# NHS Jobs and ESR integration – Add a home address

This document is for users of NHS Jobs and ESR integration.
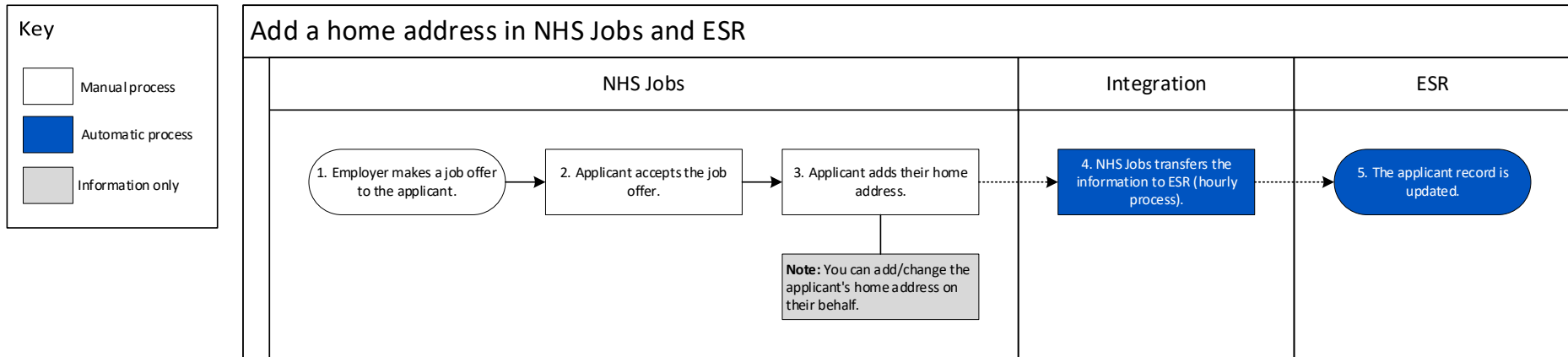
It includes a process flow for an applicant adding their home address and has links to help and guidance.

Delivered by the NHS Business Services Authority

# Contents

## Process flow

This page shows the process flow for an applicant adding their home address in NHS Jobs and ESR.

**Key**

| | |
|---|---|
| ☐ | Manual process |
| ■ | Automatic process |
| ▨ | Information only |

**Add a home address in NHS Jobs and ESR**

| NHS Jobs | Integration | ESR |
|---|---|---|

1. Employer makes a job offer to the applicant. → 2. Applicant accepts the job offer. → 3. Applicant adds their home address. ⇢ 4. NHS Jobs transfers the information to ESR (hourly process). ⇢ 5. The applicant record is updated.

**Note:** You can add/change the applicant's home address on their behalf.

## Help and guidance

This page gives you access to help and guidance.

Knowledge base: https://faq.nhsbsa.nhs.uk/knowledgebase

Help and support for employers: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-employers

Help and support for applicants: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants

YouTube channel: www.youtube.com/nhsjobsservice


You've reached the end of this document.