



*Caring is our passion... Compassion is our belief...*

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## **Right to Work Checks**

### Policy Number 43

#### Introduction

*NOA Healthcare's recruitment process applies NHS Employers Right to Work Checks guidance in its quest to confirm if a prospective Member has permission to do the type of work offered by its Clients in the UK.*

#### Policy

*All candidates are informed prior to interview to provide original acceptable documents as detailed in list A or List B of NHS Employers Right to Work Checks document confirming their right to work in the UK.*

*NOA recruitment/interview staff scrutinise the supplied documents, in the presence of the holder, during the interview process, for completeness, relevance and validity. An Identity Checking Scanner will be used to support visual checks during this process.*

*Verified Documentation of successful applicants will be dated and securely stored electronically.*

*This policy is applied in conjunction with NOA Policy 42, Identity Checks; and procedures 2, Recruitment & Compliance; 42, Identity Checks:*

#### Policy Origin

*In House Policy*

#### References

NHS Employers "Right to Work Checks" April 2016

NHS Employers "Employment Standards" web publications. Various dates

#### Date Policy Active.

*February 2016.*

#### Last Review Date.

*July 2016.*

#### Quality Assurance Reference *POL/43/16*