Brexit Update to Right to Work App

As a result of Brexit, there's been a number of significant changes to how we need you as a hiring manager to ensure our candidate Eligibility to Work process is followed correctly.

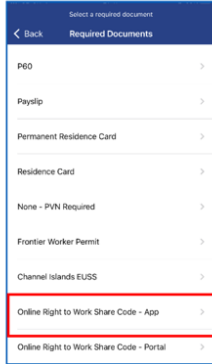**As a Hiring Manager, what do you need to do?**

1. If working from your work mobile device, please ensure you've updated the Right to Work app via the App Store or Play Store, to view the Brexit changes
2. Alternatively, if you use a tablet in Store or Depot, your tablet will already have the updated Brexit version
3. Once you're ready to capture a candidate's ETW you will then need to choose between the following options, dependent on your candidate's nationality and documentation:

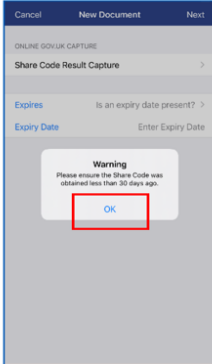| Document Type	Change or No Change	What actions do I need to do?
UK British Citizen or Irish Passport	No Changes	1. Proceed with **'scan passport'** check (valid & expired passports are accepted)
European / EU Passport	Changes – Online Right to Work Share Code Needed	1. To capture a check for an EU passport, select '**Online Right to Work Share Code – App'** 2. A pop up will appear 'Please ensure the Share Code was obtained less than 30 days ago' 3. Select **'Ok'** 4. **'Home Office's Online Share Code Checker'** will appear. 5. Enter the candidate's **share code, date of birth,** and 'Co-op' as company name 6. Confirmation of the candidates right to work will appear 7. On the confirmation page select **'Capture'** the app will then save evidence of their share code check 8. The app will then return to the right to work documents screen 9. Input the share code document's **expiry date** (N/A if no expiry) 10. Our Resourcing team will then be able to reject or approve the check
European / EU Passport	Changes – Online Right to Work Share Code Needed: colleague doesn't have their share code	1. Hiring Manager asks candidate to obtain a valid online right to work share code (within 30 days) 2. Hiring Manager rearranges to meet with candidate to capture check
Non-European Passport	No Changes – Working visa / permit needed	1. To capture ETW select the necessary option: • Scan – passport • Scan- biometric residence permit • Scan- National ID Card • Enter manually 2. Proceed with check, with evidence of candidate's working permit

Channel Island Passport	Changes- Two step verification needed	1. Select '**Channel Islands'** from the document list 2. Enter document details 3. Capture front & back of the document, with any additional documents

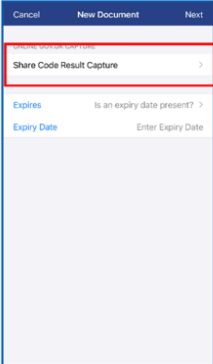**Please see below a walkthrough of the online share code check:**

Online Share Code Check
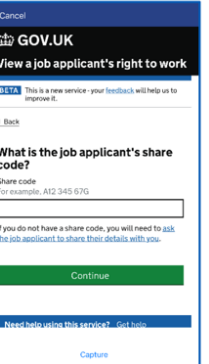
1) Select 'Online Right to Work Share Code- App'

2) Select 'ok'

3) Select 'Share Code Result Capture' this will take you to the Home Office's Online Right to Work Check
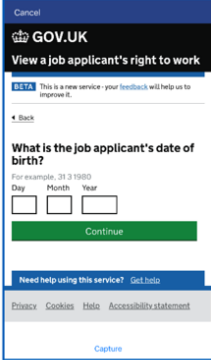
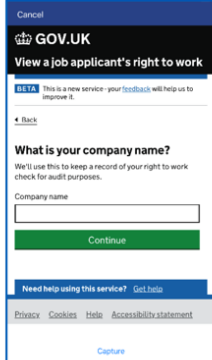4) Click 'Start Now' to begin the process
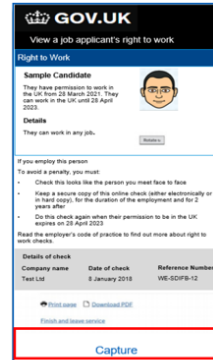
5) Enter the Share Code and click continue

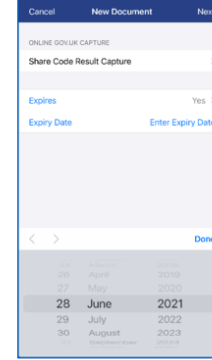## Online Share Code Check - Continued

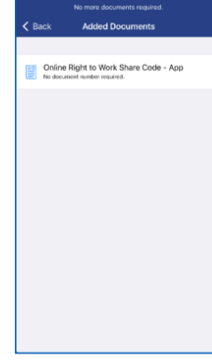6) Enter the Applicants date of birth and click continue

7) Enter your company name- Co-op

8) You will be brought to this screen where it has the details. Click 'Capture' for the app to take a screenshot of this document

9) You will be taken back to the details screen. If there is an expiry date on the document, -Select 'Yes' on and enter the date. Or N/A if no expiry

10) Document is added