

## How to give a reference user guide

This guide gives instructions for how to give a reference in NHS Jobs.

If an applicant has provided your details as a referee, you will receive an email with a link to provide the reference details.

You will be asked to check the information the applicant has provided and answer some questions before completing a declaration and sending this information to the employer.

You will need to create an account if you do not already have one.

## Contents

How to give a reference user guide.....	1
Can you give a reference?.....	3
What was the job?.....	4
Are the start and end dates correct?.....	5
Enter the correct start and end dates.....	6
Days and episodes of absence.....	7
Has the person got any warnings on their record?.....	8
What are the warnings?.....	9
Has the person got any investigations on their record?.....	10
What are the investigations?.....	11
Did the person need a Disclosure and Barring Service (DBS) check?.....	12
What was the DBS check level?.....	13
When was their DBS check last completed?.....	14
Declaration.....	15
Reference sent.....	16

## Can you give a reference?

This page gives instructions for how to give a reference for an applicant.

You must check you are the correct person to give a reference.

1. Select an answer:
  - [‘Yes’](#)
  - ‘No’
  - ‘Yes, but I’ll provide it offline’
2. Select ‘Continue’.

**NHS** Jobs

English | Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

### Give a reference

## Can you give a reference for [REDACTED]

Applicant name	Liam MA
Date started	January 2015
Date ended	January 2020
Organisation name	NHS
Your relationship to applicant	Manager

Are you the correct person to give a reference for Liam?

Yes

**1**  No

or

Yes but I'll provide it offline

**2** [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## What was the job?

This page gives instructions for how to add the most recent job title and a reason for leaving (optional).

1. Enter the job title.
2. Enter the details (optional).
3. Select 'Continue'.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### What was Liam's job?

Most recent job title

1

Reason for leaving (optional)

2

3

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## Are the start and end dates correct?

This page gives instructions for how to confirm if the start and end dates are correct.

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select ‘Continue’.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### Are Liam's start and end dates correct?

Date started	January 2015
Date ended	January 2020

1  Yes  No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## Enter the correct start and end dates

This page gives instructions for how to enter the correct start and end dates.

1. Enter the dates.
2. Select 'Continue'.

**NHS** Jobs Sign out

English | Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### Enter the correct start and end dates

Give us the correct dates for Liam's job.

Date started  
For example, 3 2010

Month Year

1

Date ended  
For example, 10 2012

Month Year

1

2

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## Days and episodes of absence

This page gives instructions for how to enter any days and episodes of absence (optional).

1. Enter the number (optional).
2. Select 'Continue'.

**NHS** Jobs Sign out

English | Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### Days and episodes of absence

How many days of absence (other than annual leave) has the applicant had over the last 2 years of employment? (optional)

1

How many episodes of absence (other than annual leave) has the applicant had over the last 2 years of employment? (optional)

1

2

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## Has the person got any warnings on their record?

This page gives instructions for how to confirm if there are any warnings on their record.

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select ‘Continue’.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### Has Liam got any warnings on their record?

This includes warnings under your employment policies such as conduct or performance, not any from a regulatory or licensing body. We search all applicants for those.

1  Yes  No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright



## What are the warnings?

This page gives instructions for how to add the warning details.

1. Enter the details.
2. Select 'Continue'.

**NHS** Jobs Sign out

English | Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### What are the warnings?

Details of the warnings

This includes any where the employee left the job before the warning was formally put on their record.

1

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## Has the person got any investigations on their record?

This page gives instructions for how to confirm if there are any investigations on their record.

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select ‘Continue’.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### Has Liam got any investigations on their record?

This includes investigations under your employment policies such as conduct or performance, not any from a regulatory or licensing body. We search for those if needed.

1  Yes  No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## What are the investigations?

This page gives instructions for how to add the investigation details.

1. Enter the details.
2. Select 'Continue'.

**NHS** Jobs Sign out

English | Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### What are the investigations?

Details of the investigations

This includes any where the employee left the job before the investigation was formally put on their record.

1

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## Did the person need a Disclosure and Barring Service (DBS) check?

This page gives instructions for how to confirm if the person needed a Disclosure and Barring Service (DBS) check.

1. Select the link for more information (optional).
2. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
3. Select ‘Continue’.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### Did Liam need a Disclosure and Barring Service (DBS) check?

- 1 [What is a Disclosure and Barring Service \(DBS\) check?](#)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).
- 2  Yes  No
- 3

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## What was the DBS check level?

This page gives instructions for how to confirm what their DBS check level was?

1. Select an answer.
2. Select 'Continue'.

**NHS** Jobs Sign out

English | Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### What was the DBS check level?

Select which applied

Basic

Standard

Enhanced without barred list

Enhanced with barred list

**2**

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## When was their DBS check last completed?

This page gives instructions for how to confirm when their DBS check was last completed.

1. Enter a date.
2. Select 'Continue'.

**NHS** Jobs Sign out

English | Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### When was their Disclosure and Barring Service (DBS) check last completed?

You'll find this on a copy of the employee's DBS Certificate in their employment file.

For example, 31 03 1980

Day    Month    Year

1

2

[Privacy policy](#)   [Terms and conditions](#)   [Accessibility Statement](#)   [Cookies](#)   [How to apply for jobs](#)

© Crown copyright

## Declaration

This page gives instructions for how to confirm the declaration of the reference details provided.

1. Select the 'I agree to the declaration' box.
2. Select 'Send reference'.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Give a reference

### Declaration

I've given this information in good faith. It is correct to the best of my knowledge.

1  I agree to the declaration

2 [Send reference](#)

---

**Data Protection**

This form contains personal data as defined by the Data Protection Act 2018 (as amended by the General Data Protection Regulation 2018). This data has been requested by the Human Resources/Workforce Department exclusively for the purpose of recruitment. The Human Resources/Workforce Department must protect any information disclosed within this form and ensure that it is not passed to anyone who is not authorised to have this information.

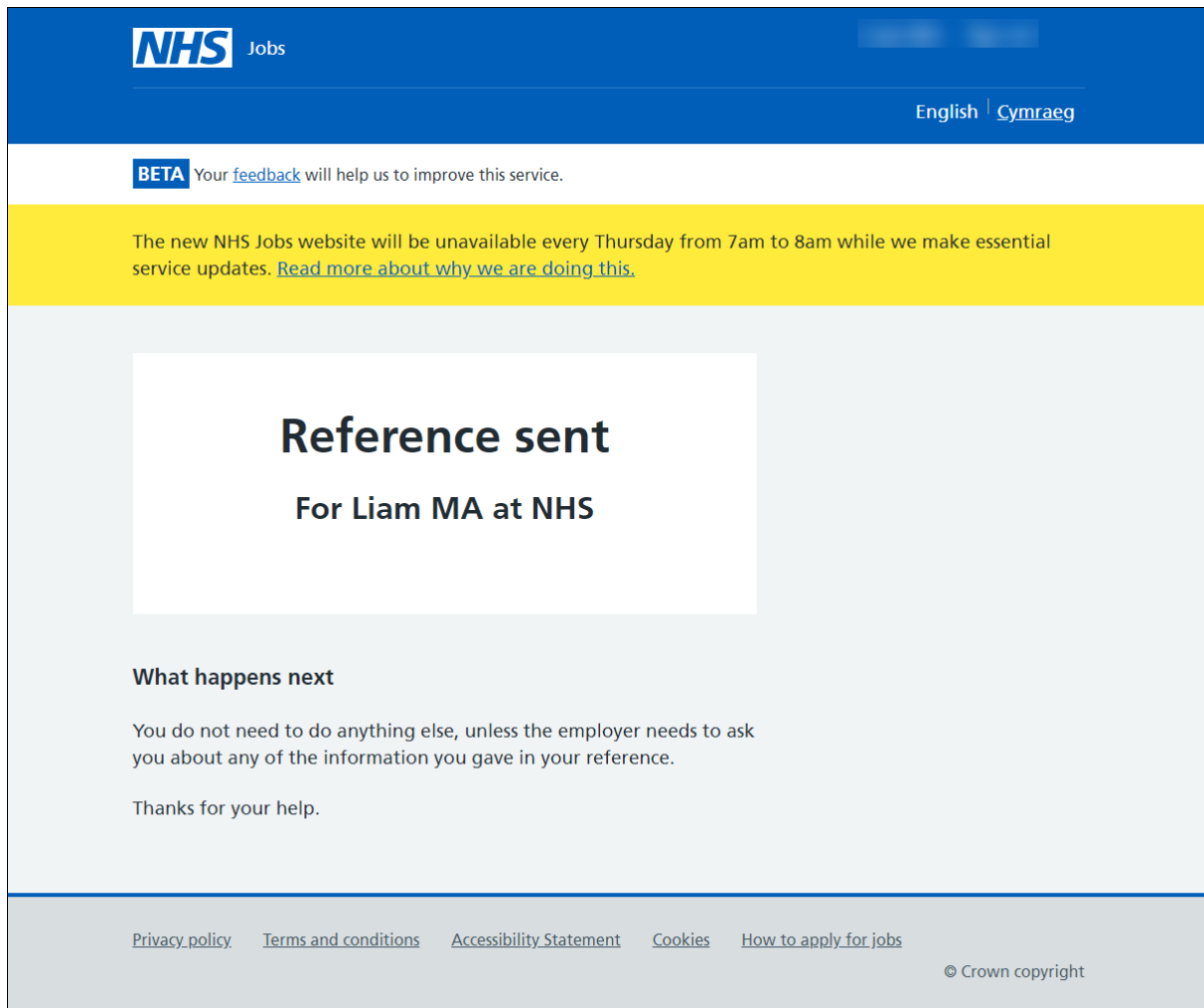
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

## Reference sent

This page gives instructions for how to confirm you have sent the reference.

You can close the web browser to finish.



The screenshot shows the NHS Jobs website interface. At the top left is the NHS logo with 'Jobs' next to it. At the top right, there are language options: 'English' and 'Cymraeg'. Below the header is a blue bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am for essential service updates, with a link to 'Read more about why we are doing this.' The main content area has a white box with the heading 'Reference sent' and the sub-heading 'For Liam MA at NHS'. Below this, there is a section titled 'What happens next' with the text: 'You do not need to do anything else, unless the employer needs to ask you about any of the information you gave in your reference.' and 'Thanks for your help.' At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

You have reached the **end** of how to give a reference in NHS Jobs user guide.