NHS

Jobs

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

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

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

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

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

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

Author: Training and Support Team

Contents

Right to work

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

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

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

1. Select the '<u>Right to work</u>' link.

NHS Jobs

Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

NHS BSA Training
Administrator application

Application incomplete

You have completed 1 of 14 sections.

Add your personal details

Contact details	COMPLETED

Job details

Closing date
30 December 2021

Job reference number
T1111-21-8154

Add your right to work status

1 Right to work   NOT STARTED

View the job advert (opens in new tab)

Are you a British or Irish citizen?

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

Important: This includes if you have dual citizenship.

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

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

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

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

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

NHS Jobs

Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

< Go back

Administrator application

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

1 ◯ Yes ◯ No

2 **Save and continue**

Save and come back later

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to apply for jobs

© Crown copyright

What is your immigration status?

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

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

To confirm your immigration status, complete the following steps:

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

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

What is your EU Settlement Scheme status?

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

<mark>Important:</mark> You'll only see this page if your immigration status is 'EU Settlement Scheme'.

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

1. Select an answer.
2. Select the '<u>Save and continue</u>' button.

What is your immigration status?

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

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

To confirm your immigration status, complete the following steps:

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

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

Tell us your immigration status

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

<mark>Important:</mark> You'll only see this page if you selected 'Other immigration status'.

To confirm your immigration status, complete the following steps:

1. In the **Immigration status** box, enter the details.
2. Select the '<u>Save and continue</u>' button.

Check and save your right to work status

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

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

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

NHS Jobs

Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

Administrator application

Check and save your right to work status

Are you a British or Irish citizen?	No	Change
Are you an EU, European Economic Area (EEA) or Swiss citizen?	Yes	Change ①
What is your immigration status?	EU, European Economic Area (EEA) or Swiss citizen	Change

② **Save and continue**

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to apply for jobs

© Crown copyright

Application task list

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

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

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

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

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

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