NHS Jobs

How to respond to a job offer in NHS Jobs user guide

This guide gives you instructions for how to respond to a job offer in the NHS Jobs service.

If you receive a conditional job offer, you'll download and save your offer letter and read through it to make sure it's correct.

To confirm your response, you'll choose one of the following options:

- accept the job offer and give references
- get more information or ask questions about the job offer
- reject the job offer and add your reason why

Author: Training and Support Team

Contents

Respond to job offer

This page gives you instructions for how to respond to your job offer.

To respond to your offer, complete the following steps:

1. Select the 'View application' link (optional).
2. Select the '<u>Respond to offer</u>' link.

Check the details of your conditional job offer

This page gives you instructions for how to check the details of your conditional job offer.

<mark>Important:</mark> In this example, a conditional offer letter has been added.

To check the details of your conditional offer, complete the following steps:

1. Use the email address to contact the employer (optional).
2. Select the 'conditional offer letter' link to download the offer letter.
3. Select a document link to download the document (optional).
4. Select a website link to open the website (optional).
5. Select the 'Continue' button.

Tip: The offer letter document is downloaded in a portable document format (PDF).

What do you want to do with this job offer?
This page gives you instructions for how to respond to this job offer.

To respond to this job offer, complete the following steps:

1. Select an answer:
   - 'Accept the offer and give references'
   - 'Get more information or ask questions'
   - 'Reject the job offer'
2. Select the 'Save and continue' button.

Accept your conditional offer

This page gives you instructions for how to accept your conditional offer.

Important: You'll only see this page if you're accepting the conditional offer.

Read the information on the page and complete the following step:

1. Select the 'Continue' button.

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Accept your conditional offer

To do this, you'll need to provide information to create your employee record.

The employer will need your:

- employment or personal references
- date of birth
- National Insurance number
- consent to your employment history being transferred to your new employer (NHS employees only)

You might need to have some of this information ready before you continue.

1 Continue

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Provide your references

This page gives you instructions for how to provide your references.

<mark>Important:</mark> You must only give personal email addresses for character references.

To provide your references, complete the following steps:

1. Select this **link** if you've been unemployed or have gaps in your career (optional).
2. Select this **link** if you've worked in different job that were all in the NHS (optional).
3. In the **Date started Month** and **Year** boxes, enter the details.
4. In the **Date ended Month** and **Year** boxes, enter the details.
5. In the **Organisation name or what you were doing** box, enter the details.
6. In the **If you were not in work, education, or training** box, enter the details (optional).
7. In the **Reference type** box, select an option from the drop-down menu.
8. In the **Referee's relationship to you** box, select an option from the drop-down menu.
9. Select this **link** to find out who a person of some standing (optional).
10. In the **Referee's first name** box, enter the details.
11. In the **Referee's last name** box, enter the details.
12. In the **Referee's contact number** box, enter the details (optional).
13. In the **Referee's work email** box, enter the details.
14. Select the '**I understand that this referee will be contacted**' box.
15. Select the 'Save and continue' button.

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Pre-employment checks
Provide your references

You'll need to give references covering your last 3 years of work, education or training.

① ► What's accepted if you've been unemployed or have gaps in your employment

② ► If you've worked in different jobs that were all in the NHS

Referee 1

Date started
For example, 3 2015

Month   Year

③ [   ] [   ]

Date ended
For example, 6 2016
If this is your current job, leave the date ended empty.

Month   Year

④ [   ] [   ]

Organisation name or what you were doing
For example, Healthcare Assistant at Northumbria Healthcare, Studied at University of Reading, Gap year to travel, or Unemployed.

⑤ [   ]

If you were not in work, education or training, give details of what you were doing (optional)
For example, Unemployed for a year and looking for work, Full-time parent, Voluntary work overseas.

⑥ [   ]

Reference type

⑦ [Choose an option ▼]

Referee's relationship to you

⑧ [Choose an option ▼]

⑨ ► Find out who a person of some standing is

Referee's first name

⑩ [   ]

Referee's last name

⑪ [   ]

Referee's phone number (optional)

⑫ [   ]

Referee's work email address
Only give personal email addresses for character references

⑬ [   ]

⑭ [ ] I understand that this referee will be contacted

⑮ [Save and continue]

Save and come back later

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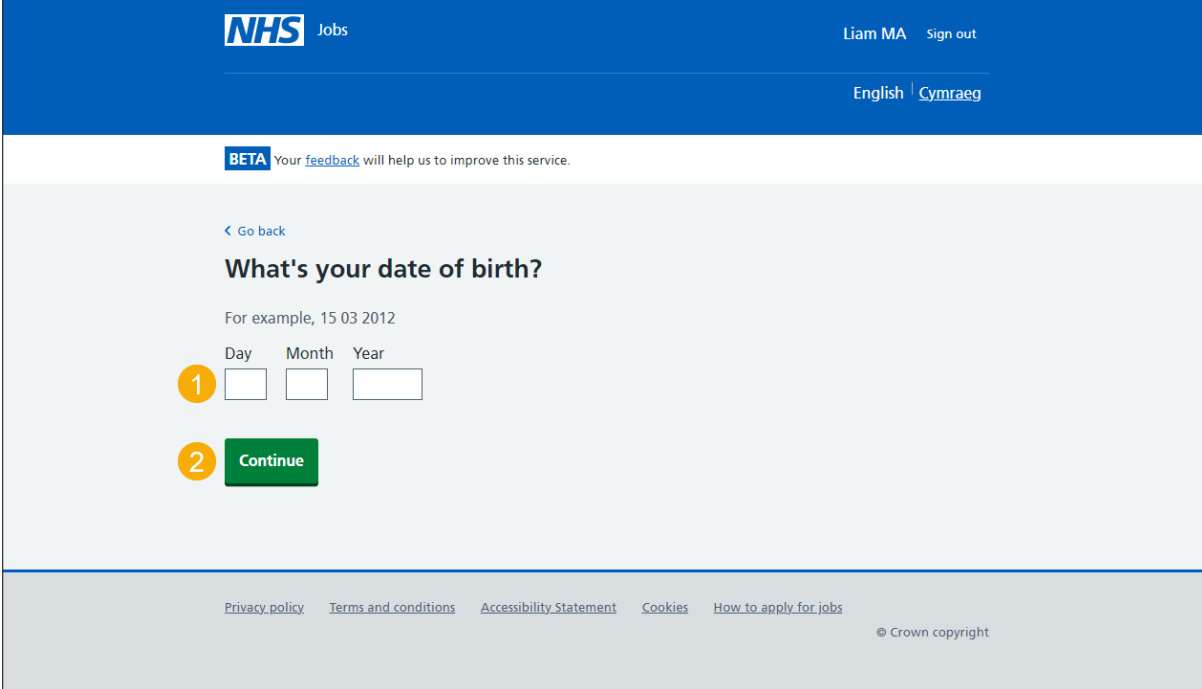
View your referees

This page gives you instructions for how to view your referees.

<mark>**Important:**</mark> If you delete a referee, you won't be able to recover this information.

To view your referees, complete the following steps:

1. Select the '<u>Edit</u>' link (optional).
2. Select the 'delete' link (optional).
3. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
4. Select the 'Save and continue' button.

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Pre-employment checks
View your referees

Referees provided

Name	Organisation	Dates	Actions
Joe Bloggs	NHS	01/2020 - 01/2021	**(1)** Edit or **(2)** delete

Add another referee?

(3) ◯ Yes   ◯ No

(4) [Save and continue]

Save and come back later

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What's your date of birth?

This page gives you instructions for how to confirm your date of birth.

To add your date of birth, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

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Do you give consent for us to transfer some of your personal information to your new employer?

This page gives you instructions for how to confirm if you give consent for us to transfer some of your personal information to your new employer.

<mark>Important:</mark> This only applies to successful applicants who've worked for an NHS organisation that uses the Electronic Staff Record (ESR). You cannot change your answer after you continue. This is because your ESR information is immediately transferred to the employer.

To confirm if you give consent for us to transfer some of your personal information to your new employer, complete the following steps:

1. Select an answer:
   - '[Yes](#)'
   - '[No](#)'
   or
   - '[Not applicable](#)'
2. Select the 'Continue' button.
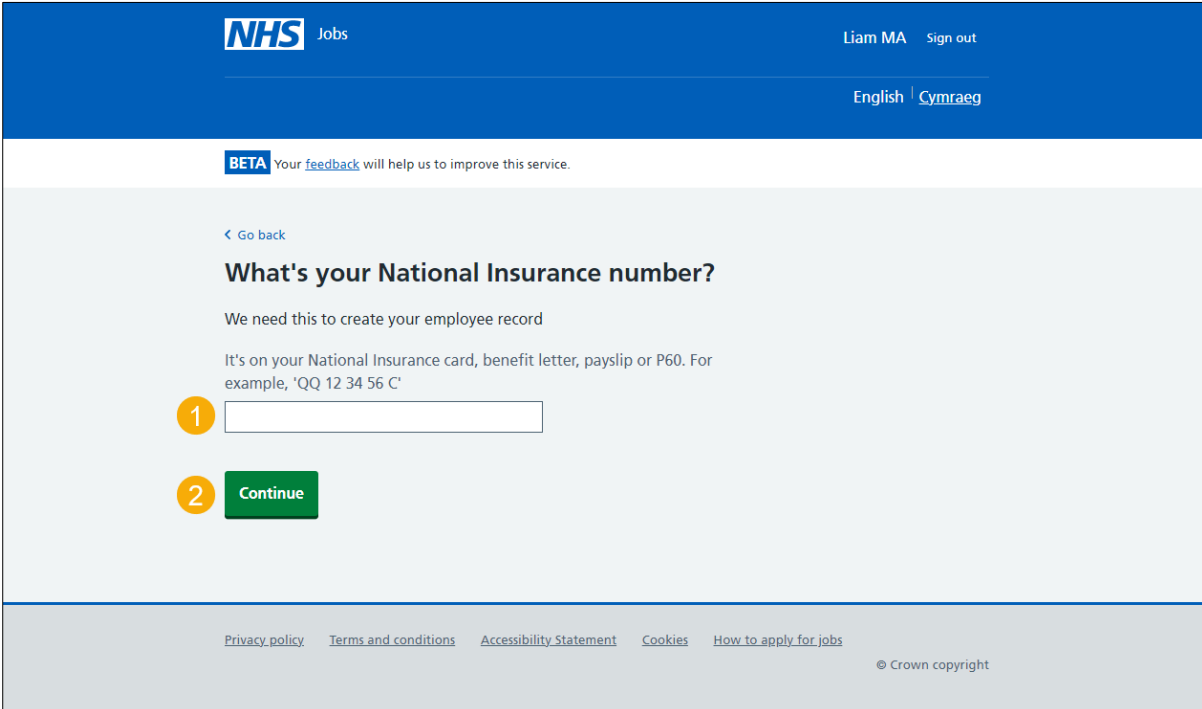
What's your National Insurance number?

This page gives you instructions for how to confirm your National Insurance number.

<mark>Important:</mark> You'll only see this page if you've given consent for us to transfer some of your personal information to your new employer. Your National Insurance number is used to create your employee record.

To add your National Insurance number, complete the following steps:

1. In the **National Insurance number** box, enter the details.
2. Select the 'Continue' button.

Tip: Your number can be found on your National Insurance card, benefit letter, payslip or P60.
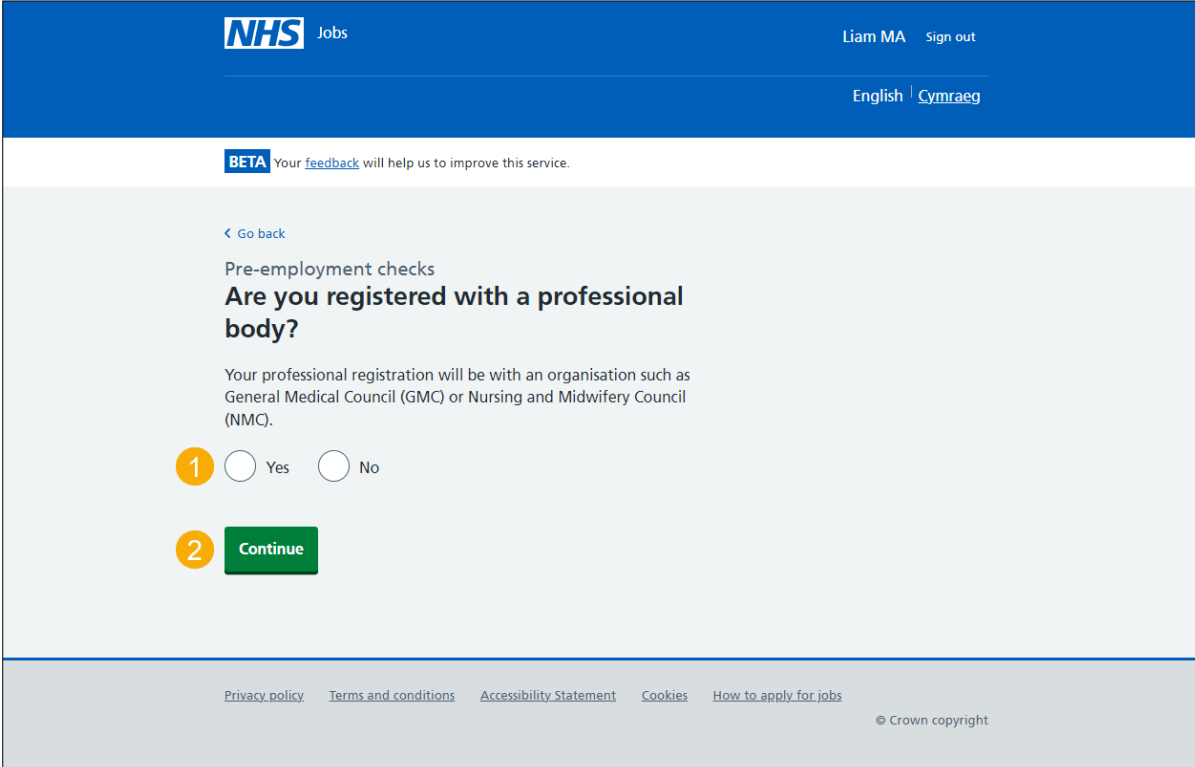
Are you registered with a professional body?

This page gives you instructions for how to confirm if you're registered with a professional body.

<mark>Important:</mark> Your registration will be with an organisation such as the General Medical Council (GMC) or Nursing and Midwifery Council (NMC).

To confirm if you're registered with a professional body, complete the following steps:

1. Select an answer:
   - '[Yes](#)'
   - 'No'
2. Select the 'Continue' button.

Tip: If you've accepted the conditional job offer, go to the '**How to give pre-employment details in NHS Jobs**' user guide or video from the '**Give pre-employment details**' section of the '[Help and support for applicants'](#) webpage.

If a professional registration isn't needed, you've reached the end of this user guide.

What membership do you have?

This page gives you instructions for how to confirm what membership you have.

Important: You'll only see this page if you're adding a professional registration.

To add what membership you have, complete the following steps:

1. Select an answer:
   - 'A membership name'
   - 'Other'
2. Select the 'Continue' button.

Enter registration body

This page gives you instructions for how to confirm your registration body.

<mark>Important:</mark> You'll only see this page if you're adding a professional registration and you've selected 'Other' as your membership.

To add your registration body, complete the following steps:

1. In the **Enter registration body** box, enter the details.
2. Select the 'Continue' button.

Tip: The registration body should be on the registration certificate or document.

Enter registration type

This page gives you instructions for how to confirm your registration type.

<mark>Important:</mark> You'll only see this page if you're adding a professional registration and you've selected 'Other' as your membership.

To add your registration type, complete the following steps:

1. In the **Enter registration type** box, enter the details.
2. Select the 'Continue' button.

<mark>Tip:</mark> The registration type should be on the registration certificate or document.

Enter your registration number

This page gives you instructions for how to confirm your registration number.

Important: You'll only see this page if you're adding a professional registration.

To add your registration number, complete the following steps:

1. In the **Registration number** box, enter the details.
2. Select the 'Continue' button.

Tip: You'll find the registration number on your registration certificate or document.

Enter the date your registration expires

This page gives you instructions for how to confirm the date your registration expires.

Important: You'll only see this page if you're adding a professional registration.

To add the date your registration expires, complete the following steps:

1. In the **Day**, **Month and Year** boxes, enter the details.
2. Select the 'Continue' button.

Tip: You'll find the expiry date on your registration certificate or document. You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

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Check your professional registration

This page gives you instructions for how to check your professional registration.

<mark>Important:</mark> You'll only see this page if you're adding a professional registration. If you delete it, you won't be able to recover this information.

To check your professional registration, complete the following steps:

1. Select the 'Professional body' link to view it.
2. Select the '<u>Edit</u>' link (optional).
3. Select the 'delete' link (optional).
4. Select an answer:
   - '<u>Yes</u>'
   - 'No'
5. Select the 'Continue' button.

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Pre-employment checks
Your professional registration

Professional registrations

Professional body	Registration number	What you can do
Medical Professional	1234567	Edit or Delete

Do you want to add a professional registration?

◯ Yes   ◯ No

[Continue]

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Tip: If you've accepted the conditional job offer, go to the '**How to give pre-employment details in NHS Jobs**' user guide or video from the '**Give pre-employment details**' section of the '<u>Help and support for applicants</u>' webpage.

If you've added all your professional registrations, you've reached the end of this user guide.

Get more information or ask questions

This page gives you instructions for how to get more information or ask questions about the job offer.

Important: You'll only see this page if you need more information about the job offer. If you need to contact the hiring manager, you can use their email address and quote the job reference.

To get more information or ask questions about the job offer, complete the following steps:

1. Use the 'email address' link to contact the hiring manager.
2. Select the 'Go to your applications' button.

Once the hiring manager has responded, you'll need to accept or reject the job offer from the 'What do you want to do with this job offer?' page.

Reject the job offer

This page gives you instructions for how to confirm why you're rejecting the job offer.

<mark>Important:</mark> You'll only see this page if you're rejecting the job offer. The hiring manager will see your response.

To add why you're rejecting the job offer, complete the following steps:

1. In the **Reject reason** box, enter the details.
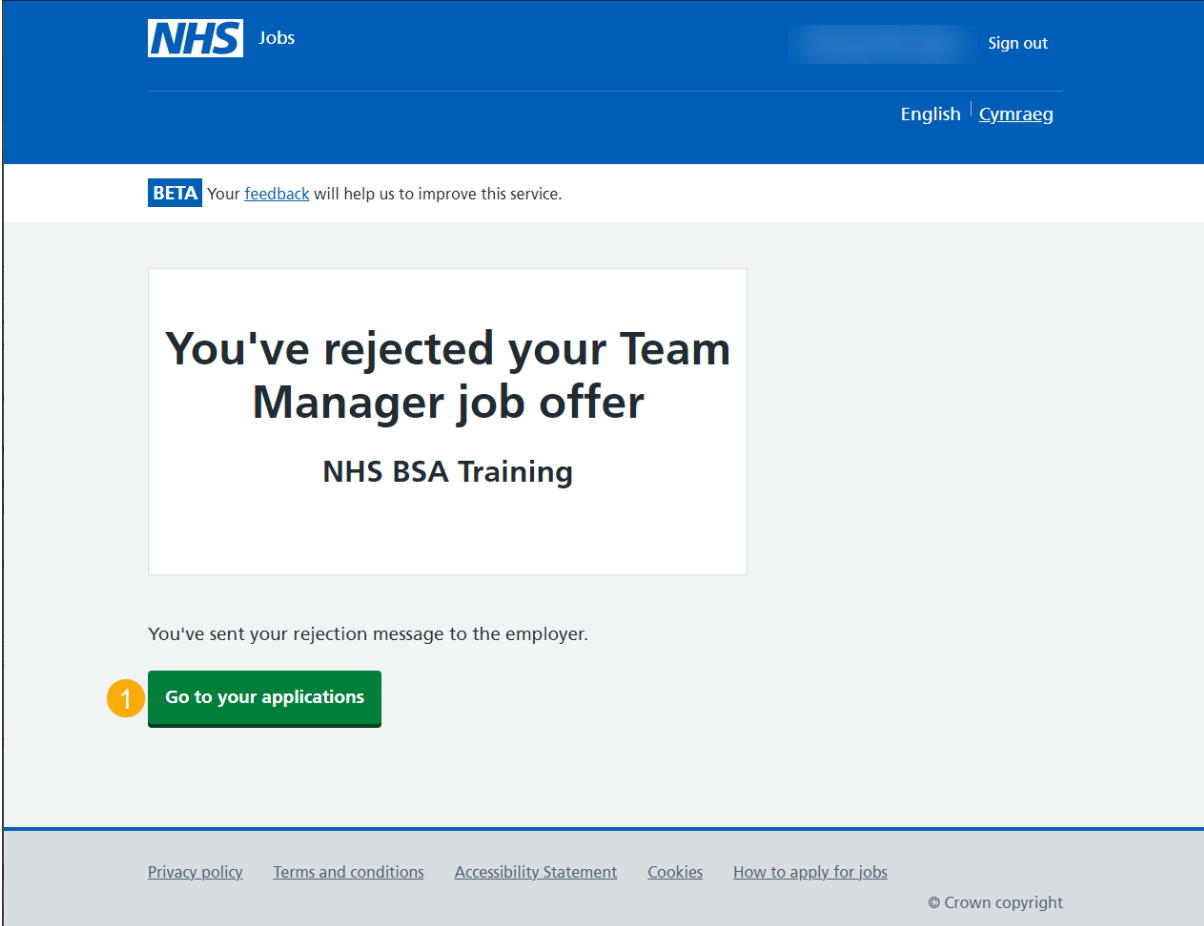2. Select the '<u>Reject offer</u>' button.

You've rejected your job offer

This page shows confirmation you've rejected your job offer.

<mark>Important:</mark> You've sent your rejection message to the employer.

To go to your applications, complete the following step:

1. Select the 'Go to your applications' button.

You've rejected the job offer and reached the end of this user guide.