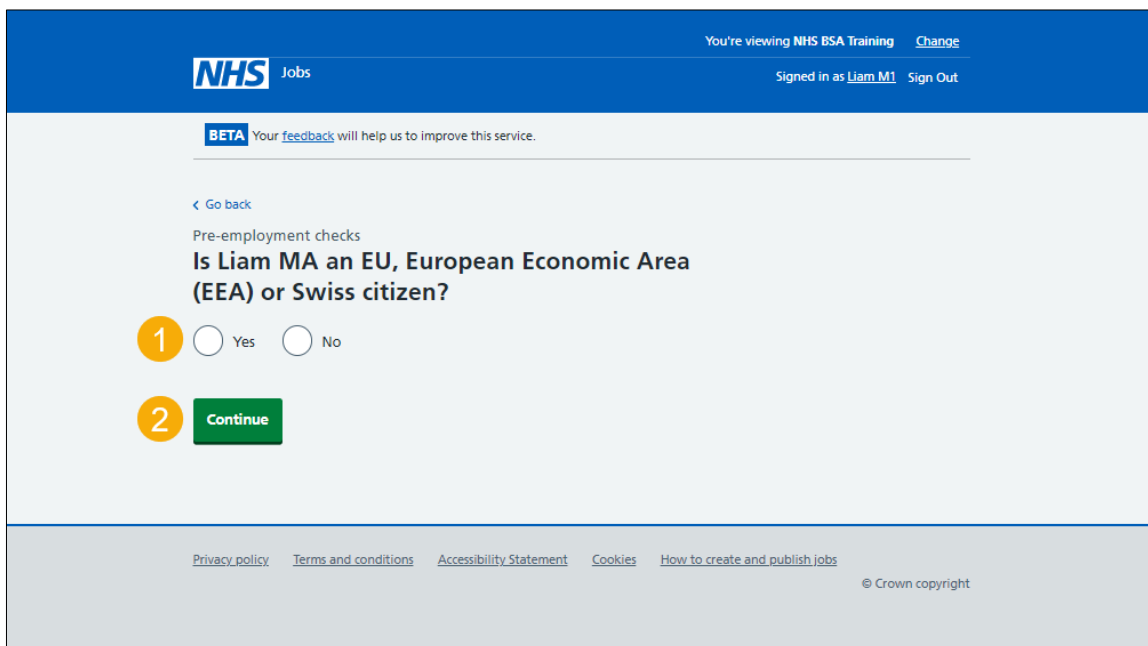
## Is the applicant an EU, European Economic Area (EEA) or Swiss citizen?

This page gives you instructions for how to confirm if the applicant is an EU, European Economic Area (EEA) or Swiss citizen.

**Important:** You'll only see this page if the applicant isn't a British or Irish citizen.

To confirm if the applicant is an EU, European Economic Area (EEA) or Swiss citizen, complete the following steps:

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



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and asks 'Is Liam MA an EU, European Economic Area (EEA) or Swiss citizen?'. There are two radio buttons: 'Yes' and 'No'. A green 'Continue' button is located below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes the text '© Crown copyright'.

## What is the applicant's immigration status?

This page gives you instructions for how to confirm the applicant's immigration status.

**Important:** You'll only see this page if the applicant isn't a British, Irish, EU, European Economic Area (EEA) or Swiss citizen.

To confirm the applicant's immigration status, complete the following steps:

1. Select an answer:
  - ['EU Settlement Scheme'](#)
  - ['An immigration status'](#)
  - ['Other immigration status'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'What is Liam MA's immigration status?'. A list of radio button options is provided, with a yellow circle containing the number '1' next to the 'Youth Mobility Scheme' option. Below the list is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

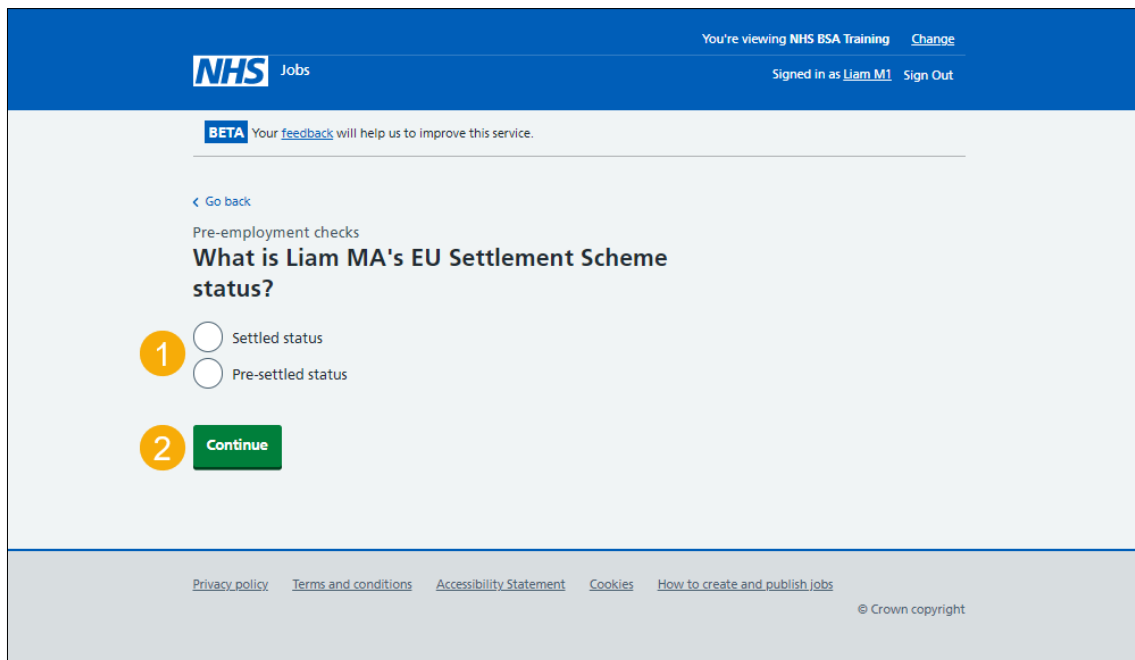
## What is the applicant's EU Settlement Scheme status?

This page gives you instructions for how to confirm the applicant's EU Settlement Scheme status.

**Important:** You'll only see this page if the applicant has an EU Settlement Scheme status.

To confirm the applicant's EU Settlement Scheme status, complete the following steps:

1. Select an answer.
2. Select the [Continue](#) button.



The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'What is Liam MA's EU Settlement Scheme status?'. There are two radio button options: 'Settled status' and 'Pre-settled status'. A green 'Continue' button is positioned below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

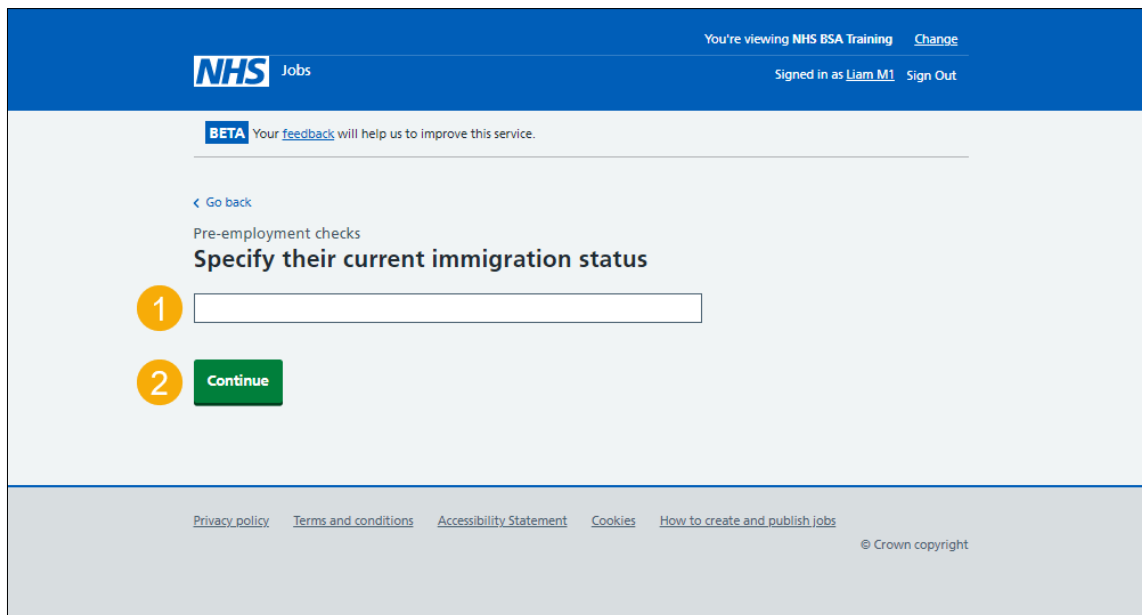
## Specify their current immigration status

This page gives you instructions for how to confirm the applicant's current immigration status.

**Important:** You'll only see this page if the applicant's immigration status is 'Other'.

To confirm the applicant's current immigration status, complete the following steps:

1. In the **Immigration status** box, enter the details.
2. Select the **Continue** button.



The screenshot shows the NHS Jobs interface for specifying immigration status. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, a blue bar contains 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. A 'Go back' link is present. The main heading is 'Pre-employment checks' followed by 'Specify their current immigration status'. Step 1 is a text input field. Step 2 is a green 'Continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

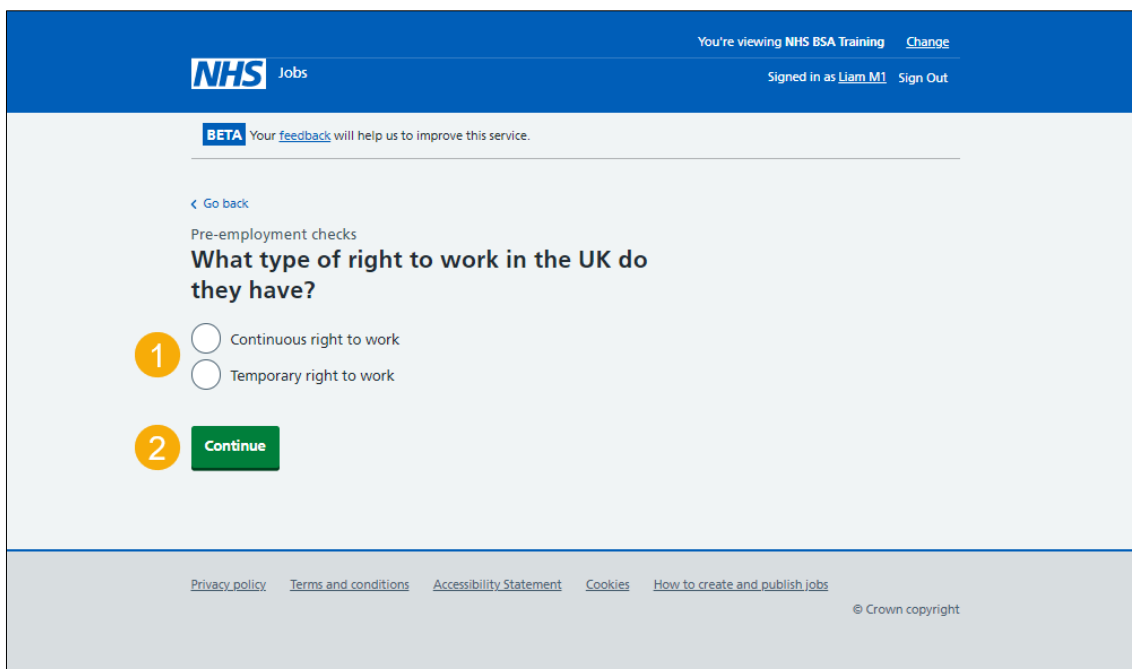
## What type of right to work in the UK do they have?

This page gives you instructions for how to confirm what type of right to work in the UK the applicant has.

**Important:** You'll only see this page if the applicant has an EU Settlement Scheme or Other immigration status.

To confirm what type of right to work in the UK the applicant has, complete the following steps:

1. Select an answer:
  - [‘Continuous right to work’](#)
  - [‘Temporary right to work’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'What type of right to work in the UK do they have?'. There are two radio button options: 'Continuous right to work' and 'Temporary right to work'. A green 'Continue' button is located below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.



## What did they give as their evidence of right to work in the UK?

This page gives you instructions for how to confirm the applicant's evidence of right to work in the UK.

**Important:** You'll only see this page if the applicant has a continuous right to work in the UK.

To confirm the applicant's evidence of right to work in the UK, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) button.

You're viewing NHS BSA Training [Change](#)

**NHS** Jobs Signed in as [Liam M1](#) [Sign Out](#)

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

[< Go back](#)

Pre-employment checks

### What did they give as their evidence of right to work in the UK?

- A passport showing that the applicant is a British citizen, or a citizen of the UK and Colonies, or the child of one, and has the right of abode in the UK
- A passport or national identity card showing that the applicant is a national of the European Economic Area or Switzerland, or the child of one
- A passport endorsed to show that the applicant is exempt from immigration control, can stay indefinitely in the UK, have the right of abode in the UK, or they have no time limit on their stay in the UK
- An online check on the GOV.UK website to view their right to work details
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an EEA country or Switzerland
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland
- 1**  A Biometric Immigration Document (BR Permit) issued by the Home Office indicating that the applicant can stay indefinitely in the UK, or they have no time limit on their stay in the UK
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency, or UK Border Agency, with an endorsement indicating that the applicant can stay indefinitely in the UK, or they have no time limit on their stay in the UK, when produced in combination with an official document issued by a Government agency or a previous employer giving their permanent National Insurance Number and their name
- A full birth or adoption certificate issued in the UK that includes the name of at least one of the applicant's parents, when produced in combination with an official document issued by a government agency or a previous employer giving their permanent National Insurance Number and their name
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document issued by a Government agency or a previous employer giving the applicant's permanent National Insurance Number and their name
- A certificate of registration or naturalisation as a British citizen, when shown in combination with an official document issued by a Government agency or a previous employer giving the applicant's permanent National Insurance Number and their name

**2** [Continue](#)

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

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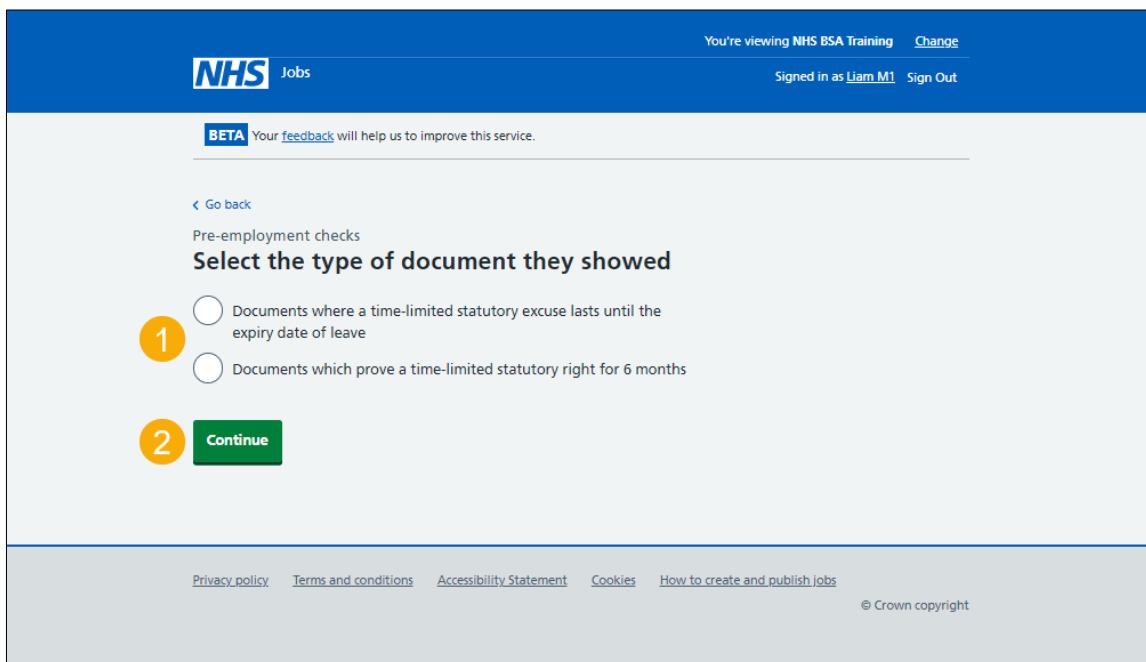
## Select the type of document they showed

This page gives you instructions for how to select the type of document the applicant's showed

**Important:** You'll only see this page if the applicant has a temporary right to work in the UK.

To select the type of document the applicant's showed, complete the following steps:

1. Select an answer:
  - ['Documents where a time-limited statutory excuse lasts until the expiry date of leave'](#).
  - ['Documents which prove a time-limited statutory right for 6 months'](#).
2. Select the 'Continue' button.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Select the type of document they showed'. There are two radio button options: '1 Documents where a time-limited statutory excuse lasts until the expiry date of leave' and '2 Documents which prove a time-limited statutory right for 6 months'. A green 'Continue' button is positioned below the second option. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

## What type of evidence is given?

This page gives you instructions for how to confirm the type of evidence the applicant's given.

**Important:** You'll only see this page if the applicant has a time-limited statutory excuse lasting until the expiry date of leave.

To confirm the type of evidence the applicant's given, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)

**NHS** Jobs [Signed in as NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Pre-employment checks

### What type of evidence proved [redacted] right to work in the UK?

- A current passport endorsed to show that the applicant is allowed to stay in the UK and is currently allowed to do the type of work in question
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question
- An online check on the GOV.UK website to view their right to work details
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question
- 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 the holder has 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
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020
- A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer

**2** [Continue](#)

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

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## Which document was it?

This page gives you instructions for how to confirm the applicant's document.

**Important:** You'll only see this page if the applicant has a time-limited statutory right for 6 months.

To confirm the applicant's document, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) button.

You're viewing **NHS BSA Training** [Change](#)

**NHS** Jobs [Signed in as NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Pre-employment checks

### Which document was it?

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 together with a Positive Verification Notice from the Home Office Employer Checking Service
- 1**  An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question
- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has 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

**2** [Continue](#)

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

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## Enter the document number

This page gives you instructions for how to the enter the applicant's document number.

To enter the applicant's document number, complete the following steps:

1. In the **Document number** box, enter the details.
2. Select the '[Continue](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)

**NHS** Jobs [Signed in as NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Pre-employment checks

### Enter the document number

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service

Document number

1

2 [Continue](#)

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## When was the document issued?

This page gives you instructions for how to confirm the date the applicant's document was issued.

To confirm the date the applicant's document was issued, complete the following steps:

1. In the **Day**, **Month** or **Year** boxes, enter the details.
2. Select the '[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 left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHSBSA Training' with a 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Pre-employment checks' and 'When was the document issued?'. It includes a blue vertical bar on the left and a text box explaining that the document is issued by the Home Office showing an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. Below this, there is an example date '15 03 2012' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. A green 'Continue' button with a yellow circle and the number '2' is below the input boxes. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

**Tip:** You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

## When does the document expire?

This page gives you instructions for how to confirm the applicant's document expiry date.

To confirm the applicant's document expiry date, complete the following steps:

1. In the **Day**, **Month** or **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'When does the document expire?'. A blue vertical bar highlights a text box containing: 'A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service'. Below this, an example date '15 03 2012' is shown. The form has three input fields labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' field. Below the fields is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also includes '© Crown copyright'.

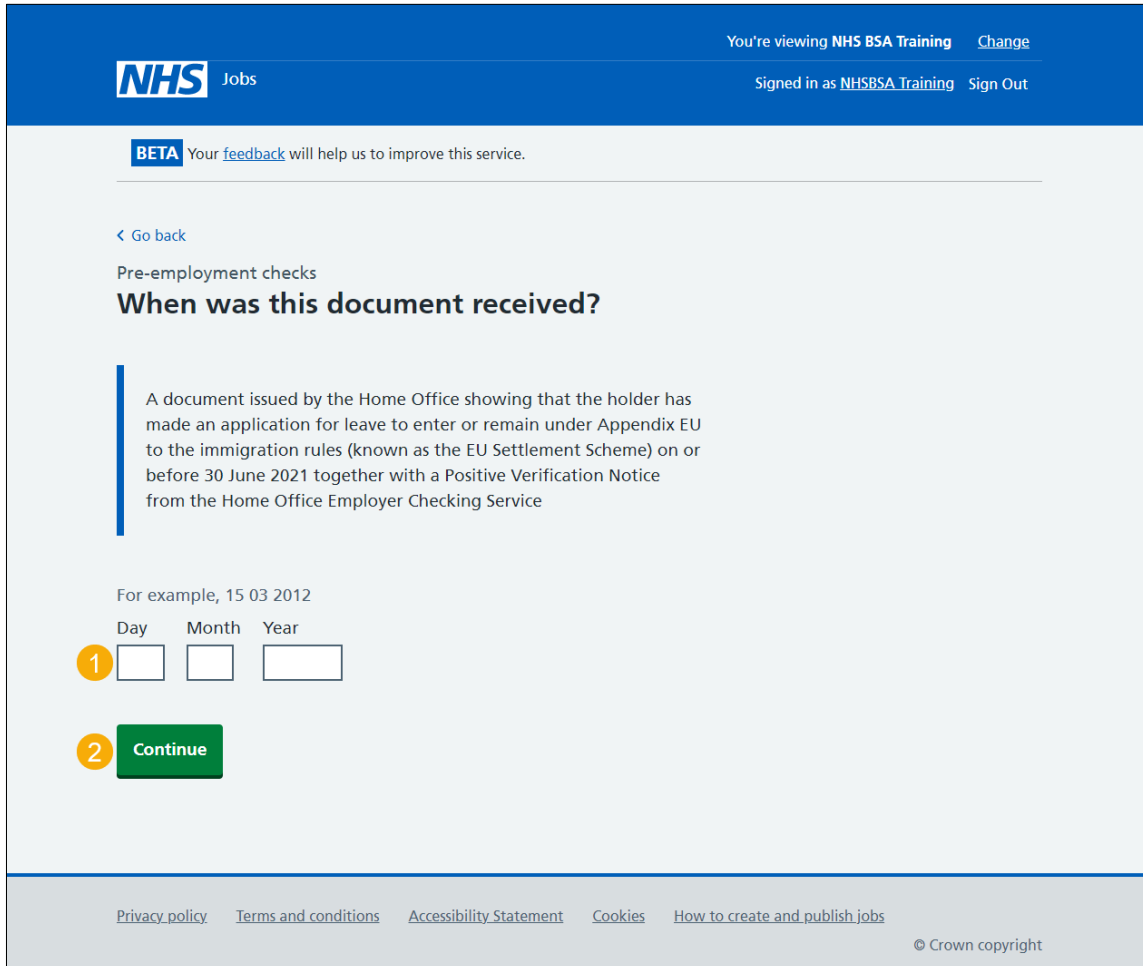
**Tip:** You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

## When was this document received?

This page gives you instructions for how to confirm the applicant's document received date.

To confirm the applicant's document received date, complete the following steps:

1. In the **Day**, **Month** or **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'When was this document received?'. Below the title, there is a blue vertical bar and a paragraph of text: 'A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service'. Below this text, there is an example: 'For example, 15 03 2012'. Underneath the example, there are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes, there is a green button with a yellow circle containing the number '2' and the text 'Continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

**Tip:** You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

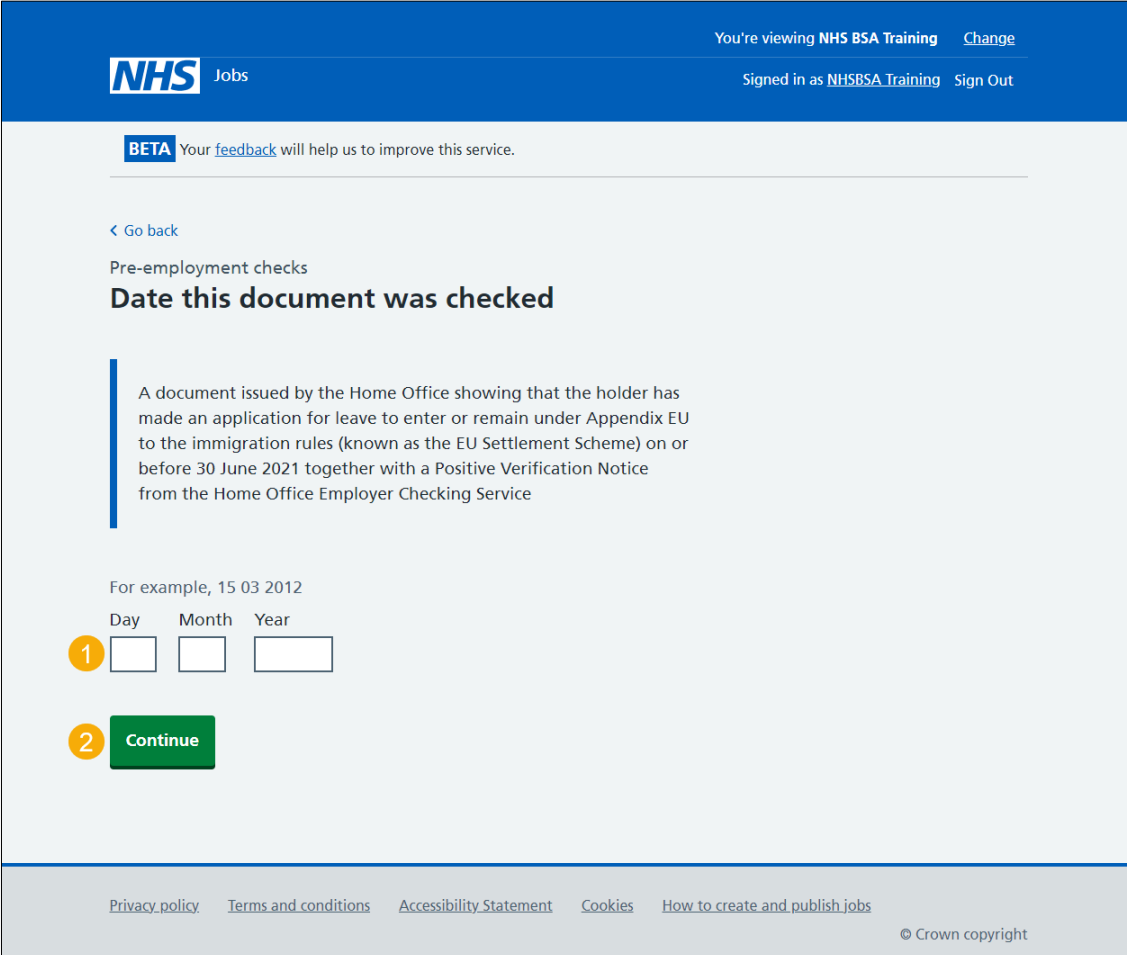


## Date this document was checked

This page gives you instructions for how to confirm the date the applicant's document was checked.

To confirm the date the applicant's document was checked, complete the following steps:

1. In the **Day**, **Month** or **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHSBSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link and the text 'Pre-employment checks'. The main heading is 'Date this document was checked'. A vertical blue bar highlights the following text: 'A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service'. Below this, it says 'For example, 15 03 2012' and shows three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with a yellow circle and the number '2' next to it, labeled 'Continue'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

**Tip:** You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

## Who checked this document?

This page gives you instructions for how to confirm who checked the applicant's document.

To confirm who checked the applicant's document, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. Select the **'Continue'** button.

**NHS** Jobs You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Pre-employment checks

### Who checked this document?

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service

First name

1

Last name

2

3

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## Is the right to work in the UK document acceptable?

This page gives you instructions for how to confirm if the applicant's right to work in the UK document is acceptable.

To confirm if the applicant's right to work in the UK document is acceptable, complete the following steps:

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

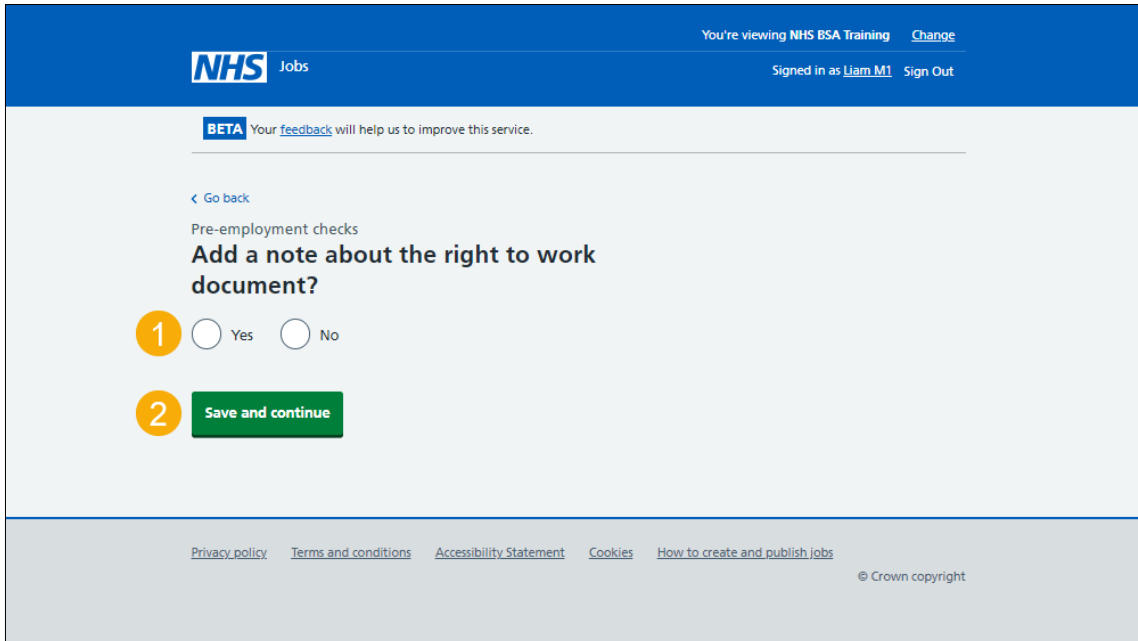
The screenshot shows a web page with a blue header. On the right side of the header, it says "You're viewing NHS BSA Training" with a "Change" link. On the left side of the header, there is the NHS logo and the word "Jobs". In the center of the header, it says "Signed in as NHSBSA Training" with a "Sign Out" link. Below the header, there is a "BETA" badge followed by the text "Your feedback will help us to improve this service." Below this is a "Go back" link. The main heading is "Pre-employment checks" followed by "Is the right to work document acceptable?". Below the heading is a text box containing the question: "A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service". Below the text box are two radio buttons: "Yes" and "No". The "Yes" radio button is selected. Below the radio buttons is a green button labeled "Save and continue". At the bottom of the page, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". In the bottom right corner, it says "© Crown copyright".

## Add a note about the right to work document?

This page gives you instructions for how to confirm if you want to add a note about the applicant's right to work document.

To confirm if you want to add a note about the applicant's right to work document, 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 left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'Add a note about the right to work document?'. There are two radio buttons for 'Yes' and 'No', with a yellow circle containing the number '1' next to the 'Yes' button. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

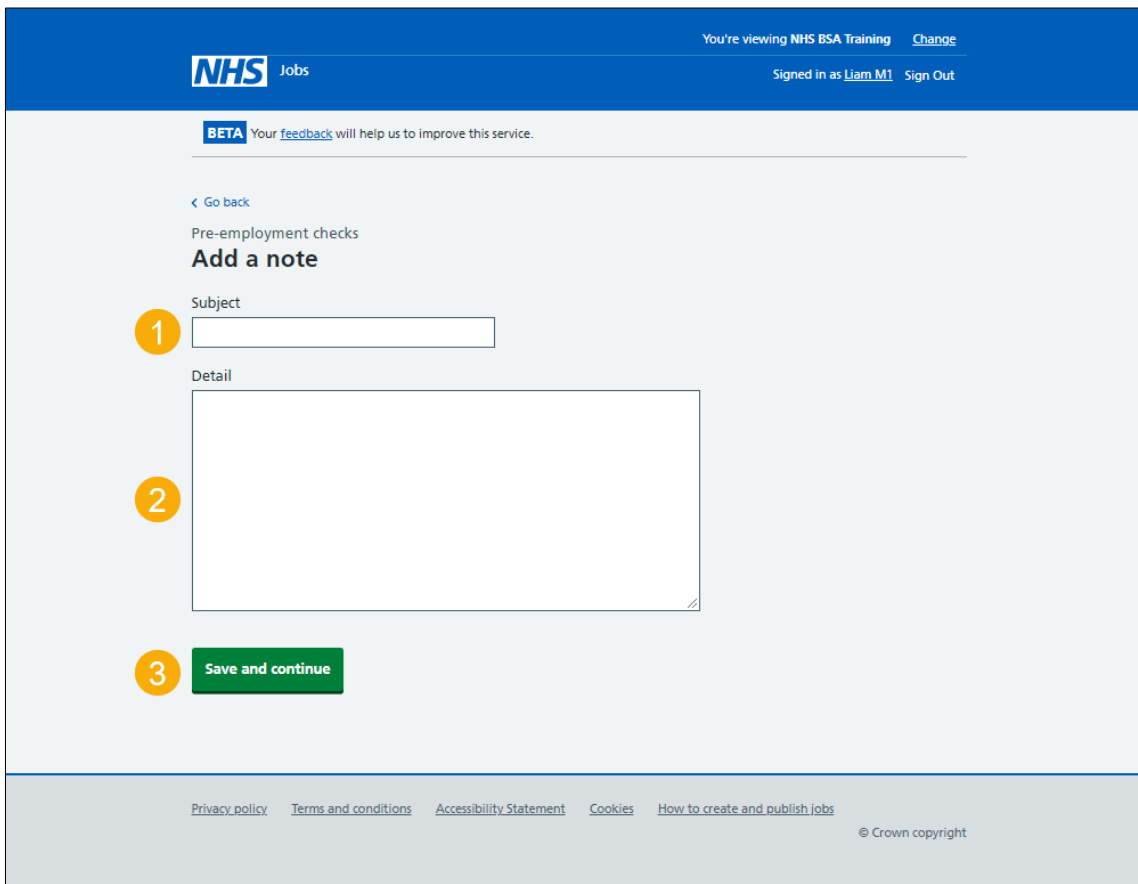
## Add a note

This page gives you instructions for how to add a note about the applicant's right to work in the UK document.

**Important:** You'll only see this page if you're adding a note about the applicant's right to work document.

To add a note about the applicant's right to work in the UK document, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the ['Save and continue'](#) button.



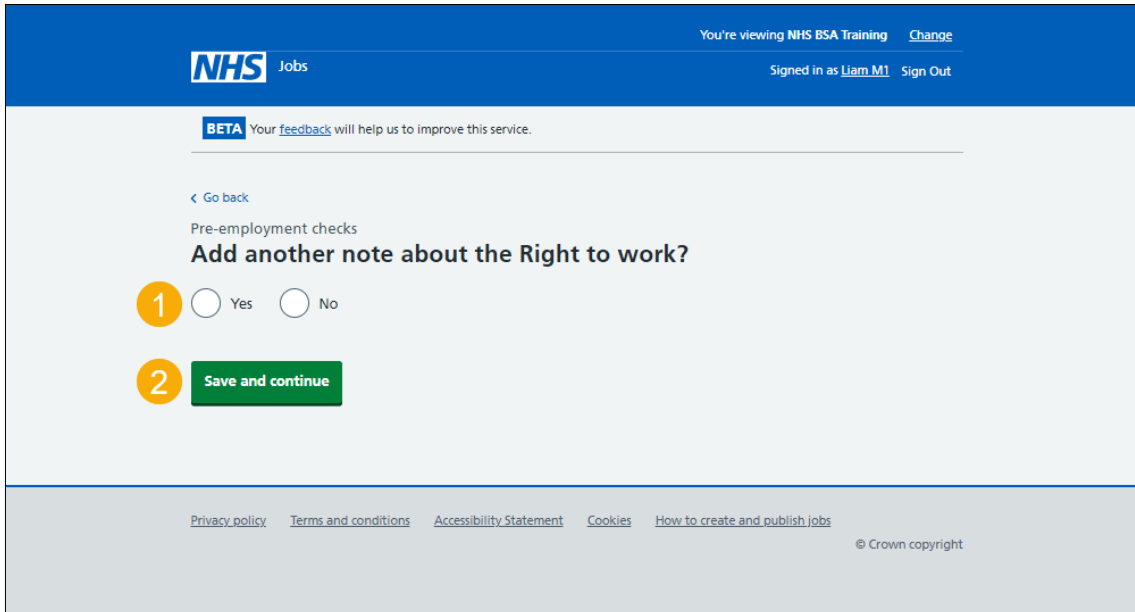
The screenshot shows the NHS Jobs 'Add a note' form. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note'. It contains a 'Subject' label and a text input field, a 'Detail' label and a large text area, and a green 'Save and continue' button. Three orange circles with numbers 1, 2, and 3 are placed to the left of the input fields and button respectively, corresponding to the steps in the text above. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

## Add another note about the right to work?

This page gives you instructions for how to confirm if you want to add another note about the applicant's right to work document.

To confirm if you want to add another note about the applicant's right to work document, complete the following steps:

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



The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Pre-employment checks' followed by 'Add another note about the Right to work?'. There are two radio button options: 'Yes' and 'No', with a yellow circle containing the number '1' next to the 'Yes' option. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

## Check the right to work in the UK details

This page gives you instructions for how to check the applicant's right to work in the UK details.

To check the applicant's right to work in the UK details, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select the '[Save and continue](#)' button.

You're viewing NHS BSA Training [Change](#)  
Signed in as NHSBSA Training [Sign Out](#)

**NHS** Jobs

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

[Go back](#)

Pre-employment checks

### right to work in the UK

Right to work in the UK check needed	Yes	<a href="#">Change</a>
--------------------------------------	-----	------------------------

#### Right to work details from their application

British or Irish citizen?	Yes	
Is their immigration status correct?	No	<a href="#">Change</a>

#### Right to work details from the document

British or Irish citizen?	No	<a href="#">Change</a>
EU, European Economic Area (EEA) or Swiss citizen?	No	<a href="#">Change</a>
Immigration status	EU Settlement Scheme	<a href="#">Change</a>
EU Settlement Scheme status	Settled status	<a href="#">Change</a>

#### Document details

Type of right to work	Document proving a temporary right to work	<a href="#">Change</a>
Document	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service	<a href="#">Change</a> <b>1</b>
Document number	123456789	<a href="#">Change</a>
Date issued	01 January 2022	<a href="#">Change</a>
Date expires	01 January 2025	<a href="#">Change</a>

#### Record of check

Date received	02 February 2022	<a href="#">Change</a>
Date checked	03 February 2022	<a href="#">Change</a>
Checked by	Joe Bloggs	<a href="#">Change</a>
Document accepted	Yes	<a href="#">Change</a>

[Add another note](#)

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

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

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## Right to work in the UK check completed

This page shows confirmation you have completed the applicant's right to work in the UK check.

To start another pre-employment check, complete the following steps:

1. Select a pre-employment check link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below the NHS logo, there's a 'BETA' notice. The main heading is 'Pre-employment checklist for [redacted]'. Below this, it states 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is divided into three sections: 'References', 'Identity', and 'Right to work'. Under 'References', there is one item 'References' with a 'NOT STARTED' button. Under 'Identity', there are three items: 'Home address' (NOT STARTED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED). Under 'Right to work', there is one item 'Right to work in the UK' (COMPLETED).

Section	Item	Status
References	References	NOT STARTED
Identity	Home address	NOT STARTED
	Identity check	NOT STARTED
	Inter Authority Transfer (IAT)	COMPLETED
Right to work	Right to work in the UK	COMPLETED

**Tip:** To find out how to complete a pre-employment check. Go to the '**Complete pre-employment checks**' section of the '[Help and support for employers](#)' webpage.

You've completed the applicant's right to work in the UK check and reached the end of this user guide.