

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

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

You'll need to add your right to work in the UK status as part of your application.

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 confirm your right to work status.

**Important:** In this example, the **Right to work** status is **'NOT STARTED'** and your application is incomplete as you've completed 1 out of 10 sections.

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, user name 'John Smith', and 'Sign out' link. Below the header, there are navigation links: 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' banner indicates that feedback will help improve the service.

The main content area is titled 'NHS Jobs Training Products' and 'Example advert application'. It shows the application is incomplete, with 1 of 10 sections completed. The sections are:

- Add your personal details:** 'Contact details' is marked as 'COMPLETED'.
- Add your right to work status:** 'Right to work' is marked as 'NOT STARTED' and is highlighted with a yellow circle and the number '1'.
- Add your qualifications, training and job history:** 'Qualifications', 'Training', and 'Job history' are all marked as 'NOT STARTED'.
- Add your supporting evidence:** 'Essential and desirable criteria' is marked as 'NOT STARTED'.
- Add further information the employer needs from you:** 'Unspent criminal convictions and/or cautions' is marked as 'NOT STARTED'.
- Check your equal opportunities:** 'Guaranteed interview scheme', 'Equality and diversity', and 'Socio-economic background' are all marked as 'NOT STARTED'.

Job details on the right include: Closing date (01 June 2026), Job reference number (C1567-26-0010), and a link to 'View the job advert (opens in new tab)'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

## 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](#)  
or  
[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, it says 'John Smith' and 'Sign out'. Below the header, there are navigation links: 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' badge is visible, along with 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 'Example advert application', and the question 'Are you a British or Irish citizen?'. Below the question, it says 'This includes if you have dual citizenship.' There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons, there is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. Below the green button, there is a link that says 'Save and come back later'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text is '© 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:** You'll only see this page 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](#)  
or  
[No](#)
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 user information 'John Smith' and 'Sign out' on the right. Below the header, there are navigation links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Example advert application' and asks 'Are you an EU, European Economic Area (EEA) or Swiss citizen?'. There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' option. Below the radio buttons is a green 'Save and continue' button, with a yellow circle and the number '2' next to it. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

## What is your immigration status?

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

**Important:** You'll only see this page if you're not a British, Irish, EU, EEA, or Swiss citizen.

To confirm your 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, it says 'John Smith' and 'Sign out'. Below this, there are links for 'English' and 'Cymraeg'. A navigation bar contains 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Example advert application' and 'What is your immigration status?'. It includes a note: 'This will be checked if you're invited to interview.' Below this is a list of radio button options: 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, High potential individual, Graduate, Health and Care Worker, British National (Overseas), and Other immigration status. A yellow circle with the number '1' is next to the 'Refugee or person with humanitarian protection' option. Below the list is a link: 'What is the EU Settlement Scheme?'. At the bottom of the form, there is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it, and a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

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

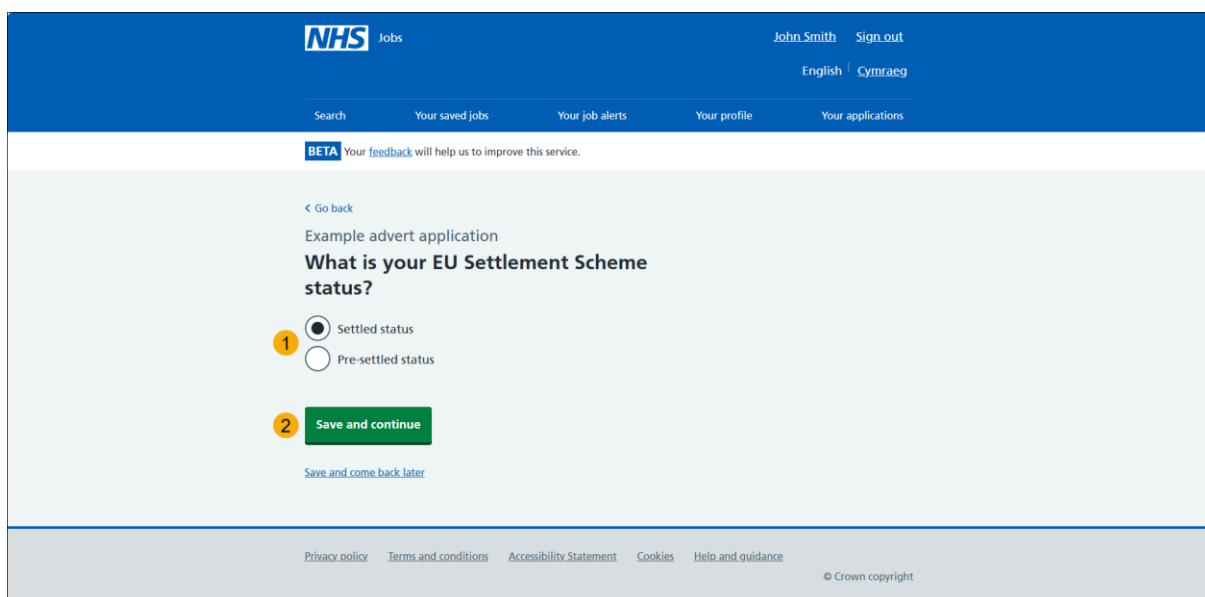
## What is your EU settlement Scheme status?

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

**Important:** You'll only see this page if your immigration status is 'EU Settlement Scheme'.

To confirm your EU Settlement Scheme 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, it displays 'John Smith' and 'Sign out' with a dropdown menu showing 'English' and 'Cymraeg'. Below the header is a navigation bar with links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a '< Go back' link and the text 'Example advert application'. The title of the form is 'What is your EU Settlement Scheme status?'. There are two radio button options: 'Settled status' (selected) and 'Pre-settled status'. A green 'Save and continue' button is highlighted with a yellow '2' in a circle. Below the button is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## What is your immigration status?

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

**Important:** You'll only see this page if you're an EU, EEA, or Swiss citizen.

To confirm your immigration status, complete the following steps:

1. Select an answer:

[‘EU Settlement scheme’](#)

[‘Other immigration status’](#)

[‘Any 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, the user's name 'John Smith', and a 'Sign out' link. Below the header, there are navigation links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Example advert application' and 'What is your immigration status?'. It includes a note that this information will be checked if the user is invited to an interview. There are five radio button options: 'EU, European Economic Area (EEA) or Swiss citizen', 'EU Settlement Scheme' (which is selected), 'Indefinite leave to remain (ILR) or indefinite leave to enter (ILE)', 'European Temporary Leave to Remain (Euro TLR)', and 'Other immigration status'. A yellow circle with the number '1' is next to the 'EU Settlement Scheme' option. Below the options is a link 'What is the EU Settlement Scheme?'. A text box explains that EU, EEA, or Swiss citizens can apply to continue living in the UK after 30 June 2021, with a link to 'Find out more about the EU Settlement Scheme (opens in a new tab)'. A green 'Save and continue' button is highlighted with a yellow circle and the number '2'. Below the button is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

**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 immigration status.

**Important:** You'll only see this page if you selected 'Other immigration status'.

To confirm your 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 application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it displays 'John Smith' and 'Sign out'. Below the header, there are navigation links: 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'Example advert application' and 'Tell us your immigration status'. It features a form with a label 'Immigration status' and a text input field. A yellow circle with the number '1' is positioned to the left of the input field. Below the input field is a green button labeled 'Save and continue', with a yellow circle and the number '2' to its left. A link 'Save and come back later' is located below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© 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 check, change and confirm your right to work status, complete the following steps:

1. Select a 'Change' link to change any details:  
'Are you a British or Irish citizen?' (optional)  
'Are you an EU, EEA or Swiss citizen?' (optional)  
'What is your immigration status?' (optional)  
'Other immigration status' (optional)
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 user information 'John Smith' and 'Sign out' on the right. Below the header, there are navigation links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' notice is present. The main content area is titled 'Example advert application' and 'Check and save your right to work status'. It contains four form sections, each with a 'Change' link: 'Are you a British or Irish citizen?' (No), 'Are you an EU, European Economic Area (EEA) or Swiss citizen?' (Yes), 'What is your immigration status?' (Other immigration status), and 'Other immigration status' (Test). A green 'Save and continue' button is at the bottom. A yellow circle with the number '1' highlights the 'Change' link for the EU/EEA/Swiss citizen question, and a yellow circle with the number '2' highlights the 'Save and continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

## Application task list

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

**Important:** In this example, the **Right to work** status is '**COMPLETED**' and your application is incomplete as you've completed 2 out of 10 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link that states '**NOT STARTED**'.
- or
2. Select the 'Save and come back later' link (optional).

The screenshot shows the NHS Jobs application task list for an 'Example advert application'. The page is titled 'NHS Jobs Training Products' and 'Example advert application'. It indicates that the application is incomplete, with 2 out of 10 sections completed. The sections are listed as follows:

- Add your personal details:** Contact details (COMPLETED)
- Add your right to work status:** Right to work (COMPLETED)
- Add your qualifications, training and job history:** Qualifications (NOT STARTED), Training (NOT STARTED), Job history (NOT STARTED)
- Add your supporting evidence:** Essential and desirable criteria (NOT STARTED)
- Add further information the employer needs from you:** Unspent criminal convictions and/or cautions (NOT STARTED)
- Check your equal opportunities:** Guaranteed interview scheme (NOT STARTED), Equality and diversity (NOT STARTED), Socio-economic background (NOT STARTED)

Job details include: Closing date (01 June 2026), Job reference number (C1567-26-0010), and a link to view the job advert. A 'BETA' notice is present at the top. The page footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a Crown copyright notice.

**Tip:** To find out how to complete your application, go to a user guide or video from the 'Apply for a job' section of the ['Help and support for applicants'](#) webpage.

**You've added your right to work status and reached the end of this user guide.**