

## How to complete home address identity checks user guide

This guide gives instructions for how to complete the applicant's home address identity checks in NHS Jobs. This check is part of the pre-employment checklist.

Once an applicant has accepted a job offer, they will add their home address details using the NHS Jobs service.

You will check the home address details received are correct by checking the applicant's documents. If you need to make a change, you can update their address details in the system.

For Electronic Staff Record (ESR) only. Once the applicant record is created, the home address is checked and the status is 'COMPLETED', this information will be transferred from NHS Jobs to ESR

## Contents

How to complete home address identity checks user guide .....	1
Applicants you've offered the job to .....	3
Check pre-employment checklist .....	4
Home address .....	5
Check home address.....	6
Enter home address .....	7
Check home address status .....	8

## Applicants you've offered the job to

This page gives instructions for how to start the pre-employment checks for the applicants you have offered the job to.

1. Select the 'Applicant name' link.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA - GP' and 'Signed in as [redacted] Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A link '< Go back to your job listings' is present. The main heading is 'Training and Support Manager Applicants you've offered the job to'. Below this is a table with two columns: 'Applicant' and 'Status'. The table contains one row with the applicant ID 'AR-201008-00005' and the status 'PRE EMPLOYMENT CHECKS'. A yellow circle with the number '1' is placed over the applicant ID. Below the table is a green button labeled 'Offer to another applicant' and a link 'Back to job listings'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

## Check pre-employment checklist

This page gives instructions for how to progress with the applicant's job offer.

1. Select 'Check pre-employment checklist'.
2. Select 'Continue'.

You're viewing NHS BSA - GP

**NHS** Jobs

Signed in as [redacted] [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

### The conditional offer has been accepted

by [redacted]

Would you like to

1  Check pre-employment checklist

Withdraw offer

2

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## Home address

This page gives instructions for how to view the applicants' home address details.

1. Select the 'Home address' link.

The screenshot shows the NHS Jobs interface. At the top right, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left. A "Signed in as" dropdown and "Sign Out" link are on the right. A "BETA" banner states "Your feedback will help us to improve this service." Below this is a "Go Back" link. The main heading is "Pre-employment checklist for [REDACTED]". The text below reads: "The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job." There are two sections: "References" and "Identity". Under "References", there is a "References" link and an "IN PROGRESS" status. Under "Identity", there is a "Home address" link highlighted with a yellow circle and the number 1.

## Check home address

This page gives instructions for how to check the applicants' home address details.

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

You're viewing NHS BSA - GP

**NHS** Jobs Signed in as [\[redacted\]](#) [Sign Out](#)

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

[Go Back](#)

Pre-employment checks

**home address**

Date received	08 October 2020
Address line 1	[redacted]
Address line 2	
Town or city	Morpeth
County	
Postcode	
Country	United Kingdom

**Edit this information?**

1  Yes  No

2 [Continue](#)

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## Enter home address

This page gives instructions for how to enter or change the applicants' home address details.

The address line 2, county and postcode are optional.

1. Enter the details.
2. Select an option from the drop-down menu.
3. Select 'Save and continue'.

You're viewing NHS BSA - GP

**NHS** Jobs

Signed in as [redacted] [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

### Enter [redacted] home address

Address line 1

1

Address line 2 (Optional)

1

Town or city

1

County (Optional)

1

Postcode (Optional)

1

Country

2

3 [Save and continue](#)

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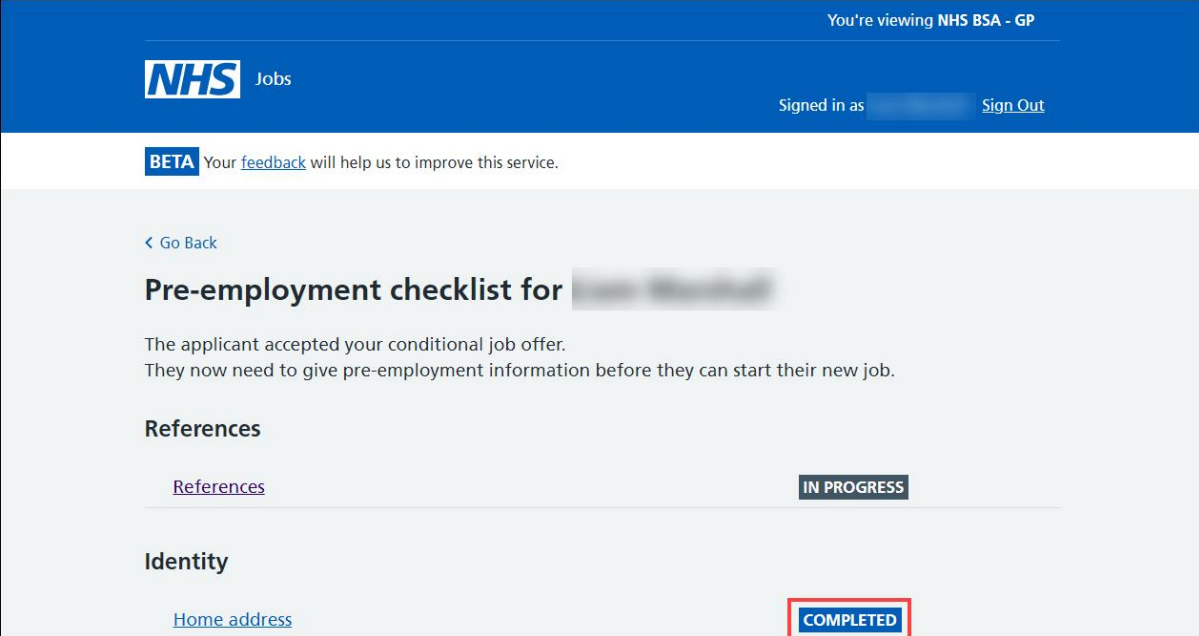
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## Check home address status

This page gives instructions for how to check the home address status.

The status will show as 'COMPLETED' once complete.

Go back to '[Home address](#)' if the checks are 'IN PROGRESS' or 'REJECTED'.



The screenshot shows the NHS Jobs interface. At the top right, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left. A "Signed in as" dropdown menu and a "Sign Out" link are on the right. A "BETA" banner states "Your feedback will help us to improve this service." Below this is a "Go Back" link. The main heading is "Pre-employment checklist for [redacted]". The text below reads: "The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job." There are two sections: "References" with a link to "References" and a status of "IN PROGRESS"; and "Identity" with a link to "Home address" and a status of "COMPLETED". The "COMPLETED" status is highlighted with a red box.

You have reached the **end** of how to complete home address identity checks in NHS Jobs user guide.