

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.

From the pre-employment checklist, you'll confirm if you need to check the applicant's right to work in the UK.

If you do, you'll add their details to complete the check. If they don't need this check, you'll select 'No' to complete the check.

For NHS Jobs to ESR integration, go to the 'Process flow diagram' page.

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Process flow diagram

This process flow diagram shows the integration between the NHS Jobs service and ESR system for right to work check.



Pre-employment checks

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

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

To access to the pre-employment checks, complete the following step:

1. Select the '<u>Pre-employment checks</u>' link.

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NHS BSA Training Dashboard		What you can do
Tasks by stage	stings by user	Create a job listing Search for a listing
Showing tasks for All users	~	Search for an applicant
<u>Draft</u>	33	Manage the account
<u>Approvals</u>	5 - on track 0, due 5	Manage users At risk applicants Accredited logos Key performance indicators
Published	12 - on track 10, overdue 2	Supporting documents
<u>Shortlisting</u>	36 - on track 8, due 18, overdue 10	Contract templates Offer letter templates Approval settings
Interviews	32 - on track 2, due 26, overdue 4	<u>Departments</u> <u>Welsh listings</u>
<u>Ready to offer</u>	35 - on track 13, due 15, overdue 7	Help and information
Conditional offers	17 - on track 3, due 14	The employer hub
Pre-employment checks	5 - on track 0, due 2, overdue 3	Contact your super users
<u>Contracts</u>	27 - on track 4, due 3, overdue 20	Reporting

View checks or withdraw offer

This page gives you instructions for how to view the applicant's pre-employment checks or withdraw their offer.

Find the applicant and complete the following step:

1. Select the '<u>View checks or withdraw offer</u>' link.

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NHS .	obs		Signed in as Liam N	41 Sign Out
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Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-201222- 00001	<u>Training and Support</u> <u>Manager NHS Jobs</u> T2020-20-0462	01 Jun 2021 ON TRACK	Right to work in the UK	View checks or withdraw offer

Tip: You can view the applicant or job details by selecting the relevant link.

Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete the applicant's pre-employment checks or withdraw their offer.

Important: If you withdraw the applicant's job offer, the recruitment is ended.

To complete the applicant's pre-employment checks or withdraw their offer, complete the following step:

- 1. Select an answer:
 - <u>Check pre-employment checklist</u>
 - Withdraw offer
- **2.** Select the 'Continue' button.

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You've reached the end of this user guide if you've withdrawn the applicant's conditional offer.

Go to the 'End a recruitment' drop down box on the 'Help and support page for employers'.

Right to work in the UK

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

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

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

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Go back	
Pre-employment checklist for Lian	n MA
The applicant accepted your conditional job offer.	
They now need to give pre-employment information before	ore they can start their new job.
They now need to give pre-employment information bef	ore they can start their new job.
They now need to give pre-employment information before References References	ore they can start their new job.
They now need to give pre-employment information bef References References	fore they can start their new job.
They now need to give pre-employment information bef References References Identity Home address	completeD
They now need to give pre-employment information before References References Identity Home address Identity check	COMPLETED COMPLETED COMPLETED

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 a right to work in the UK check is needed, complete the following steps:

- 1. Select an answer:
 - <u>'Yes</u>'
 - '<u>No</u>'
- 2. Select the 'Continue' button.

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NHS Jobs	Signed in as Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thursday from 7am to service updates. <u>Read more about why we are doing this.</u>	o 8am while we make essential
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You've reached the end of this user guide if the applicant doesn't need a right to work in the UK check.

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: This page is only shown if a right to work in the UK check isn't needed.

To change or confirm your answer, complete the following steps:

- **1.** Select the '<u>Change</u>' link (optional).
- 2. Select the 'Save and continue' button.

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UK					
Right to wor the UK check needed	k in No		<u>Chang</u>	e <mark>1</mark>	
Save and c	ontinue				
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You've reached the end of this user guide if the applicant doesn't need a right to work in the UK check.

What you will need to know

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

Important: This page is only shown if you're adding a right to work in the UK check.

Read the information on the page and complete the following steps:

1. Select the '<u>Continue</u>' button.

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NHS Jobs	
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The new NHS Jobs website will be unavailable every Thursday from 7am to service updates. <u>Read more about why we are doing this.</u>	8am while we make essential
< Go back	
Pre-employment checks	
What you will need to know	
has added information about their immigration status as part of their application.	
You'll need to make sure the immigration status is correct and add details of the right to work in the UK check.	
To complete this check, you'll need to know:	
immigration status	
 if they have continuous or temporary right to work 	
the right to work evidence they gave	
 the evidence details, for example, document number, expiry date, issue date 	
 the dates the evidence was received and checked 	
who checked the evidence	
You'll also be able to add a note about the check.	
Continue	
Return to pre-employment checklist	
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Tip: You can select the 'Return to pre-employment checklist' link if you don't want to complete this check.

Is their immigration status correct?

This page gives you instructions for how to check if their immigration status is correct.

To confirm if their immigration status is correct, complete the following steps:

- 1. Select an answer:
 - <u>'Yes</u>'
 - 'No'
- **2.** Select the 'Continue' button.

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< Go back Pre-employment checks	right to work in the	
UK		
What they told us:		
British or Irish citizen? EU, European Economic Area (EEA) or Swiss citizen?		
Immigration status	British, European Union (EU) or European Economic Area (EEA) national	
Is their immigration and a second sec	status correct?	
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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: This page is only shown if the applicant's immigration status isn't correct.

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

- **1.** Select an answer:
 - <u>'Yes</u>'
 - '<u>No</u>'
- **2.** Select the 'Continue' button.

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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: This page is only shown if the applicant isn't a British or Irish citizen.

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

- 1. Select an answer:
 - 'Yes'
 - '<u>No</u>'
- 2. Select the 'Continue' button.

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What is the applicant's immigration status?

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

Important: This page is only shown if the applicant isn't an EU, European Economic Area (EEA) or Swiss citizen.

To confirm their immigration status, complete the following steps:

- 1. Select an answer:
 - <u>'EU Settlement Scheme</u>'
 - <u>An immigration status</u>
 - <u>'Other immigration status</u>'
- **2.** Select the 'Continue' button.

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what is immigration status?		
EU Settlement Scheme Indefinite leave to remain (ILR) or indefinite leave to enter (ILE) European Temporary Leave to Remain (Euro TLR) Highly skilled worker Skilled worker Dependant or Spouse Visa Vouth Mobility Scheme Clinical attachment visa Refugee or person with humanitarian protection Standard Visitor visa Student Other immigration status		
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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: This page is only shown if you're adding an EU Settlement Scheme status.

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

- **1.** Select an answer.
- **2.** Select the '<u>Continue</u>' button.

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Specify their current immigration status

This page gives you instructions for how to add their current immigration status.

Important: This page is only shown if the applicant's immigration status is Other.

To add their immigration status, complete the following steps:

- 1. In the **blank** box, enter the details.
- **2.** Select the '<u>Continue</u>' button.

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< Go back Pre-employment checks Specify their cur	rent immigration stat	tus
Continue		

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 they have.

Important: This page is only shown if you're adding an EU Settlement Scheme or Other immigration status.

To confirm their type of right to work in the UK, complete the following steps:

- 1. Select an answer:
 - <u>'Continuous right to work'</u>
 - '<u>Temporary right to work</u>'
- **2.** Select the 'Continue' button.

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Continuous right to work evidence

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

Important: This page is only shown if you're adding a continuous right to work.

To add their continuous right to work evidence, complete the following steps:

- **1.** Select an answer.
- **2.** Select the '<u>Continue</u>' button.

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International States	Signed in as John Smith Sign Out
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The new NHS Jobs website will be unavailable every Thursday from 7am to service updates. <u>Read more about why we are doing this.</u>	8am while we make essential
 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 abade 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	
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	
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Temporary right to work document

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

Important: This page is only shown if you're adding a temporary right to work.

To add their temporary right to work document, complete the following steps:

- 1. Select an answer:
 - <u>'Documents where a time-limited statutory excuse lasts until the expiry date of leave'</u>.
 - 'Documents which prove a time-limited statutory right for 6 months'.
- **2.** Select the 'Continue' button.

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	The new NHS Jobs website will be unavailable every Thursday from 7am to service updates. <u>Read more about why we are doing this.</u>	8am while we make es	sential
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What type of evidence is given?

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

Important: This page is only shown if you're adding a time-limited statutory excuse lasting until the expiry date of leave.

To add the type of evidence given, complete the following steps:

- **1.** Select an answer.
- **2.** Select the '<u>Continue</u>' button.

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<section-header><section-header><form><form></form></form></section-header></section-header>	
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Which document was it?

This page gives you instructions for how to select the document.

Important: This page is only shown if you're adding a time-limited statutory right for 6 months.

To add the type of document given, complete the following steps:

- 1. Select an answer.
- **2.** Select the '<u>Continue</u>' button.

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	NHS Jobs	Signed in as John Smith Sign Out
	BETA Your <u>feedback</u> will help us to improve this service.	
	The new NHS Jobs website will be unavailable every Thursday from 7am to service updates. <u>Read more about why we are doing this.</u>	8am while we make essential
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Enter the document number

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

Important: In this example, a British/UK passport is used.

To enter the document number, complete the following steps:

- 1. In the **Document number** box, enter the details.
- **2.** Select the '<u>Continue</u>' button.

		You're viewing NHS BSA Training	<u>Change</u>
	NHS Jobs	Signed in as Liam M1	Sign Out
	BETA Your <u>feedback</u> will help us to improve this service.		
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	< Go back 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		
1	Document number		
2	Continue		
	Privacy policy Terms and conditions Accessibility Statement Cookies	How to create and publish jobs © Crov	vn copyright

When was the document issued?

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

To add the document issued date, complete the following steps:

- 1. In the Day, Month or Year boxes, enter the details.
- **2.** Select the '<u>Continue</u>' button.

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NHS Jobs	Signed in as Liam M1 Sign Out
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The new NHS Jobs website will be unavailable every Thursday fr service updates. <u>Read more about why we are doing this.</u>	om 7am to 8am while we make essential
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Privacy policy Terms and conditions Accessibility Statement Cooki	es How to create and publish jobs © Crown copyright

When does the document expire?

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

To add the document expiry date, complete the following steps:

- 1. In the Day, Month or Year boxes, enter the details.
- **2.** Select the '<u>Continue</u>' button.

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NHS Jobs	Signed in as Liam M1 Sign Out
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 C Go back 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	ne
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When was this document received?

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

To add the document received date, complete the following steps:

- 1. In the Day, Month or Year boxes, enter the details.
- **2.** Select the '<u>Continue</u>' button.

	You're viewing NHS BSA Training <u>Change</u>
NHS Jobs	Signed in as Liam M1 Sign Out
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The new NHS Jobs website will be unavailable every Thursday from service updates. <u>Read more about why we are doing this.</u>	m 7am to 8am while we make essential
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Date this document was checked

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

To add the document checked date, complete the following steps:

- 1. In the Day, Month or Year boxes, enter the details.
- **2.** Select the '<u>Continue</u>' button.

	You're viewing NHS BSA Training Change
NHS Jobs	Signed in as Liam M1 Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thursday fro service updates. <u>Read more about why we are doing this.</u>	om 7am to 8am while we make essential
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Privacy policy Terms and conditions Accessibility Statement Cookie	s <u>How to create and publish jobs</u> © Crown copyright

Who checked the document?

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

To add who checked the 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 '<u>Continue</u>' button.

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	NHS Jobs Signed in as Liam M1 Sign Out
	BETA Your <u>feedback</u> will help us to improve this service.
	The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. <u>Read more about why we are doing this.</u>
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Is the right to work document acceptable?

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

To confirm if the right to work document is acceptable, complete the following steps:

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



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 right to work document.

To confirm if you want to add a note, complete the following steps:

- 1. Select an answer:
 - '<u>Yes</u>'
 - '<u>No</u>'
- **2.** Select the 'Save and continue' button.

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NHS Jobs	Signed in as Liam M1 Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thursday fro service updates. <u>Read more about why we are doing this.</u>	om 7am to 8am while we make essential
 Go back Pre-employment checks Add a note about the right to work document? Yes No Yes No Save and continue 	
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Add a note

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

Important: This page is only shown if you're adding a note.

To add a note, complete the following steps:

- 1. In the **Subject** box, enter the details.
- 2. In the Detail box, enter the details.
- **3.** Select the '<u>Save and continue</u>' button.

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Ν	HS Jobs		Signed in as Liam M1	Sign Out
BET	TA Your <u>feedback</u> will help us to improve this	service.		
The serv	new NHS Jobs website will be unavaila rice updates. <u>Read more about why we</u>	ble every Thursday from are doing this.	7am to 8am while we make es	sential
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Add another note about the Right to work?

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

To confirm if you want to add another note, complete the following steps:

- 1. Select an answer:
 - '<u>Yes</u>'
 - '<u>No</u>'
- **2.** Select the 'Save and continue' button.

	You're viewing NHS BSA Training <u>Change</u>
NHS Jobs	Signed in as Liam M1 Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thursday from service updates. <u>Read more about why we are doing this.</u>	n 7am to 8am while we make essential
 Coback Pre-employment checks Add another note about the Right to work? Yes No Yes No Save and continue 	
Privacy policy Terms and conditions Accessibility Statement Cookies	How to create and publish jobs © Crown copyright

Check right to work in the UK details

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

Read the information on the page and complete the following steps:

- 1. Select an answer:
 - <u>'Yes</u>'
 - 'No'
- **2.** Select the 'Continue' button.

		You're viewing NHS BSA Training	<u>Change</u>
NHS Jobs			
		Signed in as Liam M1	Sign Out
BETA Your feedback will hel	p us to improve this service.		
The new NHS Jobs website service updates. <u>Read mor</u>	e will be unavailable every Thursday from 7a e about why we are doing this.	m to 8am while we make es	sential
< Go back Pre-employment checks Liam MA's right	t to work in the UK		
Date received	01 January 2021		
Date checked	01 January 2021		
Checked by	Joe Bloggs		
Document shown	Document proving a continuous right to work		
Document provided	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	1234567		
Date issued	01 January 2021		
Date expires	01 January 2021		
Right to work in UK checked	The right to work in UK is complete.		
Edit this information Yes No	?		
Privacy policy Terms and co	nditions Accessibility Statement Cookies I	How to create and publish jobs © Crow	/n copyright

Check right to work in NHS Jobs

This page shows confirmation you've completed the applicant's right to work check in NHS Jobs.

In this example, the right to work in the UK check status is 'COMPLETED'.

	You're viewing NHS BSA Training Change	
NHS Jobs	Signed in as Liam M1 Sign Out	
BETA Your <u>feedback</u> will help us to improve this service.		
The new NHS Jobs website will be unavailable every Thursday service updates. <u>Read more about why we are doing this.</u>	from 7am to 8am while we make essential	
< Go back		
Pre-employment checklist for Liam N	IA	
The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.		
References		
References	COMPLETED	
Identity		
Home address	COMPLETED	
Identity check	COMPLETED	
Inter Authority Transfer (IAT)	COMPLETED	
Right to work		
Right to work in the UK		

You've reached the end of this user guide as you've completed the applicant's reference check in NHS Jobs.

For users of NHS Jobs and ESR go to the '<u>Check right to work in ESR</u>' page.

Check right to work in ESR

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

Important: The applicant's reference details are found in the Applicant record within the 'Extra Person Information' section of ESR. This can be checked by your HR team with the required ESR roles and permissions.

8014			?	
Name	a mormatori - comoned	Extra Person Information		
Last First	DEnter HR Extra Information(Admin06, Mr. Antho	ny) Residency Status Sponsorship Required Date Sponsorship Requested	Temporary No	-Not Allowed to stay and work in the UK Perma
Prefix	EU Status	Date Sponsorship Received		
Suffix	Employment Checklist Details	Date of Illegal Working Document Check	16-JAN-2021	
Middle	Flexible Working	Visa Type	Student	<u></u>
	lilegal vvorking Checklist	Visa Reference Number	15554849405	
Personal	Job Plans - Other Staff Groups	Visa Issue Date	19-NOV-2020	
reisonal	NHS CRS Person Registration	Visa Expiry Date	19-NOV-2023	
Bir	NHS Key Worker Living Programme	Limited Leave to Enter Date	24-NOV-2020	
Town	NHS Special Leave	Limited Leave to Remain Expiry	24-NOV-2023	
Region		Date of Medical	17-DEC-2020	
Country	Details	Date of Medical Clearance	01-JAN-2021	
Effective Dat		OH Status	Cleared	
From 01		EPP Clearance	No	
		Date of Prof Reg Check - Recruitment	11-JAN-2021	
Addres		Date of Prof Reg Check - New Joiner		
		Date of Qualifications Check		
		Insolvency check		
(_		Disqualified Directors Register Check		
		Self-Declaration Form signed		
		E-Rec Vacancy Ref	504-Matron13	Modern Matron
		Date Confirmed Personal Information	12-JAN-2021	
		Date Confirmed E&D Information	12-JAN-2021	ſ
		IAT Consent	No	

1. The applicant's right to work details are shown.