

Applicant Guidance Notes

Right to Work Online Disclosure Guide
(eBulkPlus)



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Applicant Guidance Notes

A digital Right to Work application can be completed by accessing the internet from any device that has this facility. This includes a smart phone, tablet, laptop or PC. It is supported on the latest versions of all modern browsers; however, we do not recommend access via Internet Explorer as this browser is unsupported both by our technology and soon by Microsoft also. If you do not own your own computer, you can go to any internet café or local library. Please be aware that you must complete your application form in full as part completed applications form cannot be saved.

Starting your application

You will have received an email invitation from our eBulk system containing a direct link to completing your application, simply click the link contained in your email to start your application.

The application will open directly within your browser without needing to login/authenticate your session.

(Please do not share the link to your application with anyone else as it is unique to you.)

- The application form is a simple 5 step process. Please complete all fields.
- Mandatory fields are denoted by (*)

Mistakes on the application form will cause delays in processing.

Section 1 – About You

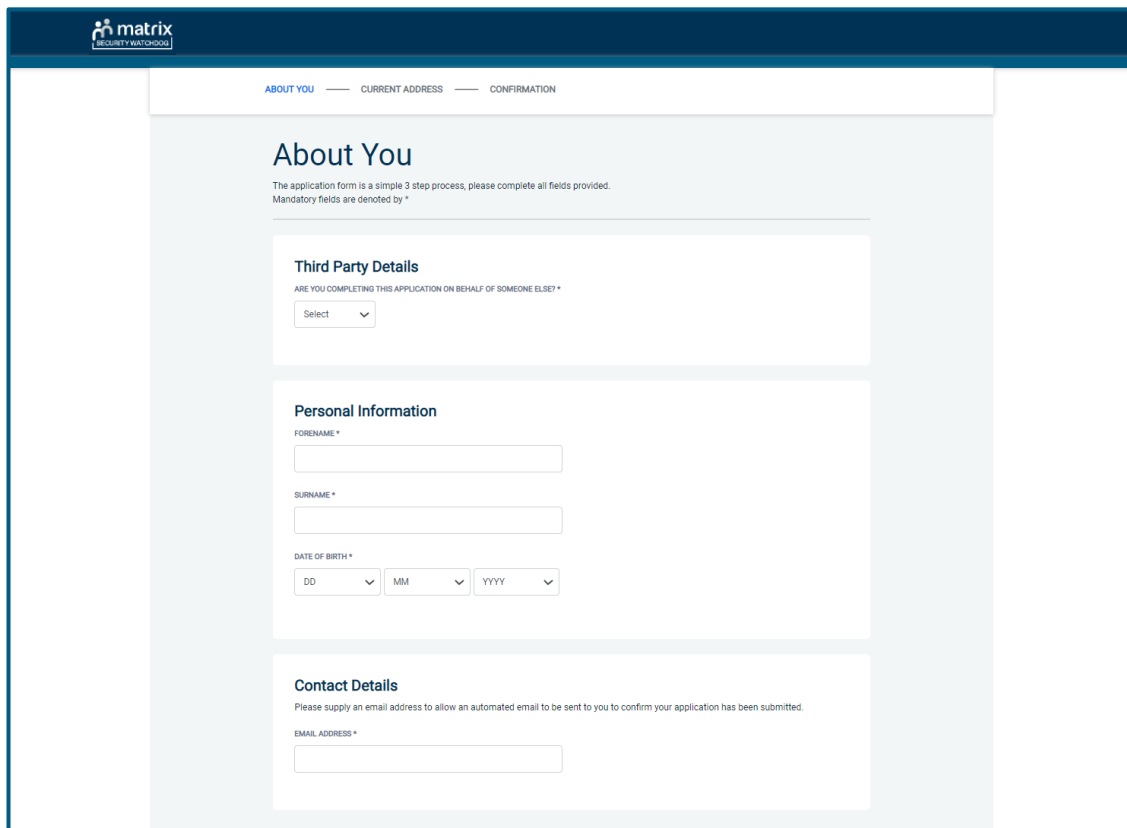
Third Party Details

If you are completing the application on behalf of someone else, please ensure you answer **‘Yes’** to the first question within the **‘Third Party Details’** section. Please then provide your personal details within the **‘Third Party Details’** section but the details of the person you are completing it on behalf of, for the rest of the application.

Applicant’s Details

Please enter your personal details.

Any missing information from this or any other section can delay the processing of your Right to Work check.

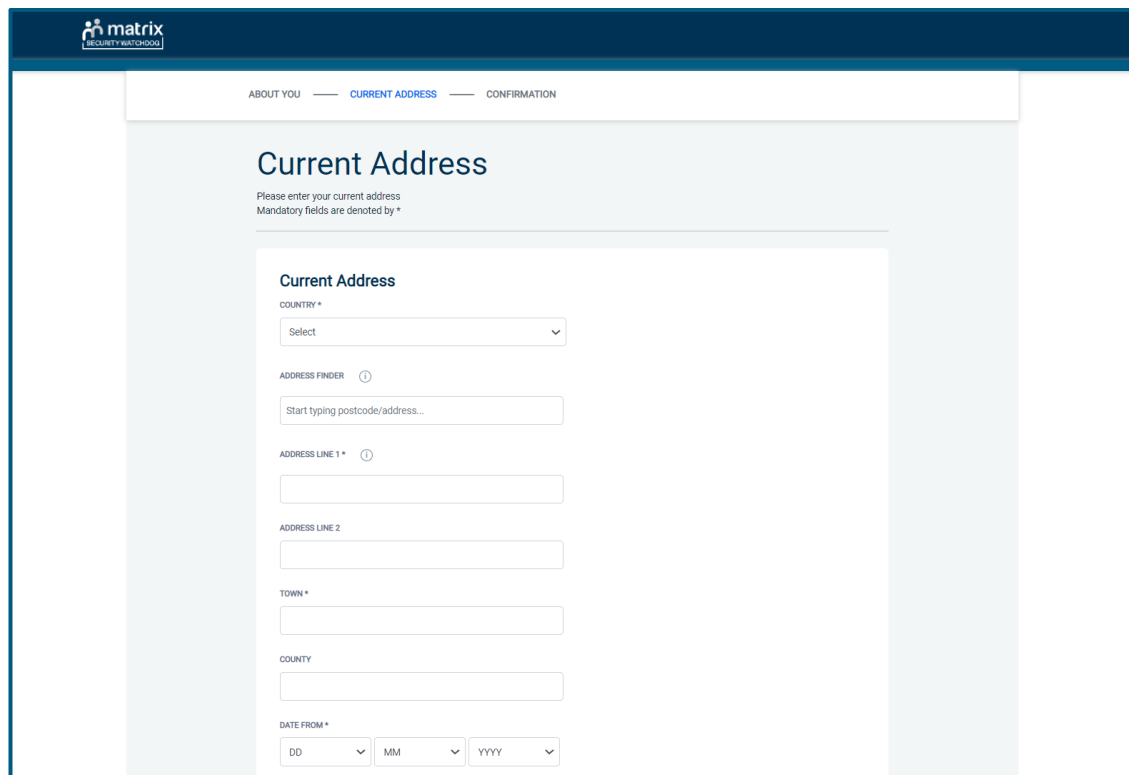


The screenshot shows a web application form titled 'About You' with a progress bar at the top indicating three steps: 'ABOUT YOU' (current), 'CURRENT ADDRESS', and 'CONFIRMATION'. The form is divided into three main sections: 'Third Party Details', 'Personal Information', and 'Contact Details'. The 'Third Party Details' section contains a question 'ARE YOU COMPLETING THIS APPLICATION ON BEHALF OF SOMEONE ELSE?' with a dropdown menu currently set to 'Select'. The 'Personal Information' section includes text input fields for 'FORENAME *' and 'SURNAME *', and a 'DATE OF BIRTH *' section with three dropdown menus for 'DD', 'MM', and 'YYYY'. The 'Contact Details' section includes a text input field for 'EMAIL ADDRESS *' with a note: 'Please supply an email address to allow an automated email to be sent to you to confirm your application has been submitted.'

Once you have completed this section click **‘Next’**.

Section 2 – Address History

Please enter your current address either using the address lookup tool or manually.



The screenshot shows the 'Current Address' form within the Matrix Security Watchdog interface. The form is titled 'Current Address' and includes instructions: 'Please enter your current address' and 'Mandatory fields are denoted by *'. The form fields are as follows:

- COUNTRY ***: A dropdown menu with 'Select' as the current selection.
- ADDRESS FINDER**: A section with a help icon (i) and a text input field with the placeholder 'Start typing postcode/address...'.
- ADDRESS LINE 1 ***: A text input field with a help icon (i).
- ADDRESS LINE 2**: A text input field.
- TOWN ***: A text input field.
- COUNTY**: A text input field.
- DATE FROM ***: A section with three dropdown menus for 'DD', 'MM', and 'YYYY'.

Postcode

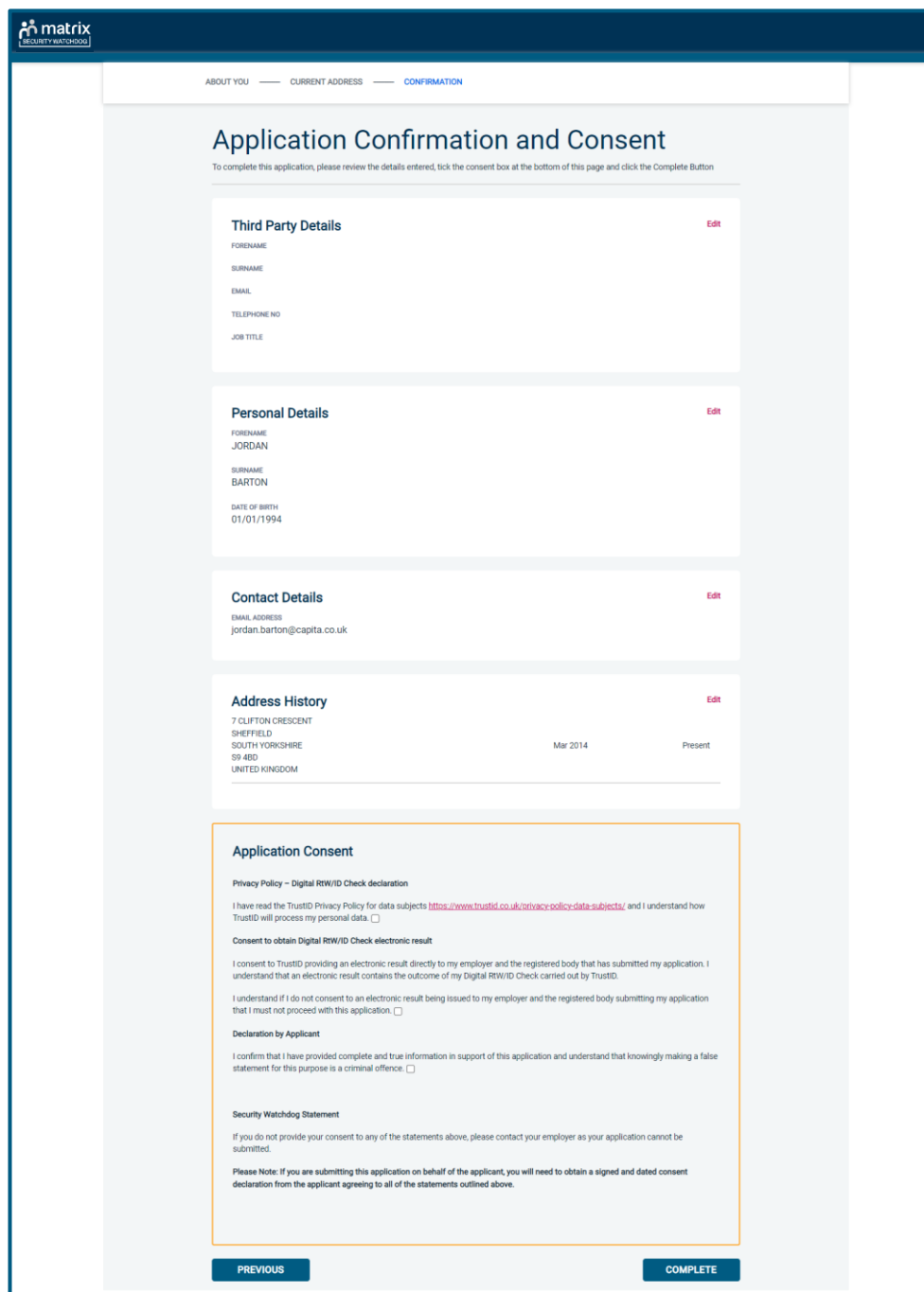
Please ensure that a UK address has a full postcode; if you cannot remember your postcode please use the address lookup tool to populate the address by searching using the first line of your address.

Once you have completed this section click '**Next**'.

Section 3 – Confirmation and Consent

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application, click on '**edit**' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.



The screenshot shows the 'Application Confirmation and Consent' page. At the top, there is a navigation bar with 'ABOUT YOU', 'CURRENT ADDRESS', and 'CONFIRMATION'. Below this, the title 'Application Confirmation and Consent' is displayed, followed by a sub-instruction: 'To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete Button'.

The form contains several sections, each with an 'Edit' link:

- Third Party Details:** Fields for FORENAME, SURNAME, EMAIL, TELEPHONE NO, and JOB TITLE.
- Personal Details:** Fields for FORENAME (JORDAN), SURNAME (BARTON), and DATE OF BIRTH (01/01/1994).
- Contact Details:** Field for EMAIL ADDRESS (jordan.barton@capita.co.uk).
- Address History:** A table showing address details. The first entry is 7 CLIFTON CRESCENT, SHEFFIELD, SOUTH YORKSHIRE, S9 4BD, UNITED KINGDOM, with a date range from Mar 2014 to Present.

The bottom section is titled 'Application Consent' and contains the following text:

Privacy Policy – Digital RW/ID Check declaration

I have read the TrustID Privacy Policy for data subjects <https://www.trustid.co.uk/privacy-policy-data-subjects/> and I understand how TrustID will process my personal data. ☐

Consent to obtain Digital RW/ID Check electronic result

I consent to TrustID providing an electronic result directly to my employer and the registered body that has submitted my application. I understand that an electronic result contains the outcome of my Digital RW/ID Check carried out by TrustID.

I understand if I do not consent to an electronic result being issued to my employer and the registered body submitting my application that I must not proceed with this application. ☐

Declaration by Applicant

I confirm that I have provided complete and true information in support of this application and understand that knowingly making a false statement for this purpose is a criminal offence. ☐

Security Watchdog Statement

If you do not provide your consent to any of the statements above, please contact your employer as your application cannot be submitted.

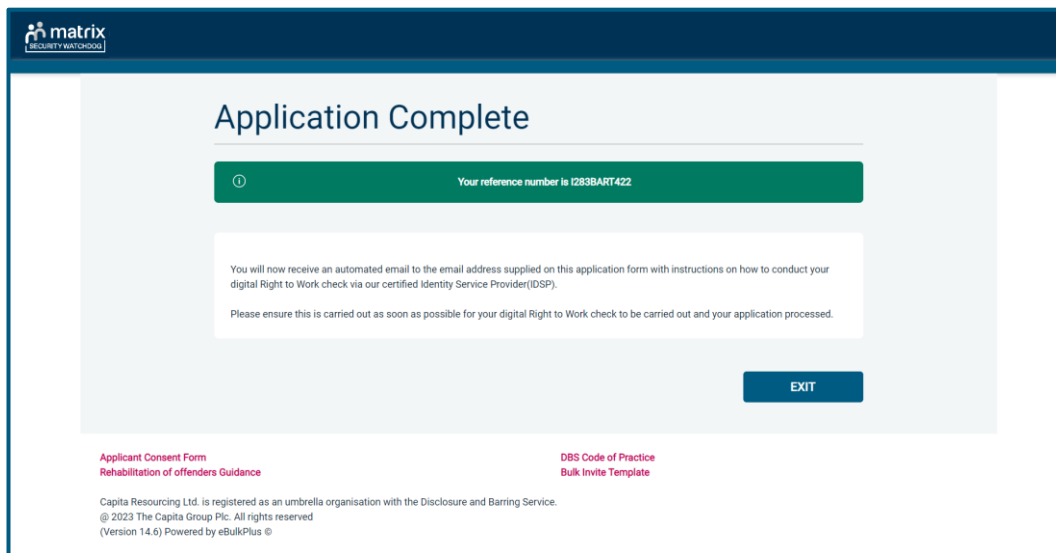
Please Note: If you are submitting this application on behalf of the applicant, you will need to obtain a signed and dated consent declaration from the applicant agreeing to all of the statements outlined above.

At the bottom of the form, there are two buttons: 'PREVIOUS' and 'COMPLETE'.

Now click '**Complete**'.

Complete Application

You have now completed your application form and you will be given a submission reference number. **Please make a note of this number for reference purposes.** You will also receive a confirmation email containing these details and a link to carry out your digital Right to Work check.



Application Complete

① Your reference number is 1283BART422

You will now receive an automated email to the email address supplied on this application form with instructions on how to conduct your digital Right to Work check via our certified Identity Service Provider (IDSP).

Please ensure this is carried out as soon as possible for your digital Right to Work check to be carried out and your application processed.

EXIT

[Applicant Consent Form](#)
[Rehabilitation of offenders Guidance](#)
[DBS Code of Practice](#)
[Bulk Invite Template](#)

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Your application form will be processed once you have carried out your digital Right to Work check via our certified identity service provider (IDSP). Please see below for guidance on what to do next.

Next step – Digital Right to Work Check

You will now receive an automated email upon submission of your application, this will contain your application reference number and a new link to submit your digital Right to Work check.

Please now click this link using a smartphone and follow the on-screen instructions for uploading photos of the necessary documents and your selfie. Once completed your digital Right to Work check will be carried out and the result of this check will be automatically added/uploaded to your Right to Work application.

An email notification will be automatically issued to your employer advising the result of the digital Right to Work check has been added to your application.

CONTACT DETAILS

Please contact your HR Team/Recruiting Manager if you have any queries regarding the Right to Work application process. If you experience any technical issues with the online system, please contact the eBulkPlus team on 01420558752. Lines open 9.00am-5.30pm Monday to Friday. Alternatively, you can contact us by e-mail at dbb.enquiries@capita.co.uk