

How to Initiate a stand-alone Right to Work check

DASHBOARD

APPLICATIONS

RESULTS

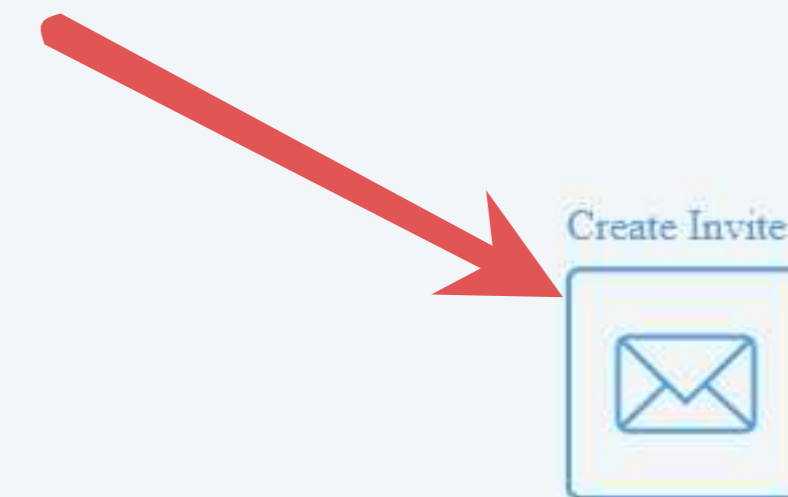
REPORTS



1. Click the "Create Invite" Button

Applications Dashboard

The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.



Pre Submission

Invitations Sent

0

Awaiting Digital ID

2



Create Candidate Invite

Enter the following information to create an email invite issued to the candidate that will ask them to create their application.

Mandatory fields are denoted by (*)

Invite Details

2. Select the relevant Organisation and choose "Digital Right to Work Check".

ORGANISATION *

TEST

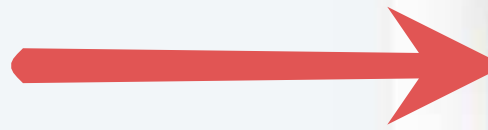
-- Select --

DBS Basic

DS Basic

Digital Right to Work Check

-- Select --



Invite Details

ORGANISATION *

CHANNEL *

TYPE *

-- Select --

- Select --
- Digital RTW Check only**
- Digital RTW Check + Digital Basic DBS ID Check
- Digital RTW Check + Digital Standard DBS ID Check
- Digital RTW Check + Digital Enhanced DBS ID Check



FORENAME *

SURNAME *

3. Choose "Digital RTW Check only".

Note: you can also choose a combined RTW and DBS ID check at this point if you intend to get a DBS check on your candidate later.

Digital RTW Check only



FORENAME *

SURNAME *

EMAIL ADDRESS *

ENTER CC EMAIL ADDRESS

4. Enter the Name & Email address of the person you need to get the check on. Enter a cc email address if you wish.

Note: You have the option to send multiple invites, by clicking "Add Candidate" button or using the "Bulk Upload" feature if sending to a large number of individuals (see next page).

ADD CANDIDATE

ADD CANDIDATE

Bulk Upload

Select Excel File

Choose file No file chosen

The 'Bulk Upload' feature enables you to upload a spreadsheet of people to be invited.

If you use this feature, leave the Name and email address fields blank. Instead, upload a pre-created spreadsheet.

A template spreadsheet is provided in the footer (see next page)

The spreadsheet must contain 3 columns only (Forename, Surname, Email address). When uploaded, any invalid data in the spreadsheet will fail validation and be highlighted in a message at the top of the screen.

[BACK](#)

[SEND](#)

[Applicant Consent Form](#)
[Rehabilitation of offenders Guidance](#)
[Payments Delivery Policy](#)
[Payments Privacy Policy](#)

[DBS Code of Practice](#)
[Bulk Invite Template](#)
[Payments Cancellation Policy](#)



Mayflower is an approved Registered Body with the Disclosure and Barring Service.

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5. Choose the template & click Send button - the invite email has now been sent to the candidate/s, from ebulk@mayflowerdbs.co.uk

Template Details

EMAIL TEMPLATE *

Digital RTW Check Invite Email

Tools View

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Dear \$name

In order to satisfy our background checking requirements, you are required to submit a digital Right to Work Check application online.

Please click the link below as soon as possible, to start the application process:

[\\$inviteURL](#)

(If you are unable to click the link directly from this email, please copy and paste the link into your browser.)

Once you have created your application, you will receive a confirmation email and further instructions on what to do next as part of the digital Right to Work Check process.

P

POWERED BY TINY

BACK

SEND