

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

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

You'll need to add the following information to complete your application:

- your right to work in the UK

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.

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Right to work

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

Important: The sections of your task list will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you've completed. You can't send a job application until all sections are completed.

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

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

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, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area is titled 'NHS BSA Training Administrator application' and indicates that the application is 'incomplete' with 1 of 14 sections completed. There are two columns of progress items. The left column includes 'Add your personal details' with a 'Contact details' link and a 'COMPLETED' status, and 'Add your right to work status' with a 'Right to work' link and a 'NOT STARTED' status. The right column includes 'Job details' with 'Closing date' (30 December 2021) and 'Job reference number' (T1111-21-8154). A link to 'View the job advert (opens in new tab)' is also present.

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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, the word 'Jobs', and a 'Sign out' link. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and 'Are you a British or Irish citizen?'. It includes a note that this question includes dual citizenship. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green 'Save and continue' button with a '2' in a yellow circle next to it. A link for 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for '© Crown copyright'.

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: This page is only shown 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.

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, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the text 'Administrator application', and the question 'Are you an EU, European Economic Area (EEA) or Swiss citizen?'. Below the question are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. Below the button is a link 'Save and come back later'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

What is your immigration status?

This page gives you instructions for how to confirm the category that relates to your current immigration status.

Important: This page is only shown if you're not an EU, EEA, or Swiss citizen.

To confirm your current 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.

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, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'What is your immigration status?'. A note states 'This will be checked if you're invited to interview.' Below this, there is a list of radio button options for 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, Youth Mobility Scheme (marked with a '1'), Clinical attachment visa, Refugee or person with humanitarian protection, Standard Visitor visa, Temporary worker, Student, Postgraduate doctors and dentists visa, and Other immigration status. Below the list, there is a section titled 'What is the EU Settlement Scheme?' with a downward arrow. The text in this section says: 'If you're an EU, EEA or Swiss citizen, you and your family can apply to continue living in the UK after 30 June 2021. [Find out more about the EU Settlement Scheme \(opens in a new tab\).](#)' At the bottom of the form, there is a green 'Save and continue' button (marked with a '2') and a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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

What is your EU Settlement Scheme status?

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

Important: This page is only shown if your immigration status is 'EU Settlement Scheme'.

To select your immigration status, complete the following steps:

1. Select an answer.
2. Select the [Save and continue](#) button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a 'Go back' link. The title 'Administrator application' is followed by the question 'What is your EU Settlement Scheme status?'. There are two radio button options: 'Settled status' and 'Pre-settled status'. The 'Settled status' option is marked with a yellow circle containing the number '1'. Below these options is a green button labeled 'Save and continue', which is marked with a yellow circle containing the number '2'. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The copyright notice '© Crown copyright' is also present in the footer.


What is your immigration status?

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

Important: This page is only shown if you're an EU, EEA, or Swiss citizen.

To confirm your current immigration status, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.



[Sign out](#)

[English](#) | [Cymraeg](#)

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

[Go back](#)

Administrator application

What is your immigration status?

This will be checked if you're invited to interview.

- EU, European Economic Area (EEA) or Swiss citizen
- EU Settlement Scheme
- 1** Indefinite leave to remain (ILR) or indefinite leave to enter (ILE)
- European Temporary Leave to Remain (Euro TLR)
- Other immigration status

▼ [What is the EU Settlement Scheme?](#)

If you're an EU, EEA or Swiss citizen, you and your family can apply to continue living in the UK after 30 June 2021. [Find out more about the EU Settlement Scheme \(opens in a new tab\).](#)

2 [Save and continue](#)

[Save and come back later](#)

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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 current immigration status.

Important: This page is only shown if you selected 'Other immigration status'.

To confirm your current immigration status, complete the following steps:

1. In the **Immigration status** box, enter the details.
2. Select the [Save and continue](#) button.


The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the title 'Tell us your immigration status'. Below the title is the label 'Immigration status' and a text input field with a yellow circle containing the number '1' to its left. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. Below the button is a link that says 'Save and come back later'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

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 confirm or change 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.



[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

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Application task list

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

Important: The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you've completed. You can't send a job application until all sections are completed.

To start completing your tasklist, complete the following steps:

1. Select a link to start a section of the tasklist.
2. Select the 'Save and come back later' link (optional).

[Go to the next page to see the screenshot](#)

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 2 of 14 sections.

Add your personal details

[Contact details](#) COMPLETED

Job details

Closing date
30 December 2021

Job reference number
T1111-21-8154

[View the job advert \(opens in new tab\)](#)

Add your right to work status

[Right to work](#) COMPLETED

Add your qualifications, training and job history

[Qualifications](#) NOT STARTED

1 [Training](#) NOT STARTED

[Job history](#) NOT STARTED

Add your supporting evidence

1 [Essential and desirable criteria](#) NOT STARTED

Add further information the employer needs from you

[Medical qualifications and details](#) NOT STARTED

[Dental qualifications and details](#) NOT STARTED

1 [Nursing qualifications and details](#) NOT STARTED

[Driving qualifications and details](#) NOT STARTED

[Unspent criminal convictions and cautions](#) NOT STARTED

[Fitness to practice](#) NOT STARTED

Check your equal opportunities

1 [Guaranteed interview scheme](#) NOT STARTED

[Equality and diversity](#) NOT STARTED

You need to complete all sections before you can send your application.

2 [Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Tip: You must complete all sections of the tasklist before you can send your application.

For help and guidance, go to the 'How to apply for a job in NHS Jobs – Add your qualifications, training and job history' user guide or video in the 'Apply for a job' box of the ['Help and support for applicants'](#) webpage.