

# 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

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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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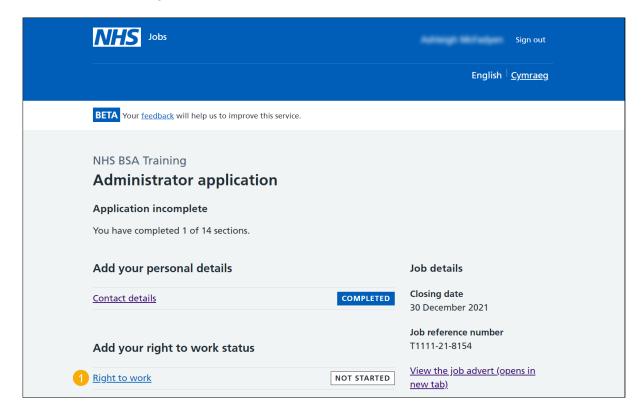
#### Right to work

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.



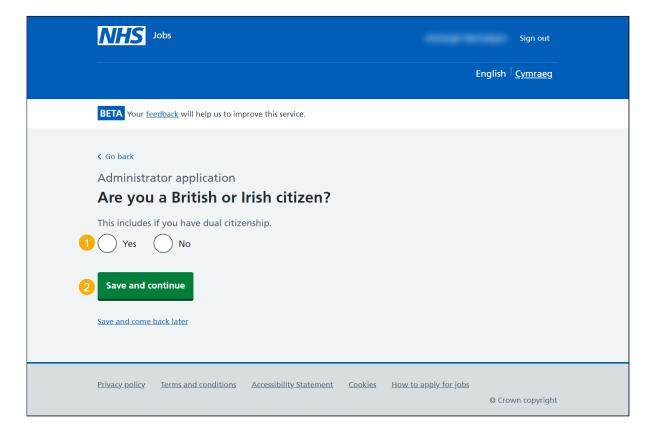
## Are you a British or Irish citizen?

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.



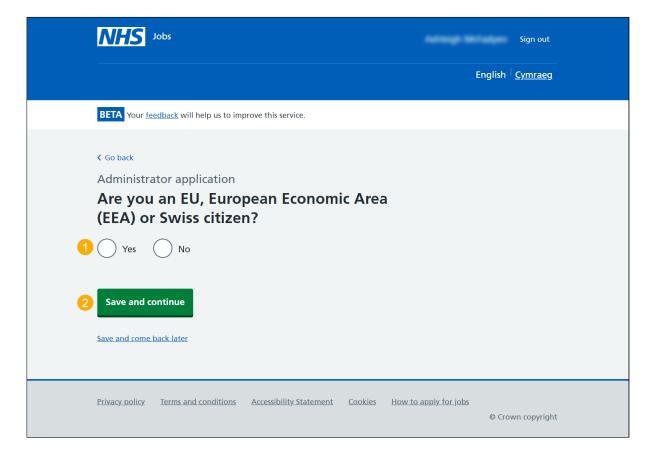
# Are you an EU, European Economic Area (EEA) or Swiss citizen?

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

Important: 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.



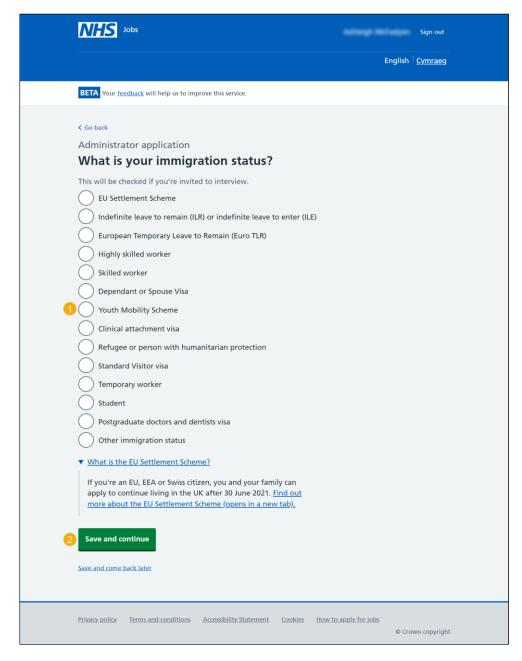
#### What is your immigration status?

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.



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

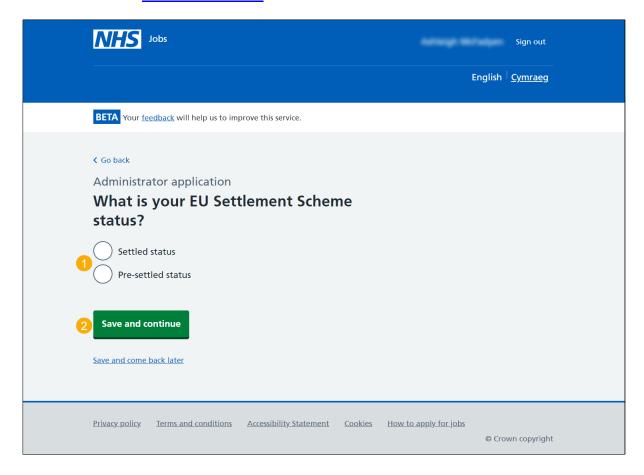
#### What is your EU Settlement Scheme status?

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.



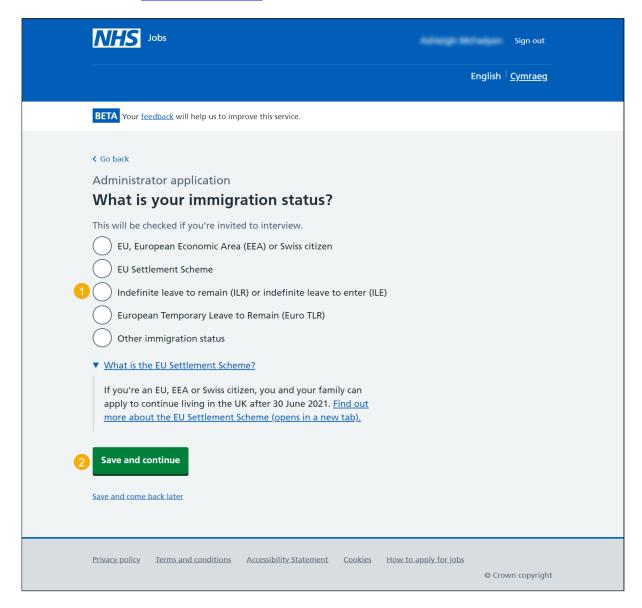
#### What is your immigration status?

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.



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

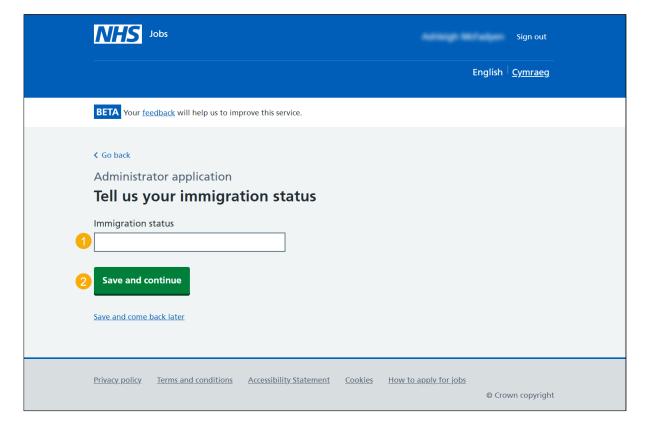
#### Tell us your immigration status

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.

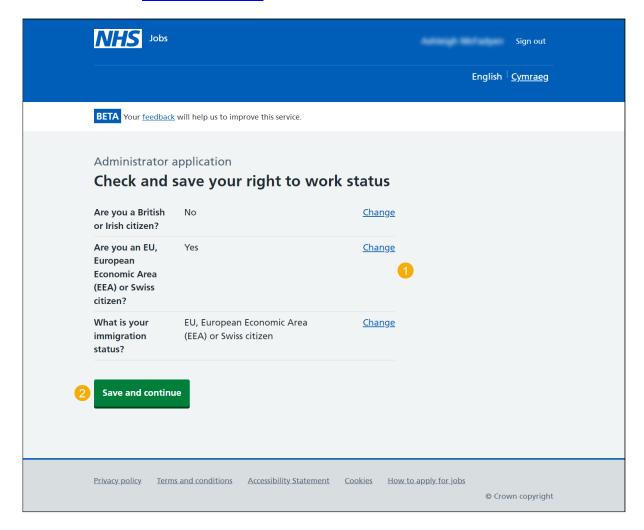


## Check and save your right to work status

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.



#### **Application task list**

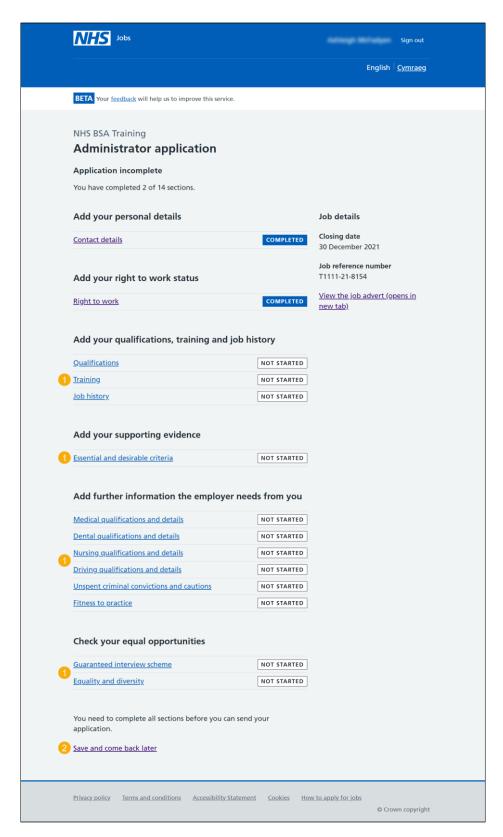
This page gives you instructions for how to view your application tasklist.

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



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.