

## How to complete right to work checks user guide

This guide gives instructions for how to complete the applicant's right to work checks in NHS Jobs. This check is part of the pre-employment checklist.

Once an applicant has accepted a job offer, they may need to provide proof that they have the right to work in the UK.

The applicant will show you a document or a combination of documents to confirm it. This could be a passport, a visa, or immigration documents if they are a non-UK national.

Once you have checked the right to work documents, you will update the NHS Jobs service to successfully complete the check.

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## Applicants you've offered the job to

This page gives instructions for how to start the pre-employment checks for the applicants you have offered the job to.

1. Select the 'Applicant name' link.

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, it says 'You're viewing NHS BSA - GP' and 'Signed in as [redacted] Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A link '< Go back to your job listings' is present. The main heading is 'Training and Support Manager Applicants you've offered the job to'. Below this is a table with two columns: 'Applicant' and 'Status'. The table contains one row with the applicant ID 'AR-201008-00005' and the status 'PRE EMPLOYMENT CHECKS'. A yellow circle with the number '1' is placed over the applicant ID. Below the table is a green button labeled 'Offer to another applicant' and a link 'Back to job listings'. 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'.

## Check pre-employment checklist

This page gives instructions for how to progress with the applicant's job offer.

1. Select 'Check pre-employment checklist'.
2. Select 'Continue'.

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Pre-employment checks

### The conditional offer has been accepted

by [redacted]

Would you like to

1  Check pre-employment checklist

Withdraw offer

2

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## Right to work

This page gives instructions for how to check the applicants' right work in the UK status.

1. Select the 'Right to work in the UK' link.

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### 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

<a href="#">References</a>	<b>IN PROGRESS</b>
----------------------------	--------------------

#### Identity

<a href="#">Home address</a>	<b>COMPLETED</b>
<a href="#">Identity check</a>	<b>COMPLETED</b>
<a href="#">Inter Authority Transfer (IAT)</a>	<b>COMPLETED</b>

#### Right to work

- 1 [Right to work in the UK](#)

## What evidence has been shown to prove the right to work in the UK?

This page gives instructions for how to check the applicants' right to work in the UK.

In this example, 'Continuous right to work' is used. If you select 'Temporary right to work' you will need to complete different questions. If you select 'Not required', the checks will be [completed](#).

1. Select 'Continuous right to work'.
2. Select 'Continue'.

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Pre-employment checks

### What evidence has been shown to prove [redacted] has the right to work in the UK?

1  Continuous right to work

Temporary right to work

or

Not required

2 [Continue](#)

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## Continuous right to work document

This page gives instructions for how to choose the continuous right to work document shown by the applicant.

1. Select an answer.
2. Select 'Continue'.

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Pre-employment checks

### Select the document they showed

- 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
- 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
- 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
- 1**  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](#)

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## Enter the document number

This page gives instructions for how to add the document number.

1. Enter the document number.
2. Select 'Continue'.

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Pre-employment checks

### Enter the document number

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

Document number

1

2 [Continue](#)

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## When was the document issued?

This page gives instructions for how to add the document issued date.

1. Enter the issued date.
2. Select 'Continue'.

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Pre-employment checks

### When was the document issued?

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

For example, 15 03 2012

	Day	Month	Year
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 [Continue](#)

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## When does the document expire?

This page gives instructions for how to add the document expiry date.

1. Enter the expiry date.
2. Select 'Continue'.

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Pre-employment checks

### When does the document expire?

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

For example, 15 03 2012

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2 [Continue](#)

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## When was this document received?

This page gives instructions for how to add the document received date.

1. Enter the received date.
2. Select 'Continue'.

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Pre-employment checks

### When was this document received?

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

For example, 15 03 2012

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2 [Continue](#)

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## Date this document was checked

This page gives instructions for how to add the document checked date.

1. Enter the checked date.
2. Select 'Continue'.

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Pre-employment checks

### Date this document was checked

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

For example, 15 03 2012

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2 [Continue](#)

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## Who checked the document?

This page gives instructions for how to add who checked the document.

1. Enter the details.
2. Select 'Continue'.

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Pre-employment checks

### Who checked this document?

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

1

1

2 [Continue](#)

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## Is the right to work document acceptable?

This page gives instructions for how to confirm if the right to work document is acceptable.

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

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Pre-employment checks

### Is the right to work document acceptable?

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

1  Yes  No

2 [Continue](#)

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

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

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

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

1  Yes  No

2 [Save and continue](#)

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## Add a note

This page gives instructions for how to add a note about the right to work documents.

1. Enter the details.
2. Select 'Save and continue'.

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### Add a note

Subject

1

Detail

1

2 [Save and continue](#)

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## Add another note about the Right to work?

This page gives instructions for how to add another note about the right to work document.

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select ‘Save and continue’.

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### Add another note about the Right to work?

1  Yes  No

2 [Save and continue](#)

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## Manage right to work in the UK

This page gives instructions for how to view and edit the right to work in the UK information.

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

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

**NHS** Jobs Signed in as [\[Name\]](#) [Sign Out](#)

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The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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Pre-employment checks

### Liam MA's right to work in the UK

<b>Date received</b>	01 January 2020
<b>Date checked</b>	01 January 2020
<b>Checked by</b>	Joe Bloggs

<b>Document shown</b>	Document proving a continuous right to work
<b>Document provided</b>	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
<b>Document number</b>	123456789
<b>Date issued</b>	01 January 2018
<b>Date expires</b>	01 January 2028

**Edit this information?**

1  Yes  No

2 [Continue](#)

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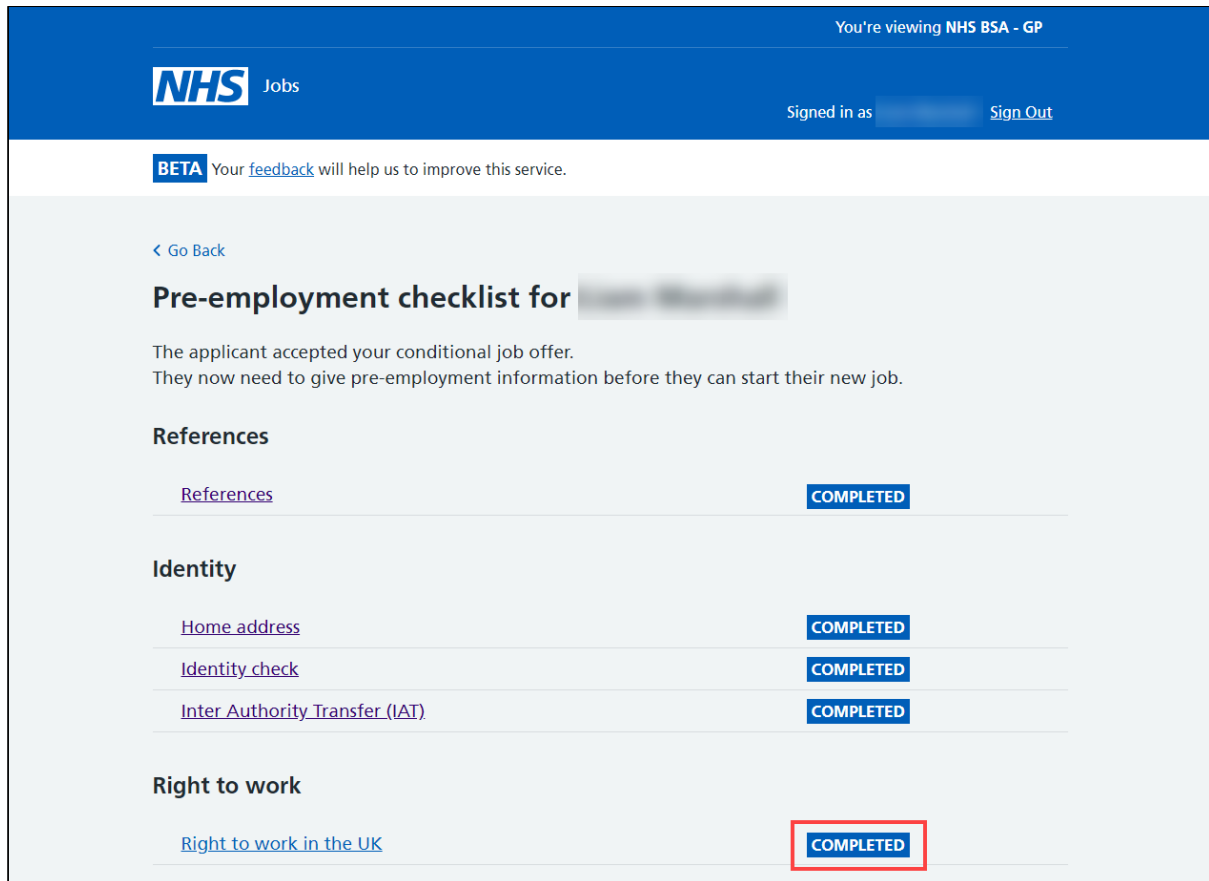
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## Check right to work status

This page gives instructions for how to check the right to work status.

The status 'COMPLETED' means the checks are complete.

Go back to '[Right to work](#)' if the checks are 'IN PROGRESS' or 'REJECTED'.



The screenshot shows the NHS Jobs user interface. At the top right, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left. A "Signed in as" dropdown and "Sign Out" link are on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." Below this is a "Go Back" link. The main heading is "Pre-employment checklist for [redacted]". A sub-heading 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 "COMPLETED" button; "Identity" with "Home address", "Identity check", and "Inter Authority Transfer (IAT)" links, each with a "COMPLETED" button; and "Right to work" with a "Right to work in the UK" link and a "COMPLETED" button. The "COMPLETED" button for "Right to work in the UK" is highlighted with a red border.

You have reached the **end** of how to complete right to work checks in NHS Jobs user guide.