# 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 <u>right to work in the UK</u> check in the NHS Jobs service.

You'll confirm if the applicant needs a right to work in the UK check to complete their preemployment information before they can start their new job.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the 'Process flow diagram' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the <u>employer dashboard</u>.

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#### **Process flow diagram**

Go to the 'Pre-employment checks' page.

### **Pre-employment checks**

This page gives you instructions for how to access pre-employment checks.

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

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

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

		Show tasks for <b>all accounts</b>
BETA Your <u>feedback</u> will	help us to improve this service.	
NHS Business Servic	es Authority	What you can do
Dashboard		
Tasks by stage	tings by user	Create a job listing
		Search for a listing
Showing tasks for		Search for an applicant
All USCI3		
<u>Draft</u>	386 - on track 22, overdue 364	Manage the account
		Manage users
<u>Approvals</u>	3 - on track 1, overdue 2	At risk applicants
Published		Key performance indicators
Published	4	Approval settings
Chartlicting		Departments
stortilsting	8 - on track 1, overdue 7	Welsh listings
Interviews	1 - on track 0, overdue 1	
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		Overview of your organisation
Conditional offers	22 - on track 5, overdue 17	Contract templates
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<u>checks</u>		Help and information
Contracts	57 - on track 11. overdue 46	The employer hub
		Roles and permissions
End recruitment	7 - on track 4, overdue 3	Contact your super users
		Reporting
		<u>Run a report</u>

#### Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

**Important:** In this example, the **Outstanding checks** section shows the 'Right to work in the UK' check is outstanding.

Find the applicant and complete the following steps:

- **1.** Select the 'Applicant' link to view the applicant's details (optional).
- 2. Select the 'Job title' link to view the job details (optional).
- 3. Select the '<u>View checks or withdraw offer</u>' link.

	NHS x	obs		You're viewing Si	NHS BSA Training	<u>Change</u> Sign Out	
				Show	v tasks for all accou	nts	
1	EETA Your fé C Go back NHS BSA Trai Pre-emplo Showing tasks fo All users Pre-employme Applicant Liam MA AR-210128- 00006	eedback will help us to improve this pyment checks or ent checks Job title Learning Consultant T2020-21-4641	Deadline 01 Apr 2022 ON TRACK	Outstanding checks         References         Home address         Identity check         Right to work in the UK         Qualifications         Professional registrations         DBS         HPANs         Health assessment	What needs do View checks or offer	ing next withdraw	3
	Privacy policy	Terms and conditions Accessibil	ity Statement	cookies How to create and put	o <u>lish jobs</u> © Crov	vn copyright	

#### Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

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

	NHS Jobs	You're viewing NHS BSA Training Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
	BETA Your <u>feedback</u> will help us to improve this service.		
	K Go back		
	Pre-employment checks The conditional offer has been accepted by Liam MA		
	Would you like to		
1	Check pre-employment checklist Withdraw offer		
2	Continue		
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If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

# **Right to work in the UK**

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

**Important:** In this example, the status is **NOT STARTED** as you haven't started the applicant's right to work in the UK check.

To start the applicant's right to work in the UK check, complete the following step:

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

NHS Jobs	You're viewing NHS BSA Training <u>Change</u> Signed in as <u>Liam M1</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
♦ Go back	
The applicant accepted your conditional job offer. They now need to give pre-employment information before the	A ey can start their new job.
References	
References	COMPLETED
Identity	
Home address	COMPLETED
<u>Identity check</u>	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED
Right to work	
1 Right to work in the UK	NOT STARTED

# 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 the applicant needs a right to work in the UK check, complete the following steps:

- 1. Select an answer:
  - 'Yes'
  - 'No'
- **2.** Select the 'Continue' button.

NHS Jobs	You're viewing NHS BSA Training <u>Change</u> Signed in as <u>Liam M1</u> Sign Out
BETA       Your feedback will help us to improve this service.          Go back         Processed back       Processed back	
Does Liam MA need a right to work in the UK check?	
2 Continue	
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## 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:** You'll only see this page if you're confirming the applicant doesn't need a right to work in the UK check.

To confirm the applicant doesn't need a right to work in the UK check complete the following steps:

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

	<b>NHS</b> Jobs	You're viewing NHS BSA Training <u>Change</u> Signed in as <u>Liam M1</u> Sign Out	
	BETA Your feedback will help us to improve this service.		
	<ul> <li>Go back</li> <li>Pre-employment checks</li> <li>Liam MA's right to work in the UK</li> <li>Right to work in the UK check needed</li> </ul>	<u>Change</u>	
2	Save and continue		
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# 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: You'll only see this page if the applicant requires a right to work in the UK check.

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

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

Jobs       Signed in as Liam M1       Sign Out         BETA       Your feedback will help us to improve this service.
BETA Your <u>feedback</u> will help us to improve this service.
SETA Your feedback will help us to improve this service.
C Go back
Pre-employment checks
What you will need to know
Liam MA 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:
Liam MA's immigration status
if they have continuous or temporary right to work
the right to work evidence they gave
<ul> <li>the evidence details, for example, document number, expiry date, issue date</li> </ul>
the dates the evidence was received and checked
who checked the evidence
You'll also be able to add a note about the check.
Return to pre-employment checklist
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# Check the applicant's immigration status

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

**Important:** In this example, the applicant's immigration status is 'British, European Union (EU) or European Economic Area (EEA) national'.

To check the applicant's immigration status, complete the following steps:

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

NHS Jobs		You're viewing NHS BSA Training Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
BETA Your feedback will help	o us to improve this service.		
< Go back Pre-employment checks Liam MA's 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 st	atus 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:** You'll only see this page if the applicant's immigration status isn't correct.

To confirm if the applicant is a British or Irish citizen, complete the following steps:

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

NHS Jobs	You're viewing NHS BSA Training <u>Change</u> Signed in as <u>Liam M1</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
<ul> <li>Continue</li> <li>Continue</li> <li>Continue</li> </ul>	
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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: You'll only see this page if the applicant isn't a British or Irish citizen.

To confirm if the applicant is 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.

	Jobs	You're	e viewing NHS BSA Training Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
1 2	BETA Your feedback will help us to improve this service.         < Go back         Pre-employment checks         Is Liam MA an EU, European Econor         (EEA) or Swiss citizen?         Yes         No	omic Area		
	Privacy policy Terms and conditions Accessibility. Statement	Cookies How to create	e and publish jobs © Crov	vn copyright

#### What is the applicant's immigration status?

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

**Important:** You'll only see this page if the applicant isn't a British, Irish, EU, European Economic Area (EEA) or Swiss citizen.

To confirm the applicant's 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.

<b>NHS</b> Jobs	You're viewing NHS BSA Training Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
<ul> <li>c Go back</li> <li>Pre-employment checks</li> <li>C GU Settlement Scheme</li> <li>C GU Settlement Scheme</li> <li>Indefinite leave to remain (ILR) or indefinite leave to enter (ILE)</li> <li>C Guropean Temporary Leave to Remain (Euro TLR)</li> <li>Highly skilled worker</li> <li>Skilled worker</li> <li>Opendant or Spouse Visa</li> <li>Othor Mobility Scheme</li> <li>Clinical attachment visa</li> <li>Refugee or person with humanitarian protection</li> <li>Standard Visitor visa</li> <li>Temporary worker</li> <li>Student</li> <li>Other immigration status</li> </ul>		
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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: You'll only see this page if the applicant has an EU Settlement Scheme status.

To confirm the applicant's EU Settlement Scheme status, complete the following steps:

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

Δ	VHS Jobs	You're viewing <b>NHS BSA Training</b> Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
1	BETA Your <u>feedback</u> will help us to improve this service.		
د ه Pre M st	<sup>So back</sup> e-employment checks /hat is Liam MA's EU Settlement Sch tatus?	neme	
1	Settled status Pre-settled status		
2	Continue		
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# Specify their current immigration status

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

**Important:** You'll only see this page if the applicant's immigration status is 'Other'.

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

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

BETA Your <u>feedback</u> will help us to improve this service.	
✓ Go back	
Pre-employment checks Specify their current immigration status	
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# 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:** You'll only see this page if the applicant has an EU Settlement Scheme or Other immigration status.

To confirm what type of right to work in the UK they have, complete the following steps:

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

	Jobs	You're viewing NHS BSA Training Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
	BETA         Your feedback         will help us to improve this service.           < Go back		
	Pre-employment checks What type of right to work in the UK do they have?		
1	Continuous right to work		
2	Continue		
	Privacy policy Terms and conditions Accessibility Statement Cookies How	<u>to create and publish jobs</u> © Crow	in copyright

#### What did they give as their evidence of right to work in the UK?

This page gives you instructions for how to confirm their evidence of right to work in the UK.

**Important:** You'll only see this page if the applicant has a continuous right to work in the UK.

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

- 1. Select an answer.
- 2. Select the 'Continue' button.



#### Select the type of document they showed

This page gives you instructions for how to select the type of document they showed.

**Important:** You'll only see this page if the applicant has a temporary right to work in the UK.

To confirm the type of document they showed, 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.

	NHS Jobs	You're viewing NHS BSA Training Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
	BETA Your <u>feedback</u> will help us to improve this service.		
4	Pre-employment checks Select the type of document they showed Documents where a time-limited statutory excuse lasts until the expiry date of leave		
2	O Documents which prove a time-limited statutory right for 6 months		
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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:** You'll only see this page if the applicant has a time-limited statutory excuse lasting until the expiry date of leave.

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

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

	You're viewing NHS BSA Training	<u>Change</u>
	Signed in as <u>NHSBSA Training</u>	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
<ul> <li>Go back</li> <li>Pre-employment checks</li> <li>What type of evidence proved</li> <li>right to work in the UK?</li> </ul>		
A current passport endorsed to show that the applicant is allowed to stay in the UK and is currently allowed to do the type of work in question		
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question		
An online check on the GOV.UK website to view their right to work details		
<ul> <li>A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question</li> </ul>		
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules		
A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020		
A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer		
Continue		
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#### Which document was it?

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

**Important:** You'll only see this page if the applicant has a time-limited statutory right for 6 months.

To confirm the document, complete the following steps:

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



# Enter the document number

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

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.

	NHS Jobs	You're viewing <b>NH5 BSA Training</b> Signed in as <u>NHSBSA Training</u>	<u>Change</u> Sign Out
	<b>BETA</b> Your <u>feedback</u> will help us to improve this service.		
	< Go back		
	Pre-employment checks		
	Enter the document number		
1	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service		
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#### When was the document issued?

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

To confirm the date the document was issued, complete the following steps:

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

NHS Jobs	You're viewing <b>NHS BSA Training</b> Signed in as <u>NHSBSA Training</u>	<u>Change</u> Sign Out
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.		
<section-header><ul> <li>C Go back</li> <li>Pre-employment checks</li> <li>C Mean waas the document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service</li> <li>Por example, 15 03 2012</li> <li>Month Year</li> <li>Month Year</li> <li>Continue</li> </ul></section-header>		
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### When does the document expire?

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

To confirm 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.

NHS Jobs	You're viewing <b>NHS BSA Training</b> Signed in as <u>NHSBSA Training</u>	<u>Change</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
Continue		
Privacy policy Terms and conditions Accessibility Statement Cookies How to	o create and publish jobs © Crow	n copyright

#### When was this document received?

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

To confirm 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.

<b>NHS</b> Jobs	You're viewing <b>NHS BSA Training</b> Signed in as <u>NHSBSA Training</u>	<u>Change</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
C Go back Pre-employment checks When was this document received? A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service For example, 15 03 2012 Day Month Year 1		
Privacy policy Terms and conditions Accessibility Statement Cookies How t	<u>to create and publish jobs</u> © Crov	vn copyright

# Date this document was checked

This page gives you instructions for how to confirm the date this document was checked.

To confirm the date this document was checked, complete the following steps:

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

NHS Jobs	You're viewing <b>NHS BSA Training</b> Signed in as <u>NHSBSA Training</u>	<u>Change</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
Coback Pre-employment checks Date this document was checked A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice		
from the Home Office Employer Checking Service For example, 15 03 2012 Day Month Year		
2 Continue	o create and publish jobs	
Envary pointy Terms and conditions Accessionity statement Cookles How to	© Crow	n copyright

# Who checked this document?

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

To confirm who checked this 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.

<b>NHS</b> Jobs	You're viewing NHS BSA Training Signed in as <u>NHSBSA Training</u>	<u>Change</u> Sign Out
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.		
< Go back Pre-employment checks Who checked this document?		
A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service		
First name		
2		
3 Continue		
Privacy policy Terms and conditions Accessibility Statement Cookies How to	<u>o create and publish jobs</u> © Crow	n copyright

#### Is the right to work in the UK document acceptable?

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

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

- 1. Select an answer:
  - 'Yes'
  - '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 about the right to work document, complete the following steps:

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

	Jobs	You're viewing NHS BSA Training Signed in as <u>Liam M1</u>	<u>Change</u> Sign Out
1 2	BETA Your feedback will help us to improve this service.         < Go back         Pre-employment checks         Add a note about the right to work document?         Yes       No         Save and continue		
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#### Add a note

This page gives you instructions for how to add a note.

**Important:** You'll only see this page if you're adding a note about the right to work document.

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.

NH	<b>S</b> Jobs		You're viewing NHS BSA Training Signed in as Liam M1	<u>Change</u> Sign Out
BETA	Your <u>feedback</u> will help us to improve this serv	vice.		
< Go bac Pre-emj	k ployment checks			
Subject				
Detail			7	
0				
			<u>//</u>	
3 Save a	and continue			
	1			
<u>Privacy p</u>	olicy Ierms and conditions Accessibility S	<u>statement Cookies How:</u>	to create and publish jobs © Crow	n copyright

## Add another note about the right to work?

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

To confirm if you want to add another note about the right to work document, complete the following steps:

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

<b>NHS</b> Jobs	You're viewing NHS BSA Training <u>Change</u> Signed in as <u>Liam M1</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
<ul> <li>Co back</li> <li>Pre-employment checks</li> <li>Add another note about the Right to work?</li> <li>Yes No</li> <li>Save and continue</li> </ul>	
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# Check the right to work in the UK details

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

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

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

BETA Your feedback	will help us to improve this service.			
< Go back				
Pre-employment che	right to work ir	n the		
UK				
Right to work in the UK check needed	Yes	<u>Change</u>		
Right to work det	tails from their application			
British or Irish citizen?	Yes			
Is their immigration status correct?	No	<u>Change</u>		
Right to work det	tails from the document			
British or Irish citizen?	No	<u>Change</u>		
EU, European Economic Area (EEA) or Swiss citizen?	No	<u>Change</u>		
Immigration status	EU Settlement Scheme	Change		
EU Settlement Scheme status	Settled status	<u>Change</u>		
Document details	;			
Type of right to work	Document proving a temporary right to work	<u>Change</u>	•	
Document	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service	Change		
Document number	123456789	Change		
Date issued	01 January 2022	Change		
Date expires	01 January 2025	<u>Change</u>		
Record of check				
Date received	02 February 2022	Change		
Date checked	03 February 2022	Change		
Checked by	Joe Bloggs	Change		
Document accepted	Yes	Change		
Add another note				
Save and continue				

## Check the right to work in the UK status in NHS Jobs

This page gives you instructions for how to check the right to work in the UK status in NHS Jobs.

**Important:** In this example, the status is **COMPLETED** as you've completed the applicant's right to work in the UK check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

**1.** Select a pre-employment link.

NHS Jobs	You're viewing NHS BSA Training <u>Change</u> Signed in as <u>Liam M1</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back	
The applicant accepted your conditional job offer. They now need to give pre-employment information before they	an start their new job.
References	
References	COMPLETED
Identity	
Home address	COMPLETED
Identity check Inter Authority Transfer (IAT)	COMPLETED
Right to work	
Right to work in the UK	COMPLETED

**Tip:** To find out how to complete a pre-employment check, go to a user guide or video from the **'Complete a pre-employment check'** section of the <u>'Help and support for employers'</u> webpage.

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

You've completed the right to work in the UK check in NHS Jobs and reached the end of this user guide.

# Check the right to work in the UK details in ESR

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

**Important:** This information is found in the applicant record within the '**Extra Person Information**' section of ESR and can be checked with the correct ESR roles and permissions.

Soracle Application	ons - TPLY - ESR Release 50.1.0.0B + LOC V2.14 Ider Tools Window Help			
🛤 🗞 👀 í 🧳	a i 🙀 🖄 🎒 🕅 🗶 i 🖉 😓 🤹	🖌 🗇 🕘 🖉 🎭 i 🛗 🛗 🌄 🔍 i 🕯	?	
Enter HR Persona	al Information - Combined	Extra Person Information		B
Name Last	Center HR Extra Information(Admin08, Mr. Anthon	Residency Status Sponsorship Required	Temporary No	Not Allowed to stay and work in the UK Perma
Title	Type EU Status	Date Sponsorship Requested		
Suffix	Employment Checklist Details Flexible Working	Date of Illegal Working Document Check	16-JAN-2021	
IVIIQUIE	Illegal Working Checklist Job Plans - Medical and Dental	Visa Type Visa Reference Number	1555484940 S	
Personal	Job Plans - Other Staff Groups	Visa Issue Date	19-NOV-2020	
Bir Town	NHS Key Worker Living Programme	Limited Leave to Enter Date	24-NOV-2020	
Region Country	Details	Limited Leave to Remain Expiry Date of Medical	24-NOV-2023 17-DEC-2020	
Effective Dat		OH Status	Cleared	
From 01		EPP Clearance Date of Prof Reg Check - Recruitment	No 11-JAN-2021	
Addres		Date of Prof Reg Check - New Joiner		
		Insolvency check		
		Disqualified Directors Register Check Self-Declaration Form signed		
		E-Rec Vacancy Ref	504-Matron13	Modern Matron
		Date Confirmed E&D Information	12-JAN-2021	
		IAT Consent		•
				QK Cancel Clear Help

**1.** The applicant's right to work in the UK details are shown.

Tip: For more information about ESR, go to the 'ESR User Manual'.

You've checked the right to work in the UK details in ESR and reached the end of this user guide.