

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.

You'll confirm if the applicant needs a right to work in the UK check to complete their pre-employment 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.

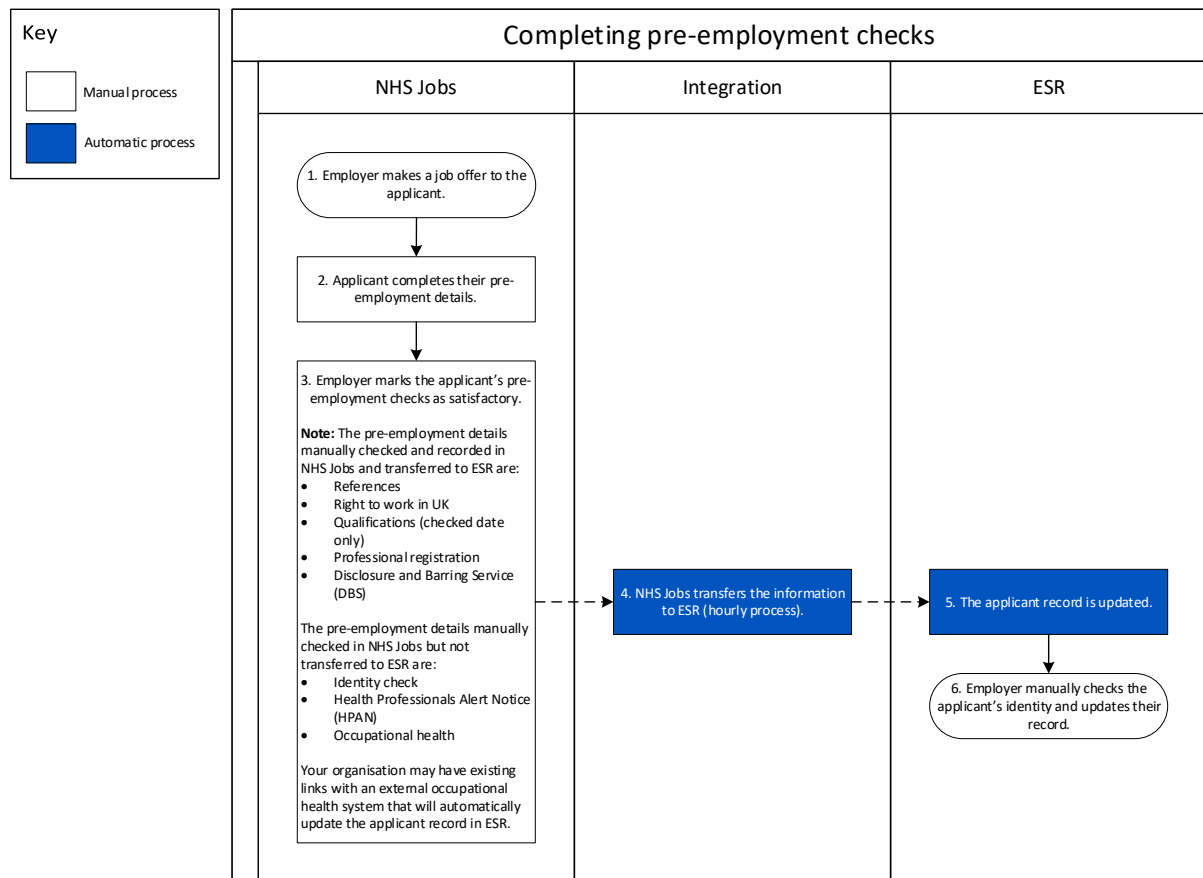
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for completing a right to work in the UK check.



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 '[Pre-employment checks](#)' link.

The screenshot shows the NHS Business Services Authority Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing' (with a 'Change' link), 'Signed in as NHS BSA Training', and 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is set to 'off'. A 'BETA' banner states: 'Your feedback will help us to improve this service.'

The main section is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The main content area displays a list of recruitment stages with their counts and overdue status, each accompanied by a progress bar:

Stage	Count	On track	Overdue
Draft	386	22	364
Approvals	3	1	2
Published	4	0	0
Shortlisting	8	1	7
Interviews	1	0	1
Ready to offer	42	16	26
Conditional offers	22	5	17
1 Pre-employment checks	24	4	20
Contracts	57	11	46
End recruitment	7	4	3

On the right side, there are three sections:

- What you can do:**
 - [Create a job listing](#)
 - [Search for a listing](#)
 - [Search for an applicant](#)
- Manage the account:**
 - [Manage users](#)
 - [At risk applicants](#)
 - [Accredited logos](#)
 - [Key performance indicators \(KPIs\)](#)
 - [Approval settings](#)
 - [Departments](#)
 - [Welsh listings](#)
- Documents and templates:**
 - [Overview of your organisation](#)
 - [Supporting documents](#)
 - [Contract templates](#)
 - [Offer letter templates](#)
- Help and information:**
 - [The employer hub](#)
 - [Roles and permissions](#)
 - [Contact your super users](#)
- Reporting:**
 - [Run a report](#)

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

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 '[View checks or withdraw offer](#)' link.

NHS Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

Show tasks for all accounts ☐

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

[Go back](#)

NHS BSA Training

Pre-employment checks

Showing tasks for [All users](#)

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-210128-00006	Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

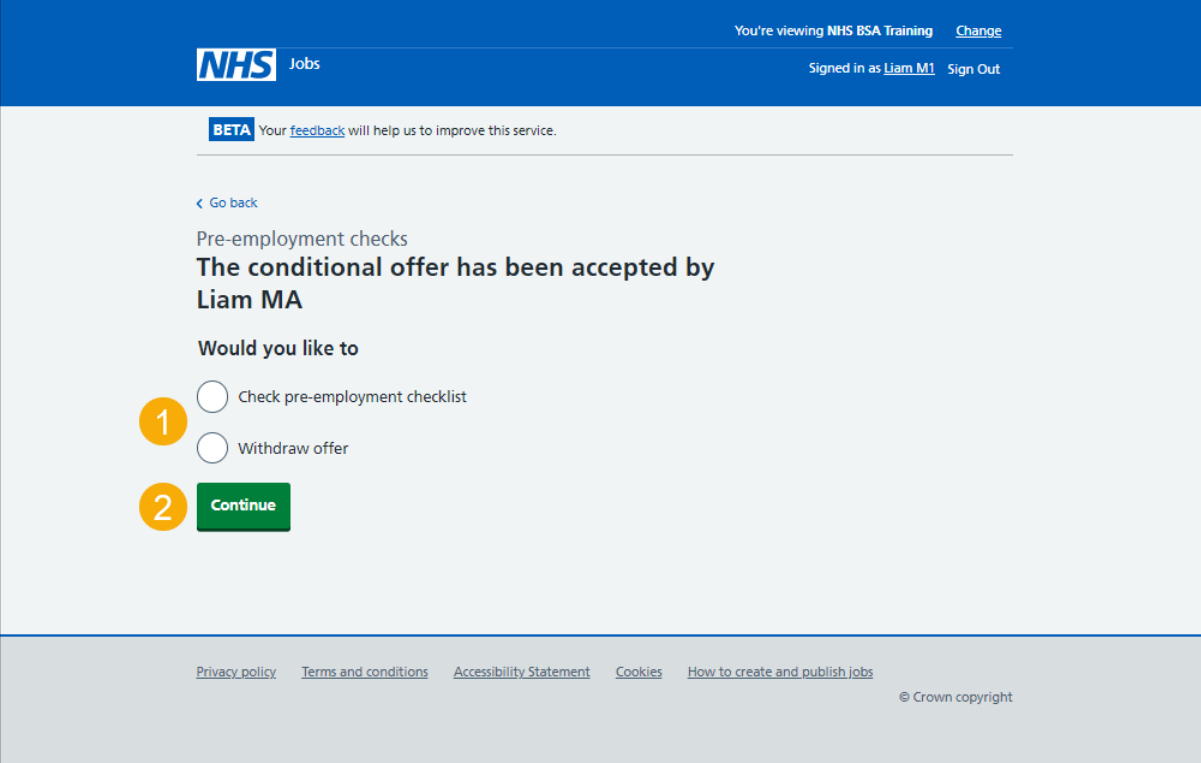
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Check pre-employment checklist or withdraw offer

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.



The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main content area is titled 'Pre-employment checks' and displays 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (labeled with a yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button (labeled with a yellow circle containing the number 2) is positioned below the radio buttons. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

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 'Right to work in the UK' link.

You're viewing NHS BSA Training

Change

NHSJobs

Signed in as Liam M1Sign Out

BETAYour feedback will help us to improve this service.

< Go back

Pre-employment checklist for Liam MA

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

1 Right to work in the UK

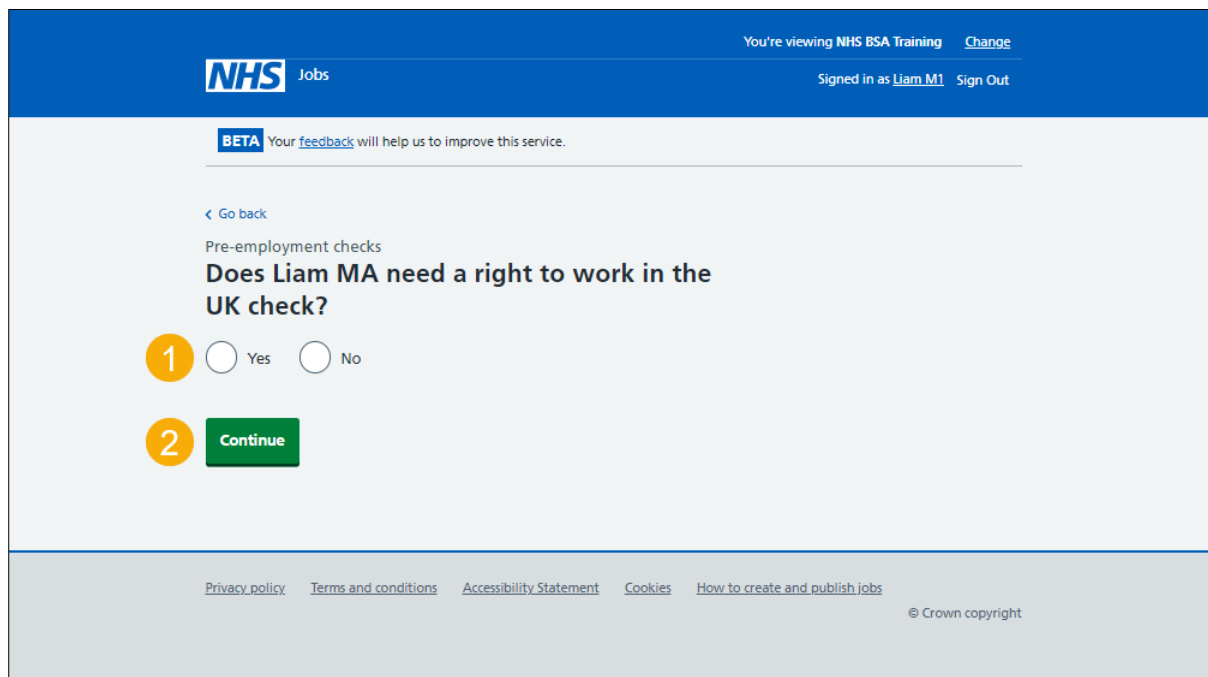
NOT STARTED

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.



The screenshot shows the NHS Jobs pre-employment check 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 Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The question is 'Does Liam MA need a right to work in the UK check?'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' button is selected. Below the radio buttons is a green 'Continue' button. 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'. The footer also includes the text '© Crown copyright'.

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 '[Change](#)' link (optional).
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface for pre-employment checks. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge and a feedback message are visible. The main content area is titled 'Pre-employment checks' and 'Liam MA's right to work in the UK'. It features a form with the label 'Right to work in the UK check needed' and a radio button labeled 'No' which is selected. A 'Change' link with a yellow circle containing the number '1' is next to it. Below the form, a green button labeled 'Save and continue' with a yellow circle containing the number '2' is visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

You're viewing NHS BSA Training [Change](#)
Signed in as Liam M1 Sign Out

NHS Jobs

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

[Go back](#)

Pre-employment checks

Liam MA's right to work in the UK

Right to work in the UK check needed ☒ No [Change](#) 1

2 [Save and continue](#)

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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:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

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

 Jobs

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help 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 status correct?

1

☐ Yes ☐ No

2

[Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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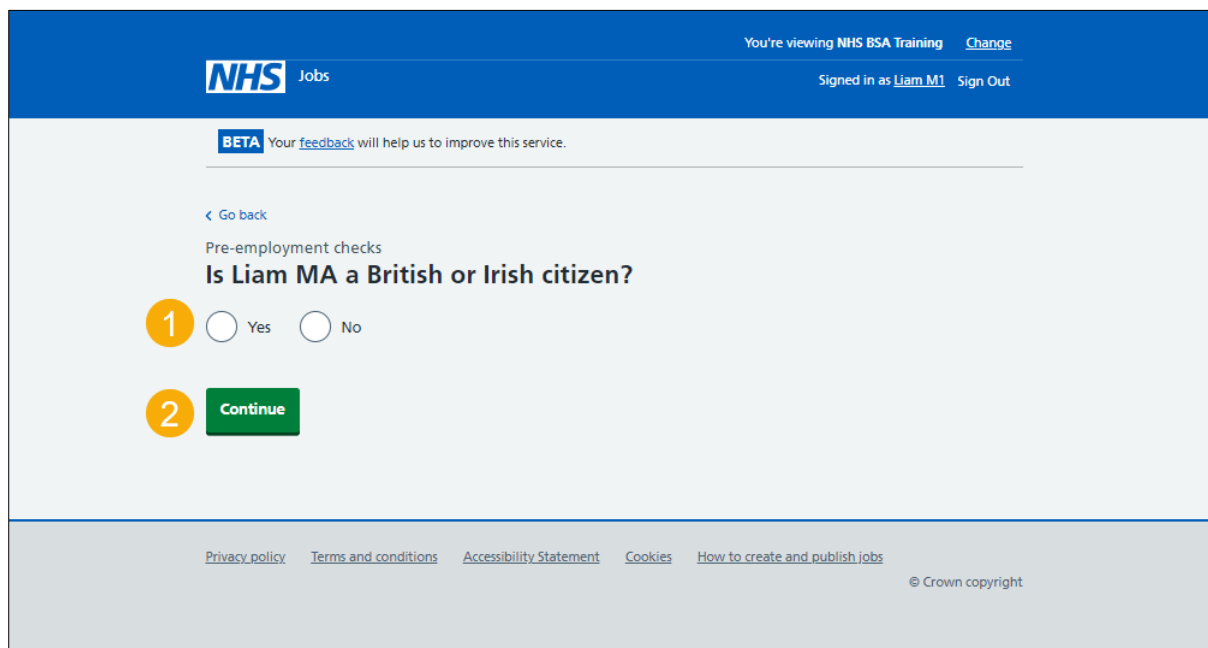
Is the applicant a British or Irish citizen?

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:
 - [Yes](#)
 - [No](#)
2. Select the 'Continue' button.



The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a grey banner contains 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. Below that, it says 'Pre-employment checks' and 'Is Liam MA a British or Irish citizen?'. There are two radio buttons: 'Yes' and 'No'. A green 'Continue' button is positioned below the 'No' option. At the bottom of the page, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by a copyright notice '© Crown copyright'.

NHS Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Pre-employment checks

Is Liam MA a British or Irish citizen?

1 ☐ Yes ☐ No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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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](#)
 - [No](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and asks 'Is Liam MA an EU, European Economic Area (EEA) or Swiss citizen?'. There are two radio button options: 'Yes' and 'No'. A green 'Continue' button is positioned below the options. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

NHS Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Pre-employment checks

Is Liam MA an EU, European Economic Area (EEA) or Swiss citizen?

1 ☐ Yes ☐ No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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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: 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:
 - ['EU Settlement Scheme'](#)
 - ['An immigration status'](#)
 - ['Other immigration status'](#)
2. Select the 'Continue' button.

You're viewing NHS BSA Training

Change

NHSJobs

Signed in as Liam M1Sign Out

BETAYour feedback will help us to improve this service.

< Go back

Pre-employment checks

What is Liam MA's immigration status?

1

☐ 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

☐ Clinical attachment visa

☐ Refugee or person with humanitarian protection

☐ Standard Visitor visa

☐ Temporary worker

☐ Student

☐ Postgraduate doctors and dentists visa

☐ Other immigration status

2

Continue

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[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

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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 '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Pre-employment checks' followed by 'What is Liam MA's EU Settlement Scheme status?'. There are two radio button options: 'Settled status' and 'Pre-settled status'. A green 'Continue' button is at the bottom of the options. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

NHS Jobs

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Signed in as **Liam M1** [Sign Out](#)

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

[Go back](#)

Pre-employment checks

What is Liam MA's EU Settlement Scheme status?

1 ☐ Settled status

2 ☐ 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 '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Specify their current immigration status'. There are two numbered steps: step 1 is a text input field, and step 2 is a green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

NHS Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Pre-employment checks

Specify their current immigration status

1

2 [Continue](#)

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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](#)'
 - '[Temporary right to work](#)'
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'What type of right to work in the UK do they have?'. There are two radio button options: 'Continuous right to work' and 'Temporary right to work'. A green 'Continue' button is positioned below these options. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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

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

- You're viewing NHS BSA Training

Change

Signed in as Liam M1Sign Out

BETAYour feedback will help us to improve this service.

< Go back

Pre-employment checks

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

1

☐

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
- ☐
- 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
- 1

☐

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
- Privacy policyTerms and conditionsAccessibility StatementCookiesHow to create and publish jobs

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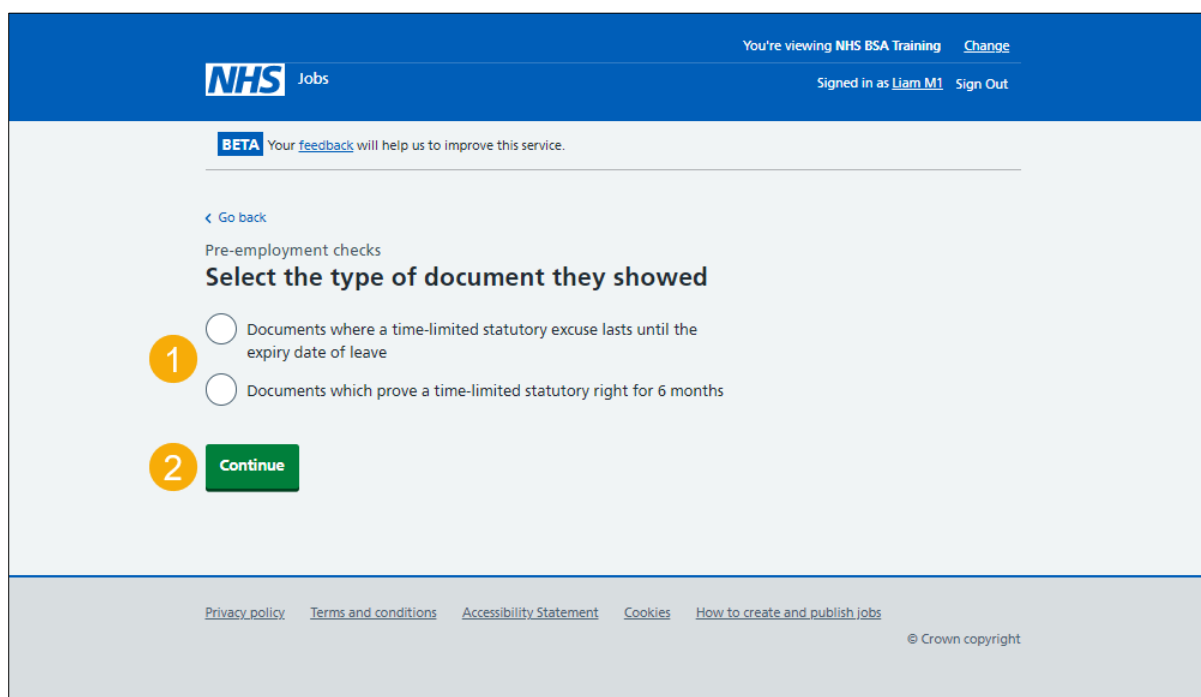
Select the type of document they showed

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:
 - [‘Documents where a time-limited statutory excuse lasts until the expiry date of leave’](#).
 - [‘Documents which prove a time-limited statutory right for 6 months’](#).
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Select the type of document they showed'. There are two radio button options: '1 Documents where a time-limited statutory excuse lasts until the expiry date of leave' and '2 Documents which prove a time-limited statutory right for 6 months'. A green 'Continue' button is positioned below the second option. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

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

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

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

You're viewing NHS BSA Training

Change

NHSJobs

Signed in as NHSBSA TrainingSign Out

BETAYour feedback will help us to improve this service.

< Go back

Pre-employment checks

What type of evidence proved [redacted] right to work in the UK?

1

☐ 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

☐ 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

☐ 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

2Continue

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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 '[Continue](#)' button.

Jobs

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

Signed in as **NHSBSA Training** [Sign Out](#)

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

[< Go back](#)

Pre-employment checks

Which document was it?

☐

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

☐

A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 together with a Positive Verification Notice from the Home Office Employer Checking Service

1

☒

An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service

☐

A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

☐

A Certificate of Application (digital or non-digital) 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 after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service

2

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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 '[Continue](#)' button.

Jobs

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Pre-employment checks

Enter the document number

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

Document number

1

2 [Continue](#)

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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 '[Continue](#)' button.

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Pre-employment checks

When was the document issued?

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

2

3

2 **Continue**

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Tip: You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

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 '[Continue](#)' button.

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Pre-employment checks

When does the document expire?

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

2

2 [Continue](#)

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Tip: You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

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 '[Continue](#)' button.

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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

2

3

2 **Continue**

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Tip: You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

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 '[Continue](#)' button.

Jobs

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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

1

2

2 [Continue](#)

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Tip: You must add the date format in DD-MM-YYYY. For example, 15 03 2021.

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 'Continue' button.

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NHSJobs

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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

1

First name

2

Last name

3

Continue

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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.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a light blue banner reads 'BETA Your feedback will help us to improve this service.' The main content area has a light blue background and contains a 'Go back' link, the text 'Pre-employment checks', and the heading 'Add a note about the right to work document?'. Below this heading are two radio button options: '1 Yes' and '2 No'. The 'Yes' option is selected. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom of the page, a grey footer bar contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

NHS Jobs

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Signed in as [Liam M1](#) [Sign Out](#)

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[Go back](#)

Pre-employment checks

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 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 '[Save and continue](#)' button.

The screenshot shows the NHS Jobs 'Add a note' page. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the title 'Pre-employment checks Add a note'. There are three numbered steps: 1. A 'Subject' label above a text input field. 2. A 'Detail' label above a large text area. 3. A green 'Save and continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

NHS Jobs

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Signed in as [Liam M1](#) [Sign Out](#)

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Pre-employment checks

Add a note

Subject

1

Detail

2

3 [Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

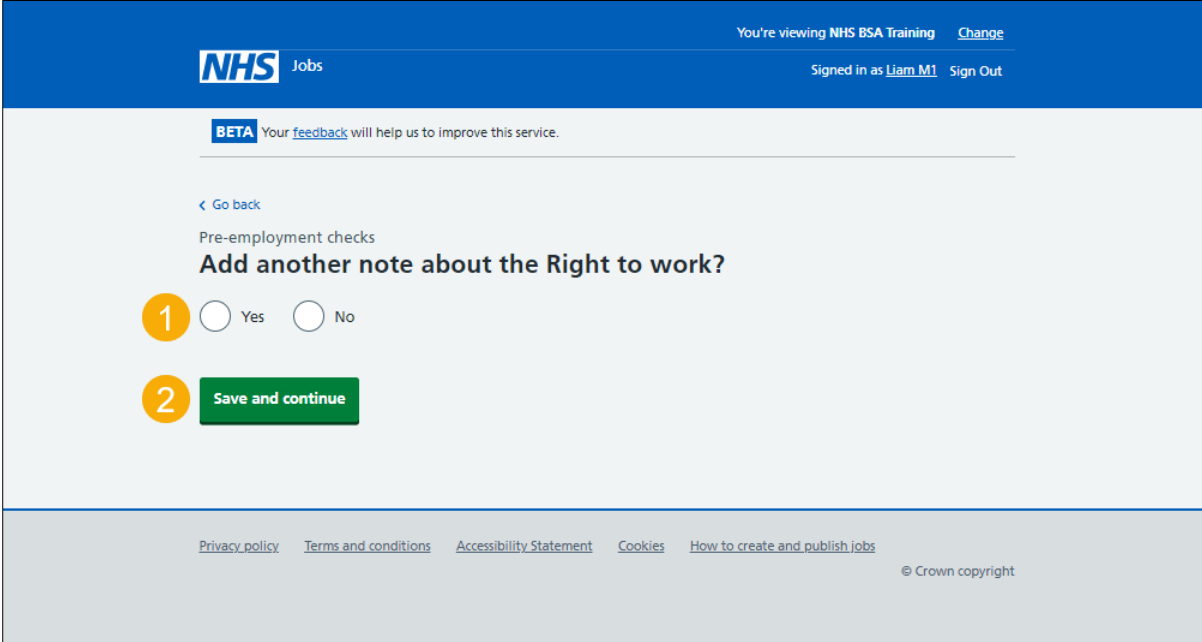
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Add another note about the right to work?

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:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.



The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Pre-employment checks' followed by 'Add another note about the Right to work?'. There are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is at the bottom. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

NHS Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

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

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Pre-employment checks

Add another note about the Right to work?

1 ☐ Yes ☐ No

2 [Save and continue](#)

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

1. Select a [‘Change’](#) link (optional).
2. Select the [‘Save and continue’](#) button.

2 Save and continue

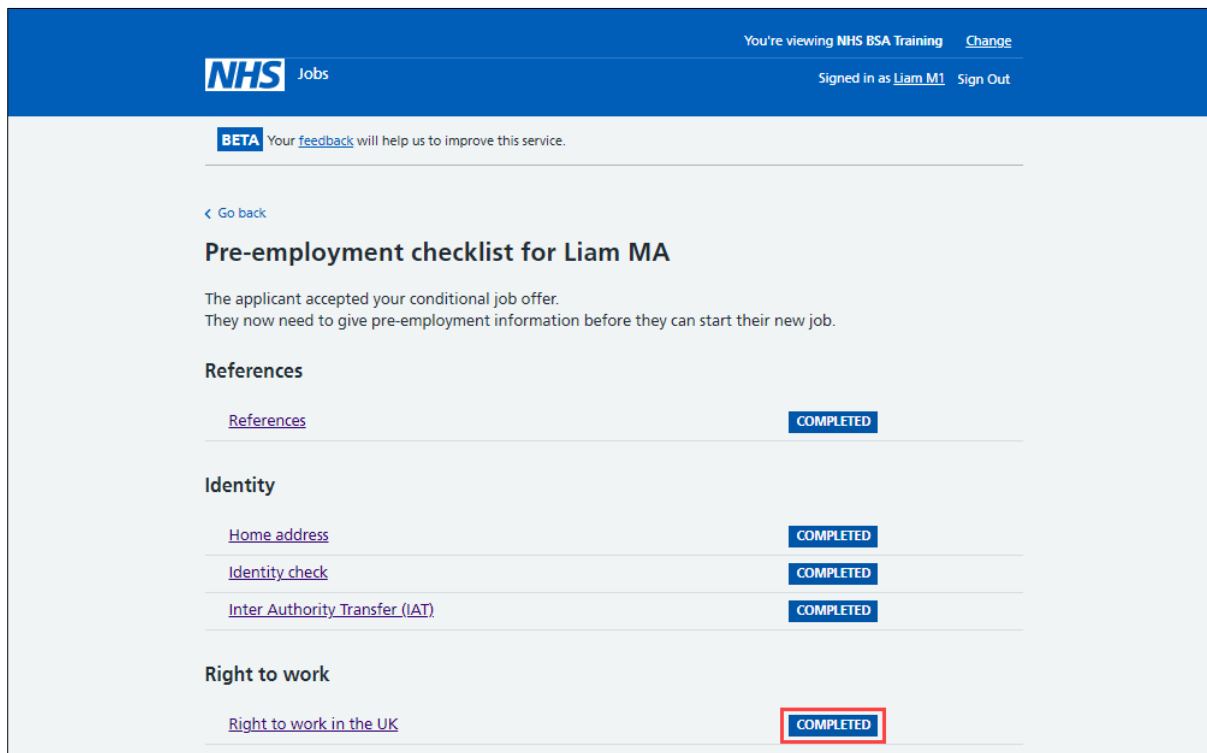
Check the right to work in the UK status in NHS Jobs

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.



The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checklist for Liam MA'. Below the title, it says '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 divided into four sections: 'References' with a 'COMPLETED' status, 'Identity' with three sub-items ('Home address', 'Identity check', 'Inter Authority Transfer (IAT)') all marked 'COMPLETED', and 'Right to work' with a 'COMPLETED' status. The 'Right to work' section is highlighted with a red box.

Section	Status
References	COMPLETED
Identity	
Home address	COMPLETED
Identity check	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED
Right to work	COMPLETED

Tip: To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete pre-employment checks**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check the right to work in the UK details in ESR](#)' 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.

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

Oracle Applications - TPLY - ESR Release 50.1.0.0B + LOC V2.14

File Edit View Folder Tools Window Help

Enter HR Personal Information - Combined

Enter HR Extra Information (Admin08, Mr. Anthony)

Name

Last

First

Title

Prefix

Suffix

Middle

Personal

Birth Date

Town

Region

Country

Effective Date

From 01

Address

Details

Extra Person Information

1 Residency Status Temporary Not Allowed to stay and work in the UK Perma

Sponsorship Required No

Date Sponsorship Requested

Date Sponsorship Received

Date of Illegal Working Document Check 16-JAN-2021

Visa Type Student

Visa Reference Number 15554849405

Visa Issue Date 19-NOV-2020

Visa Expiry Date 19-NOV-2023

Limited Leave to Enter Date 24-NOV-2020

Limited Leave to Remain Expiry 24-NOV-2023

Date of Medical 17-DEC-2020

Date of Medical Clearance 01-JAN-2021

OH Status Cleared

EPP Clearance No

Date of Prof Reg Check - Recruitment 11-JAN-2021

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

I&T Consent No

OK Cancel Clear Help

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.