Candidate's Guide to ID/Right to Work Checks

A candidate's guide to ID/Right to work checks generally refers to the process where a candidate (typically for a job, government service, or certain educational programs) must provide proof of their identity. Here's a step-by-step guide to help candidates prepare for ID checks:

1. Understand the Purpose of ID Checks
- ID checks are required to verify your identity to ensure that you are who you say you are and hold the relevant right to work in the UK.
- This process helps prevent fraud, verify eligibility for a position and ensure security.

2. Know Which Types of Identification Are Accepted
- **Primary Identification**: Usually, a government-issued ID is required, such as:
  o Passport
  o Driver's license
  o National ID card
- **Secondary Identification**: If required, these documents could include:
  o Utility bills (for address verification)
  o Social Security card (or equivalent in your country)
  o Birth certificate
  o Bank statements
- **Digital Identification**: In some cases, digital forms of verification may also be used (e.g., biometric verification, Online evidence of right to work).

3. Check Requirements Beforehand
- Read any communications or documentation provided by Wirral University Teaching Hospital. Our recruitment management system, Trac Jobs, will assist you with understanding which forms of ID are accepted.
- If you are unsure, contact recruitment services in advance to ask for clarification.

4. Ensure Your ID Is Current
- Make sure the identification you provide is valid and not expired. However, an out of date UK/Irish passport can be used for Right to Work purposes only.
- In most cases expired ID/Right to work is not accepted so check the expiration dates of your ID cards.

5. Ensure Your Name and Information Match
- Make sure the information on your ID (name, date of birth, etc.) matches the details you've provided on your application form.
- If there are any discrepancies, contact recruitment services in advance to understand how they can be addressed.

6. Know the Timeline
- Be aware of the deadlines for submitting your ID and any required documentation.
- When applying for a job, delays in providing your ID may delay your application process and confirmation of start date.

7. Follow the Rules Regarding Confidentiality
- ID checks are typically sensitive, so respect any confidentiality guidelines provided by the Wirral University Teaching Hospital.
- Do not share your ID or personal details in insecure environments (such as over untrusted websites or with unverified individuals).

8. Review Security Protocols.
- Ensure that you understand any digital security procedures, such as the use of secure portals for uploading documentation. Be sure to read the candidate guidance notes and GDPR privacy notice attached to the vacancy you apply for. This will help you to understand how your information is processed, handled and stored.

9. Be Honest
- Always provide accurate and truthful information during the ID check process. Misrepresentation or fraud could disqualify you from the application process or result in legal consequences.

10. Keep your ID up to date
- Once you have secured a position at Wirral University Teaching Hospital and passed the relevant checks required to undertake the role, your ID documents will be stored on your personal file within our organisations database. However, should you require further ID or DBS checks due to promotion or an internal move, you may be required to provide updated copies of your ID and right to work documents.

By following this guide, you can ensure that your ID check process is as smooth as possible and that you meet all the necessary requirements.

Which forms of ID do we accept?

All new starters are required to undertake a successful NHS Employers ID/Right to Work check as part of their pre-employment checks prior to commencing their role at Wirral University Teaching Hospital.

The below options are considered the most acceptable combination of documents to enable you to pass an NHS employers ID/Right to Work check and a DBS check.

Option 1 – Provide 2 photo ID and 1 proof of address ID

- Your photo ID could include your passport, driving licence, BRP (Biometric Residence Permit) card or a share code to enable us to check your online immigration status.
- Your proof of address could include a utility bill, bank statement or credit card statement (any statement you provide must be dated within the last 3 months).

   *All documents must be valid, in date and in your current name and residing address.

Option 2 - 1 photo ID and 2 proof of address ID

- Your photo ID should include your passport, driving licence, BRP (Biometric Residence Permit) card or a share code to enable us to check your online immigration status.
- Your two forms of proof of address should ideally include either a council tax bill (dated within the current year), a bank statement, credit card statement or a utility bill (all dated within the last 3 months).

   *All documents must be valid, in date and in your current name and residing address.

The options are not exhaustive and the combination of documents you provide must be in line with NHS employers Identity checking standards. For more information, scan the below QR code or visit https://www.nhsemployers.org/publications/identity-checks-standard and refer to appendix 1.

Scan here using a smart phone, tablet or device.

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Consideration must also be given to DBS ID checking standards should you require a DBS as part of your role. For more information, scan the below QR code or visit https://www.gov.uk/government/publications/dbs-identity-checking-guidelines

Scan here using a smart phone, tablet or device.

A DBS check is subject to the requirements of the role. NHS employers have created a tool which enables us to establish if a DBS is required for a specific role and at what level i.e. Enhanced with Barred lists, Enhanced only or Standard. For more information, scan the below QR code or visit https://www.nhsemployers.org/articles/dbs-eligibility-tool

Scan here using a smart phone, tablet or device.