

Eligibility to Work Documentation – Hiring Manager Guide

To ensure you are capturing the correct eligibility to work documentation from your candidate, using the Right to Work app, please follow the instructions below:

If your candidate:

- **Provides a UK Passport (original or copy):** scan on the app using the 'Scan – Passport' functionality
- **Is an EU Citizen and provides a Digital Share Code:** select 'Online Right to Work Share Code'
- **Is a Non-EU citizen and provides a passport:** select 'Scan-Passport', you will then need to capture the candidate's passport with supporting documentation such as a passport endorsed visa or proof of national insurance etc

* From the 7th April 2022, government guidelines state we are no longer accepting Biometric Residence Permit card, and instead colleagues need to bring their Digital Share Code, which is captured on the app by selecting 'Online Right to Work Share Code'.

For more information on what is acceptable proof of eligibility to work, view the Right to Work Checklist on the Government website: [click here](#)

