



Client Guide: RTW Results

Right to Work Results

A Right to Work (RTW) check can be included alongside a DBS check within an application. As part of the application process, the applicant will be given the opportunity to prove their right to work in the UK either via digital identity for British/Irish nationals with a valid passport, using a share code for applicants with a UK Visas and an Immigration account or by uploading copies of documents such as a birth certificate and a document showing their national insurance number.

Status

Depending on the outcome of the check, the status may show as:

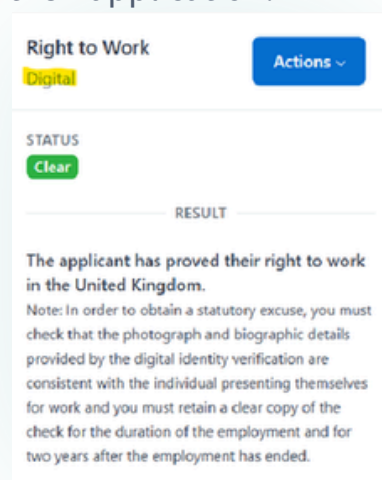
- Clear** the Right to Work check has been successfully completed.
- Review** further review or action may be required.
- Reject** the documentation or information provided could not be accepted.
- Pending** the Right to Work check is still in progress.

You should review the result and any supporting documentation before confirming that the applicant has satisfied your organisation's Right to Work requirements.

Digital ID Verification

Right to Work using digital identity verification is available for applicants holding a valid UK or Irish passport or Irish passport card. This check is completed within minutes and once an applicant has completed their right to work check, you can view the results directly within their application.

1. Open the application you wish to view.
2. Scroll to the Right to Work section on the right-hand side of the application.
3. Review the Status.
4. Select 'Actions'.
5. Click 'Right to Work Verification'.



A summary of the information and results collected during the verification will open in a new tab. This can be saved or downloaded for your records.

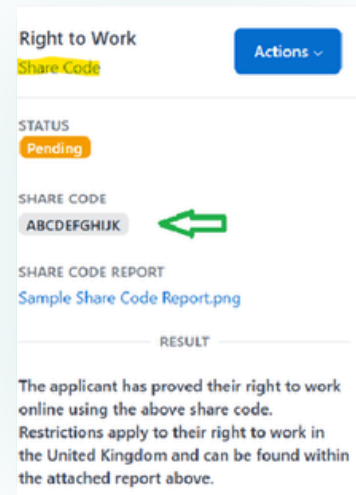


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Share Code

If an applicant confirms that they hold a Biometric Residence Permit (BRP) or UK Visas and Immigration account, their right to work status can be viewed online and they will be asked to provide a share code which will allow CBS to view their right to work status.

1. Open the application you wish to review.
2. Scroll to the Right to Work section on the right-hand side of the application.
3. Review the Status.
4. View the ShareCode displayed.
5. Click into the 'Share Code Report'.

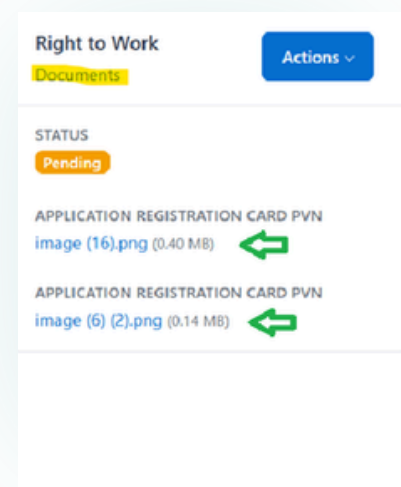


The verification results can be downloaded and saved for your records.

Documents

If an applicant is unable to complete their right to work check using digital ID or a share code, they will be required to provide acceptable right to work documentation in line with Home Office requirements.

1. Open the application you wish to review.
2. Scroll to the Right to Work section on the right-hand side of the application.
3. Review the Status.
4. Download the Documents used to prove their right to work.
5. Ensure that you see the original documents on or before the first day of employment.



At the bottom of each result, you will also be provided with information on what you will need to do in order to obtain a statutory excuse. Please reach out to your CBS representative for any questions.





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