

How to respond to a job offer user guide

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

You can respond by accepting, asking the employer for more information, or rejecting the offer.

If you choose to accept an offer, you will need to add your referee information.

If you are employed by the NHS and your current organisation uses the Electronic Staff Record (ESR) system, you can choose to transfer your employment details to your new organisation.

For some roles, you may need to add your professional body and membership details.

Contents

How to respond to a job offer user guide.....	1
Respond to your offer	3
Check the details of your conditional job offer.....	4
What do you want to do with this job offer?	5
Accept your conditional offer	6
Get more information or ask questions	7
Reject the job offer	8
Add referee information	9
Manage your referee information.....	10
What's your date of birth?.....	11
Consent to transfer employment history	12
What's your National Insurance number?.....	13
Are you registered with a professional body?	14
What membership do you have?	15
Enter your registration body.....	16
Enter your registration type.....	17
Enter your registration number	18
Enter the date your registration expires	19
Your professional registration	20

Respond to your offer

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

1. Select 'Respond to your offer'.

NHS Jobs Liam MA 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.](#)

Your job applications

You've got a conditional offer

Training and Support Assistant

NHS BSA Training

You applied for this job at 10 December 2020
Your application reference number is **AR-201210-00010**

1 [Respond to your offer](#)

Contact us if you need us to delete your account or if there's technical issues with the website you need to tell us about.

Email:
nhsbsa.nhsjobs@nhsbsa.nhs.uk

Telephone:
0300 330 1013

Outside UK:
+44 300 330 1013

Opening times:
Monday to Friday: 8am to 6pm
Saturday: 9am to 3pm
Closed Bank Holidays including Easter Sunday, Christmas Day, Boxing Day and New Year's Day.

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

© Crown copyright

Check the details of your conditional job offer

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

In this example, a conditional offer letter and induction pack has been added by the employer.

1. Select or copy and paste the email address to contact the employer (optional).
2. Select the link to download your conditional offer letter.
3. Select the link to download the induction pack.
4. Select 'Continue'.

Or

5. Select 'Back to your applications' if you are not ready to progress your conditional offer response.

NHS Jobs Liam MA 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](#)

Check the details of your conditional job offer

The information is provisional.
Other details will be confirmed after you've provided documentation.

Applicant name	Liam MA
Applicant telephone	
Job title	Training and Support Assistant
Location	Goldcrest Way Newcastle Upon Tyne NE15 8NY
Contract type	Permanent
Working pattern	Full-time
Number of hours or sessions a week	37.5 hours a week
Salary	From £20000 to £30000 a year
Contact	Joe Bloggs joe@it.com 1
Documents to download	<ul style="list-style-type: none">Training and Support Assistant conditional offer letter for Liam MA (DOCX, 12 KB) 2Induction pack (DOCX, 12 KB) 3

4 [Continue](#)

5 [Back to your applications](#)

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

© Crown copyright

What do you want to do with this job offer?

This page gives instructions for how to make a job offer decision.

1. Select an answer:
 - [‘Accept the offer and give references’](#)
 - [‘Get more information or ask question’](#)
 - [‘Reject the offer’](#)
2. Select ‘Save and continue’.

Or

3. Select ‘Back to your applications’ if you are not ready to progress your conditional offer response.

NHS Jobs Liam MA 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](#)

What do you want to do with this job offer?

Accept the offer and give references

1 Get more information or ask questions

Reject the offer

2 [Save and continue](#)

3 [Back to your applications](#)

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

© Crown copyright

Accept your conditional offer

This page gives instructions for how to check what information is required for accepting your conditional job offer.

1. Select '[Continue](#)'.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area has a 'Go back' link and a heading 'Accept your conditional offer'. Below the heading, it explains that users need to provide information to create an employee record and lists the required information: employment or personal references, date of birth, National Insurance number, and consent to transfer employment history (for NHS employees only). A note suggests having this information ready before continuing. A prominent green 'Continue' button with a yellow '1' in a circle is highlighted as the next step. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[Go back](#)

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](#)

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

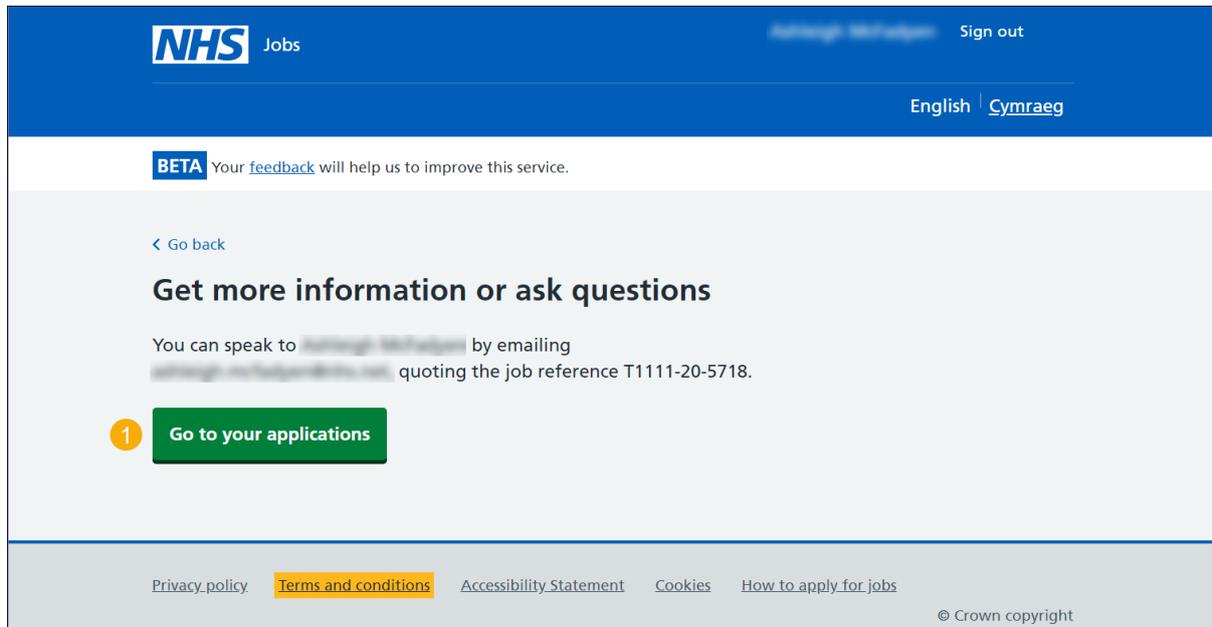
© Crown copyright

Get more information or ask questions

This page gives instructions for how to get more information or ask questions from the employer.

You can contact the employer using the email address and quoting the job reference number.

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



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main heading is 'Get more information or ask questions'. The text below reads: 'You can speak to [redacted] by emailing [redacted] quoting the job reference T1111-20-5718.' A prominent green button with a yellow circle containing the number '1' is labeled 'Go to your applications'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer also includes the text '© Crown copyright'.

Once a response is received, you must decide to [accept](#) or [reject](#) a job offer.

Reject the job offer

This page gives instructions for how to reject the job offer.

If you add a reason for rejecting the job offer, this information will be shared with the employer.

1. Enter the details.
2. Select 'Reject offer'.
3. Select 'Go to your applications'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[Go back](#)

Reject the job offer

Why are you rejecting this job offer?

1

You can speak to [\[redacted\]](#) about it on [\[redacted\]](#), quoting the job reference A0011-20-5970.

2 [Reject offer](#)

3 [Go to your applications](#)

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

© Crown copyright

You have reached the **end** of 'How to respond to a job offer in NHS Jobs user guide' by rejecting the conditional job offer'.

Add referee information

This page gives instructions for how to check what reference information is needed and how to add it.

1. Select a link for more information (optional).
2. Enter the details and select an option from the drop down menus.
3. Select the 'I understand that this referee will be contacted' box.
4. Select 'Save and continue'.

NHS Jobs Liam MA 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](#)

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](#)
You'll need to give contact details for a person who has some standing in the community and knows you, like your doctor, tutor, councillor or solicitor.
- 1** [If you've worked in different jobs that were all in the NHS](#)
You'll only need to give 1 referee if you've only worked in the NHS for the last 3 years. The employer may ask you for more referees if they need more information.

Referee 1

Date started
For example, 3 2015
Month Year
2

Date ended
For example, 6 2016
Month Year
2

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.
2

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.
2

Reference type
2

Referee's relationship to you
2

[Find out who a person of some standing is](#)

Referee's first name
2

Referee's last name
2

Referee's contact number (optional)
2

Referee's work email address
Only give personal email addresses for character references
2

3 I understand that this referee will be contacted

4

[Save and come back later](#)

Manage your referee information

This page gives instructions for how to view your reference information, edit, delete, or add another referee.

If you choose 'Delete', you will not be able to recover any details.

1. Select the 'Edit' or 'delete' link (optional).
2. Select an answer:
 - [Yes](#)
 - [No](#)
3. Select 'Save and continue'.

NHS Jobs Liam MA 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](#)

Pre-employment checks

View your referees

Name	Organisation	Dates	Actions
Joe Bloggs	NHS	01/2017 - 01/2020	Edit or delete 1

Add another referee?

2 Yes No

3 [Save and continue](#)

[Save and come back later](#)

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

© Crown copyright

What's your date of birth?

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

1. Enter your date of birth.
2. Select 'Continue'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

What's your date of birth?

For example, 15 03 2012

	Day	Month	Year
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

2

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

© Crown copyright

Consent to transfer employment history

This page gives instructions for how to choose to consent to your employment history being transferred using Electronic Staff Record (ESR).

You cannot change your answer once you have submitted your job offer response.

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Do you give your consent to your employment history being transferred to your new employer?

This'll only happen for successful applicants who've worked for an NHS organisation that uses Electronic Staff Record (ESR).

You cannot change your answer after you continue. This is because your ESR information is immediately transferred to the employer.

Yes

1 No

or

Not applicable

2

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

© Crown copyright

What's your National Insurance number?

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

1. Enter your National Insurance number.
2. Select 'Continue'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

What's your National Insurance number?

We need this to create your employee record

It's on your National Insurance card, benefit letter, payslip or P60. For example, 'QQ 12 34 56 C'

1

2 [Continue](#)

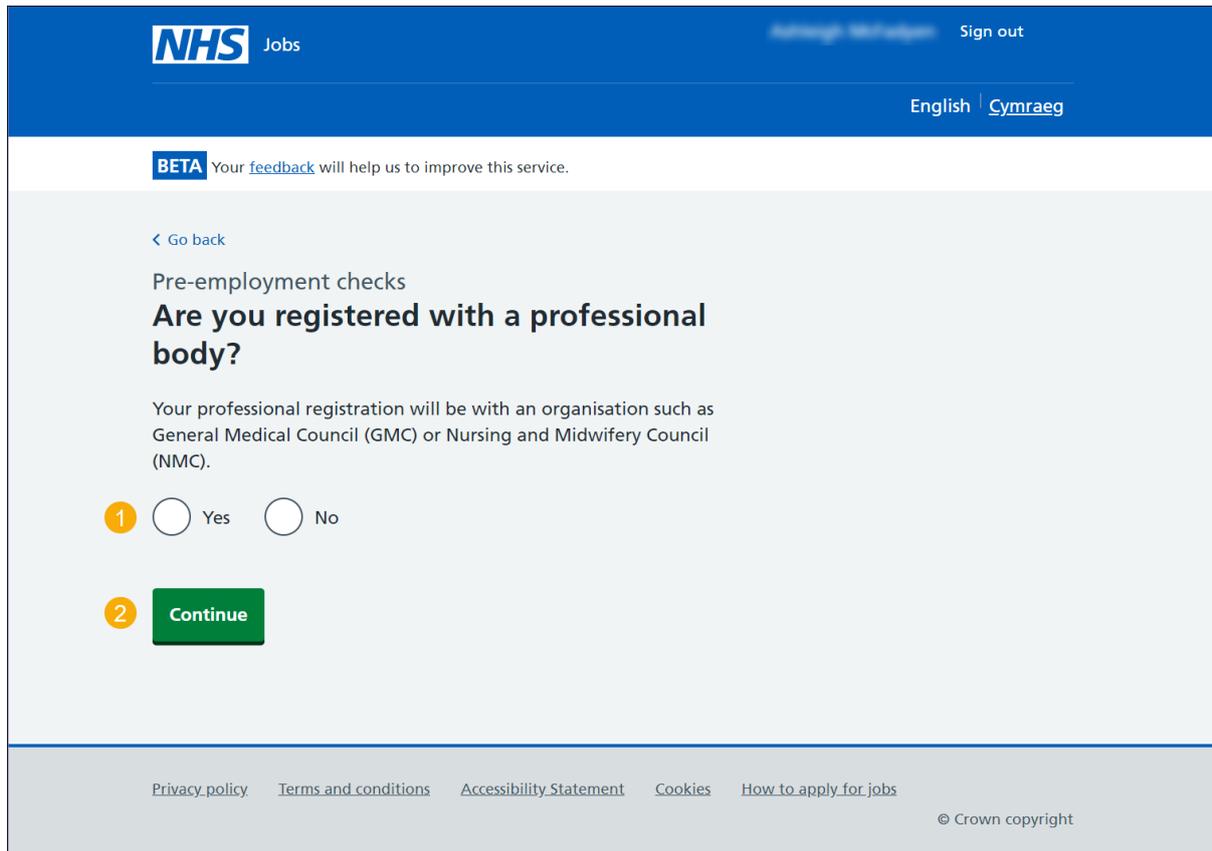
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

© Crown copyright

Are you registered with a professional body?

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

1. Select an answer:
 - [‘Yes’](#)
 - If you select ‘No’, to this question, there are no more steps to complete in this guide.
2. Select ‘Continue’.



The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Pre-employment checks' followed by the question 'Are you registered with a professional body?'. Below this, explanatory text states: 'Your professional registration will be with an organisation such as General Medical Council (GMC) or Nursing and Midwifery Council (NMC)'. There are two radio button options: '1 Yes' and '2 No'. The '2 No' option is selected. Below the radio buttons is a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text reads '© Crown copyright'.

You have reached the **end** of 'How to respond to a job offer in NHS Jobs user' by confirming you do not have a professional registration.

What membership do you have?

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

If you select 'Other', you will need to complete the steps on the 'Enter your registration body' and 'Type' pages.

1. Select an answer:
 - ['Membership name'](#)
 - ['Other'](#)
2. Select 'Continue'.

 Jobs Sign out

English | [Cymraeg](#)

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

[Go back](#)

Pre-employment checks

What membership do you have?

- Association of Chartered Certified Accountants (ACCA)
- British Psychological Society (BPS)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Personnel and Development (CIPD)
- General Chiropractic Council (GCC)
- General Dental Council (GDC)
- General Medical Council (GMC)
- 1** General Optical Council (GOC)
- General Osteopathic Council
- General Pharmaceutical Council (GPhC)
- Health and Care Professionals Council (HCPC)
- Nursing and Midwifery Council (NMC)
- Other
- Social Care Wales (SCW)
- Social Work England (SWE)

2

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

© Crown copyright

Enter your registration body

This page gives instructions for how to add your registration body.

1. Enter your registration body.
2. Select 'Continue'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Pre-employment checks

Enter registration body

This should be on the registration certificate or document

Enter registration body

1

2 [Continue](#)

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

© Crown copyright

Enter your registration type

This page gives instructions for how to add your registration type.

1. Enter your registration type.
2. Select 'Continue'.

NHS Jobs English | Cymraeg Sign out

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

[Go back](#)

Pre-employment checks

Enter registration type

Registered body

This should be on the registration certificate or document

1

2 [Continue](#)

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

© Crown copyright

Enter your registration number

This page gives instructions for how to add your registration number.

1. Enter your registration number.
2. Select 'Continue'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Pre-employment checks

Enter your NHSBSA registration number

Registered body	NHSBSA
Licence type	<small>Pre-employment common registration Specialist Professional registration</small>

You'll find this on your registration certificate or document.

Registration number

1

2 [Continue](#)

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

© Crown copyright

Enter the date your registration expires

This page gives instructions for how to add your registration expiry date.

1. Enter your registration expiry date.
2. Select 'Continue'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Pre-employment checks

Enter the date your registration expires

Registered body	NHSBSA
Licence type	<small>Professional registration Specialist Professional registration</small>

You'll find this on your registration certificate or document.

For example, 15 3 2020

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2

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

© Crown copyright

Your professional registration

This page gives instructions for how to view, edit, delete, or add another professional registration.

If you choose 'Delete', you will not be able to recover any details.

1. Select the 'Professional body' link (optional).
2. Select the 'Edit' or 'Delete' link (optional).
3. Select an answer:
 - ['Yes'](#)
 - If you select 'No', to this question, there are no more steps to complete in this guide.
4. Select 'Continue'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Pre-employment checks

Your professional registration

Professional body	Registration number	What you can do
1 NHSBSA	123456789	Edit or Delete 2

Do you want to add a professional registration?

3 Yes No

4 [Continue](#)

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

© Crown copyright

You have reached the **end** of 'How to respond to a job offer in NHS Jobs user' by accepting the conditional job offer.

