

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 is viewing 'NHS BSA Training'. A 'BETA' banner mentions that feedback will help improve the service. The dashboard is divided into several sections:

- Tasks by stage / Listings by user:** A toggle switch is currently set to 'Listings by user'. Below this, a dropdown menu shows 'All users'.
- Task Categories:** A list of task categories with counts and progress bars:

Category	Count	Track	Overdue
Draft	99	on track 25	overdue 74
Approvals	1		
Published	10	on track 9	overdue 1
Shortlisting	68	on track 42	overdue 26
Interviews	21	on track 3	overdue 18
Ready to offer	11	on track 7	overdue 4
Conditional offers	5	on track 3	overdue 2
Pre-employment checks	1		
Contracts	12	on track 8	overdue 4
End recruitment	7	on track 5	overdue 2
- What you can do:** Includes buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** Includes 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:** Includes links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'.
- Help and information:** Includes links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** Includes a link for 'Run a report'.

At the bottom of the dashboard, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. A copyright notice '© Crown copyright' is also present.

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.

NHS Jobs

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

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

Show tasks for all accounts

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

[Go back](#)

NHS BSA Training
Pre-employment checks

Showing tasks for
All users

Pre-employment checks

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

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

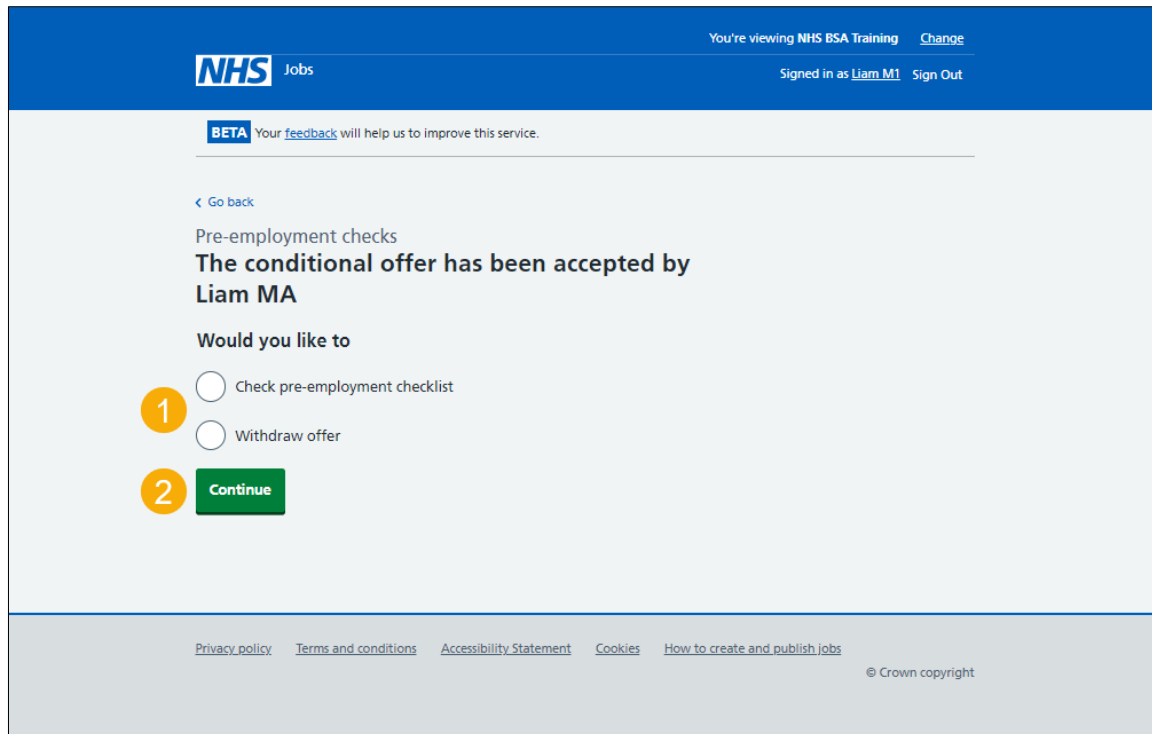
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Start pre-employment checks

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.



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 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 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 organized into sections: 'References' with a 'References' link and a 'NOT STARTED' button; 'Identity' with 'Home address' (NOT STARTED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED); and 'Right to work' with a '1 Right to work in the UK' link (NOT STARTED). The '1' is highlighted in a yellow circle.

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 a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and the word 'Jobs'. To the right 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 contains the question: 'Does [redacted] need a right to work in the UK check?'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. A green 'Continue' button is located below the radio buttons. 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 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 are 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 provides instructions on what information is needed to complete the 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 users can add a note about the check. A large green 'Continue' button is highlighted with a yellow circle containing the number '1'. Below the button is a link to 'Return to pre-employment checklist'. 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 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 question: 'British or Irish citizen?' with a 'Yes' radio button selected. Below this, there is a question: 'Is their immigration status correct?' with two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons, there is a green button with a yellow circle containing the number '2' and the text 'Continue'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text reads '© Crown copyright'.

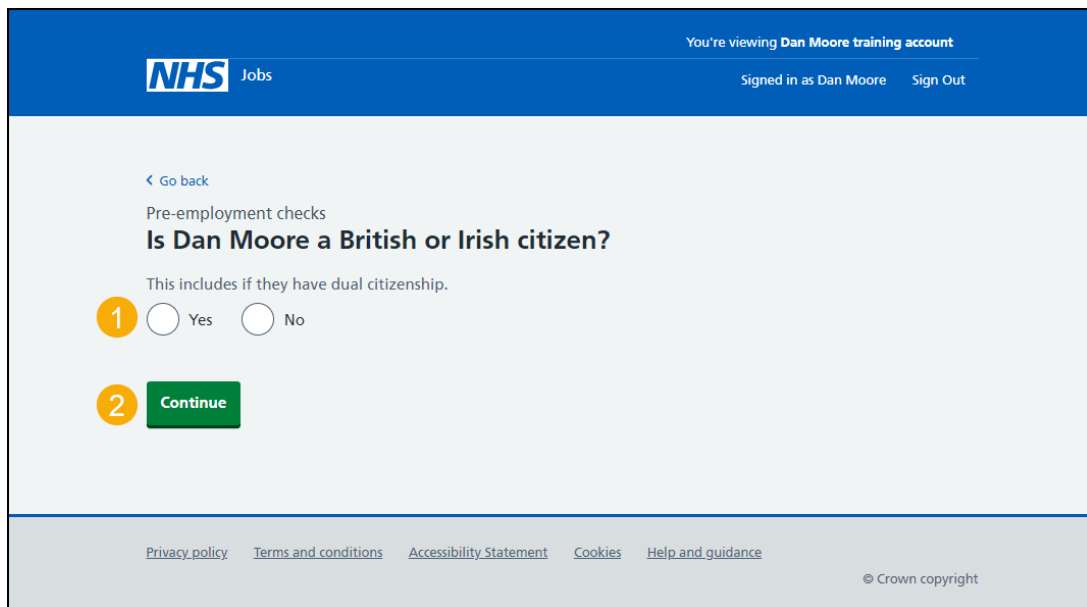
Is the applicant a British or Irish citizen?

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 a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing Dan Moore training account' on the right. Below the header, the page content is on a light grey background. It starts with a '< Go back' link. The main heading is 'Pre-employment checks' followed by 'Is Dan Moore a British or Irish citizen?'. Below this, it says 'This includes if they have dual citizenship.' There are two radio button options: 'Yes' and 'No'. A green 'Continue' button is positioned below the radio buttons. 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'.

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 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 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 button options: 'Yes' and 'No', both preceded by a yellow circle with the number '1'. Below these options is a green 'Continue' button preceded by a yellow circle with the number '2'. 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'.

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 a web page for NHS Jobs. 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 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 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'.

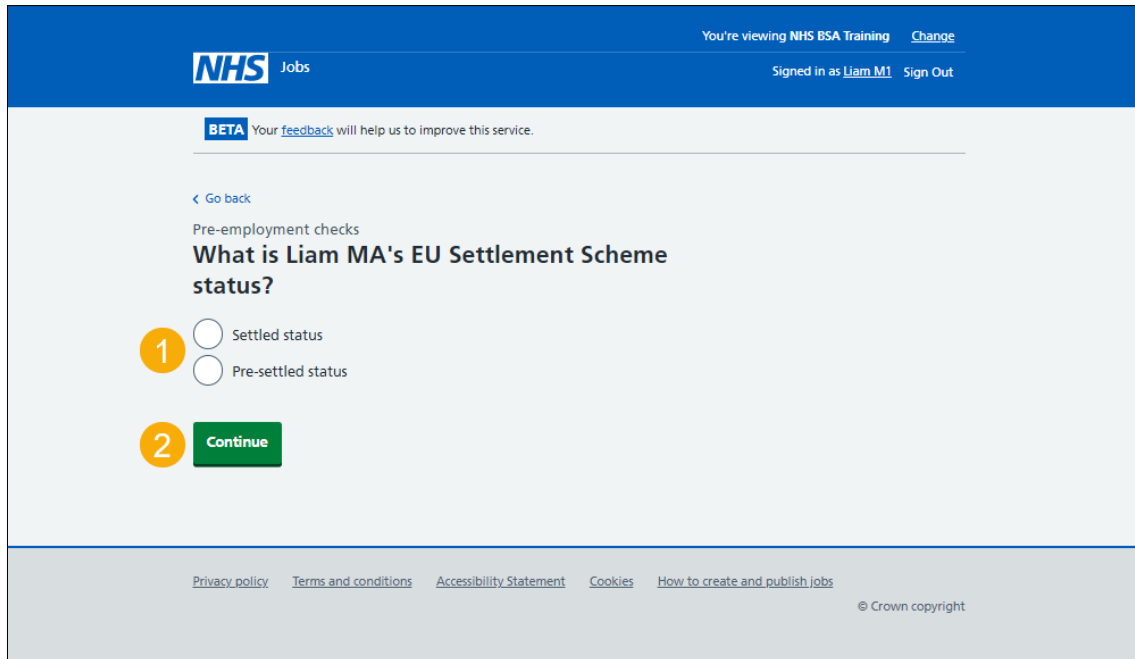
What is the applicant's EU Settlement Scheme status?

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 content area is titled 'Pre-employment checks' and 'What is Liam MA's EU Settlement Scheme status?'. There are two radio button options: 'Settled status' and 'Pre-settled status'. A large orange circle with the number '1' is next to the 'Settled status' option. Below these options is a green button with a white circle containing the number '2' and the text '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'. The footer text reads '© Crown copyright'.

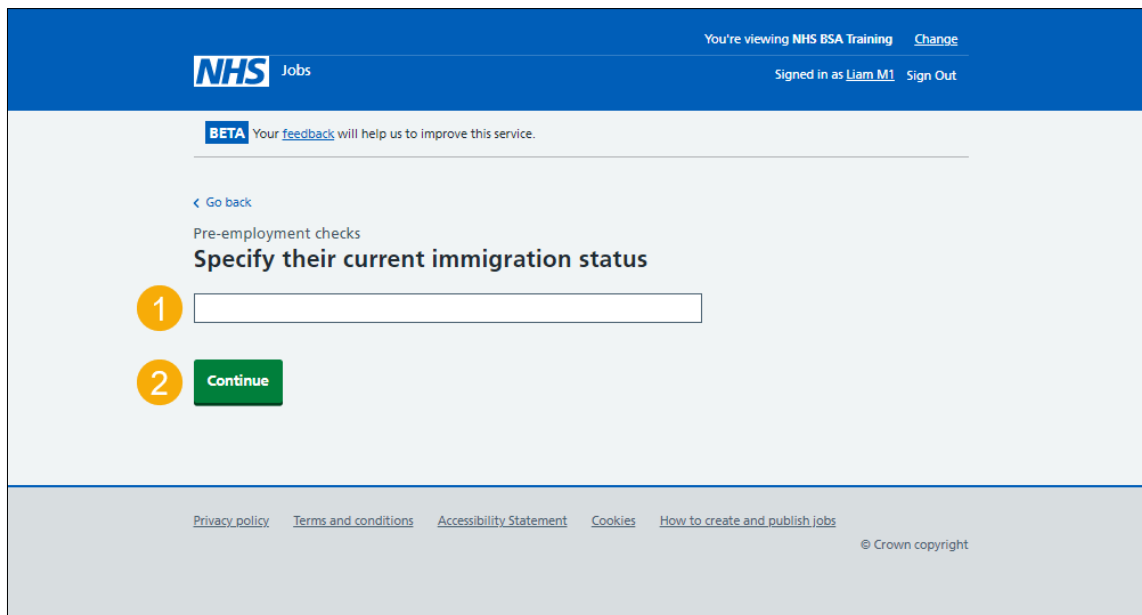
Specify their current immigration status

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 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 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 'Specify their current immigration status'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow circle 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'. A copyright notice '© Crown copyright' is also present.

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 a web interface 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 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 yellow circle with the number '1' is next to the 'Continuous right to work' option. Below these options is a yellow circle with the number '2' next to a green 'Continue' button. 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.

 Jobs
You're viewing Dan Moore training account
Signed in as Dan Moore Sign Out

[← Go back](#)

Pre-employment checks

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

- A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has 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 current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, 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
- 1** A birth or adoption certificate issued in the UK, 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
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, 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
- A certificate of registration or naturalisation as a British citizen, 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
- A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland
- 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 indefinitely
- 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 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

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)
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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 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 '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 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'.

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.

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

What type of evidence proved 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](#)


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.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, it says 'Signed in as NHSBSA Training' 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 'Enter the document number'. A blue vertical bar highlights a paragraph: '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 is a text input field labeled 'Document number' with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow circle 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', and a copyright notice '© Crown copyright'.

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 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' notice: '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 was the document issued?'. A blue vertical 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, 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 text is '© 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.

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

When does the document expire?

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

For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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

© 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 application 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 was this document received?'. A blue vertical 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, an example date '15 03 2012' is shown. 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 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 'How to create and publish jobs'. The footer text is '© 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 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 'Date this document was checked'. A blue vertical 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, an example date '15 03 2012' is shown. The form consists of three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the boxes 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 text reads '© 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.

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 heading is 'Pre-employment checks' followed by 'Who checked this document?'. A blue vertical bar highlights a paragraph: '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, there are three numbered steps: 1. 'First name' with an input field; 2. 'Last name' with an input field; 3. A green 'Continue' button. At the bottom, 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 at the bottom right.

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 from NHS Jobs. 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, it says 'Signed in as NHSBSA Training' with 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 heading is 'Pre-employment checks' followed by 'Is the right to work document acceptable?'. A blue vertical bar is on the left of the explanatory 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 the text are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No'. Below the radio buttons is a green button with a '2' in a yellow circle and the text 'Save and continue'. 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', followed by '© 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 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 content area is titled 'Pre-employment checks' and 'Add a note about the right to work document?'. Below this title, there are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is positioned to the left of the 'Yes' radio button. Below the radio buttons, there is a green button with a white border and the text 'Save and continue'. A yellow circle with the number '2' is positioned to the left of this button. 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'. On the far right of the footer, it says '© 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 interface for adding a note. 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 'Add a note'. It contains a 'Subject' label and a text input field, a 'Detail' label and a larger 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, 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 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 another note about the Right to work?'. There are two numbered steps: '1' with radio buttons for 'Yes' and 'No', and '2' with a green 'Save and continue' button. 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'.

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	Change
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Right to work details from their application

British or Irish citizen?	Yes	Change
Is their immigration status correct?	No	Change

Right to work details from the document

British or Irish citizen?	No	Change
EU, European Economic Area (EEA) or Swiss citizen?	No	Change
Immigration status	EU Settlement Scheme	Change
EU Settlement Scheme status	Settled status	Change

Document details

Type of right to work	Document proving a temporary right to work	Change
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	Change 1
Document number	123456789	Change
Date issued	01 January 2022	Change
Date expires	01 January 2025	Change

Record of check

Date received	02 February 2022	Change
Date checked	03 February 2022	Change
Checked by	Joe Bloggs	Change
Document accepted	Yes	Change

[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.

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

[Go back](#)

Pre-employment checklist for [redacted]

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

1 References	NOT STARTED
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Identity

1 Home address	NOT STARTED
1 Identity check	NOT STARTED
1 Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	COMPLETED
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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.