

How to complete identity checks user guide

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

You will check their proof of identity and address using a document or a combination of documents to confirm it.

Once you have checked the identity documents, you will update the NHS Jobs service to successfully complete the check.

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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.

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NHS Jobs

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[Go back to your job listings](#)

Training and Support Manager

Applicants you've offered the job to

Applicant	Status
1 [redacted] AR-201008-00005	PRE EMPLOYMENT CHECKS

[Offer to another applicant](#)

[Back to job listings](#)

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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'.

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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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Identity check

This page gives instructions for how to check the applicants' identity.

1. Select the 'Identity check' link.

The screenshot shows a web interface for NHS Jobs. At the top right, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left. "Signed in as" and "Sign Out" are on the right. A "BETA" notice says "Your feedback will help us to improve this service." Below is a "Go Back" link. The main heading is "Pre-employment checklist for [redacted]". The text says: "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 and an "IN PROGRESS" status, and "Identity" with a link and a "COMPLETED" status. The "Identity" link is highlighted with a yellow circle containing the number "1".

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Pre-employment checklist for [redacted]

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

[References](#) **IN PROGRESS**

Identity

[Home address](#) **COMPLETED**

1 [Identity check](#)

Add a proof of identity

This page gives instructions for how to add a proof of identity.

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

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Pre-employment checks

██████████ **proof of identity**

You haven't added any proof of identity checks yet.

Add a proof of identity?

1 Yes No

2 [Continue](#)

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What identification is given?

This page gives instructions for how to add the applicants' identity check.

In this example, the proof of identity is used. If you select 'proof of address' you will complete different steps.

1. Select the 'Proof of identity' link.
2. Select 'Continue'.

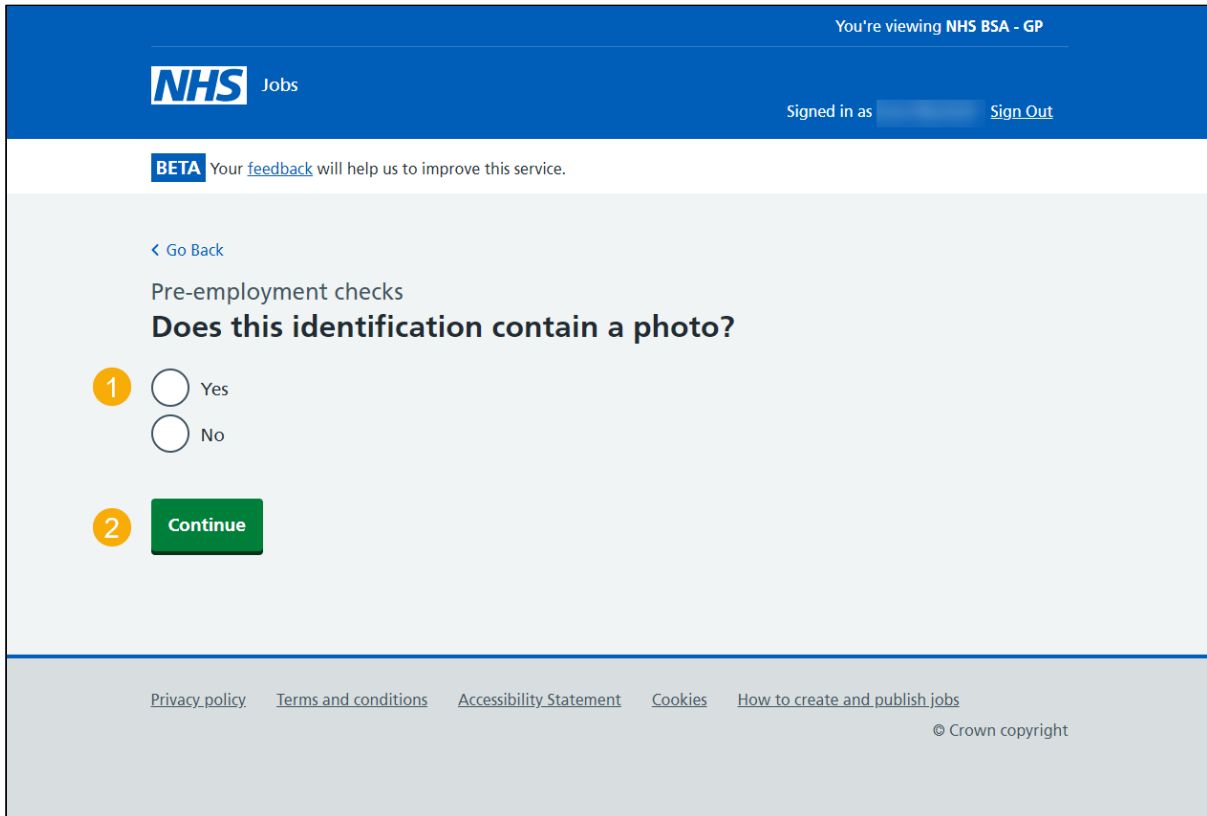
The screenshot shows a web page for NHS Jobs. At the top right, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as [redacted] Sign Out". Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." A "Go Back" link is visible. The main heading is "Pre-employment checks" followed by "What identification did [redacted] give?". There are two radio button options: "1 Proof of identity" (which is selected) and "Proof of address". Below these is a "2 Continue" button. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the copyright notice "© Crown copyright".

Does this identification contain a photo?

This page gives instructions for how to confirm if the identification document contains a photo.

In this example, identification containing a photo is used.

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



The screenshot shows a web page for NHS Jobs. At the top right, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as [redacted] Sign Out". Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." A "Go Back" link is present. The main heading is "Pre-employment checks" followed by "Does this identification contain a photo?". There are two radio button options: "1 Yes" and "2 No". The "1 Yes" option is selected. Below the radio buttons is a green "Continue" button. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer includes "© Crown copyright".

What photo identity document is given?

This page gives instructions for how to choose the photo identity document given.

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

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NHS Jobs

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Pre-employment checks

What identity document did [redacted] give?

- UK or EU passport
- Non-EU passport
- Photo card driving licence
- 1** Proof of Age Standards Scheme ID (PASS)
- Biometric Residence permit (UK)
- HM Forces photo card

2 [Continue](#)

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When was this document received?

This page gives instructions for how to add the document received date.

1. Enter the received date.
2. Select 'Continue'.

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Pre-employment checks

When was this document received?

UK or EU Passport

For example, 15 3 2020

Day Month Year

1

2

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When was this document checked?

This page gives instructions for how to add the document checked date.

1. Enter the checked date.
2. Select 'Continue'.

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Pre-employment checks

When was this document checked?

UK or EU Passport

For example, 15 3 2020

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

2 [Continue](#)

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Who checked the document?

This page gives instructions for how to confirm who checked the document.

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

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Pre-employment checks

Who checked the document?

UK or EU Passport

First name

1 Last name

2 [Continue](#)

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Is the identification document acceptable?

This page gives instructions for how to confirm if the identification document is acceptable.

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

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Pre-employment checks

Is the identification document acceptable?

UK or EU Passport

Yes

No

1 or

Needs further investigation

2 [Continue](#)

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Add a note about the identification document?

This page gives instructions for how to confirm if you want to add a note about the identification document.

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

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NHS Jobs

Signed in as [Sign Out](#)

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Pre-employment checks

Add a note about the identification document?

1 Yes No

2 [Save and continue](#)

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Add a note

This page gives instructions for how to add a note about the identification document.

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

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Pre-employment checks

Add a note

Subject

1

Detail

1

2 [Continue](#)

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Add another note about the identification document?

This page gives instructions for how to confirm if you want to add another note about the identification document.

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

You're viewing **NHS BSA - GP**

NHS Jobs

Signed in as [Sign Out](#)

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Pre-employment checks

Add another note about the identification document?

1 Yes No

2 [Save and continue](#)

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View proof of identity

This page shows the proof of identity information you have added.

1. Select 'Continue'.

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

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[Go Back](#)

Pre-employment checks

... proof of identity

Date received	08 October 2020
Date checked	08 October 2020
Checked by	...
Document okay?	Yes

Type of document	Proof of identity
Document provided	UK or EU Passport
Test	Test

1 [Continue](#)

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Manage proof of identity

This page gives instructions for how to edit, delete or add another identity check document.

If you choose to delete, you will not be warned or be able to restore the information.

1. Select the 'Edit or 'Delete' link (optional).
2. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
3. Select 'Continue'.

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Pre-employment checks

proof of identity

Type	Document	What you can do
Proof of identity	UK or EU Passport	Edit or Delete 1

Add another document?

2 Yes No

3 [Continue](#)

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Do you accept the identity check documents?

This page gives instructions for to accept the applicants' identity check documents.

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

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Pre-employment checks

Do you accept the identity check documents?

Yes

1 No

or

In progress

2 [Save and continue](#)

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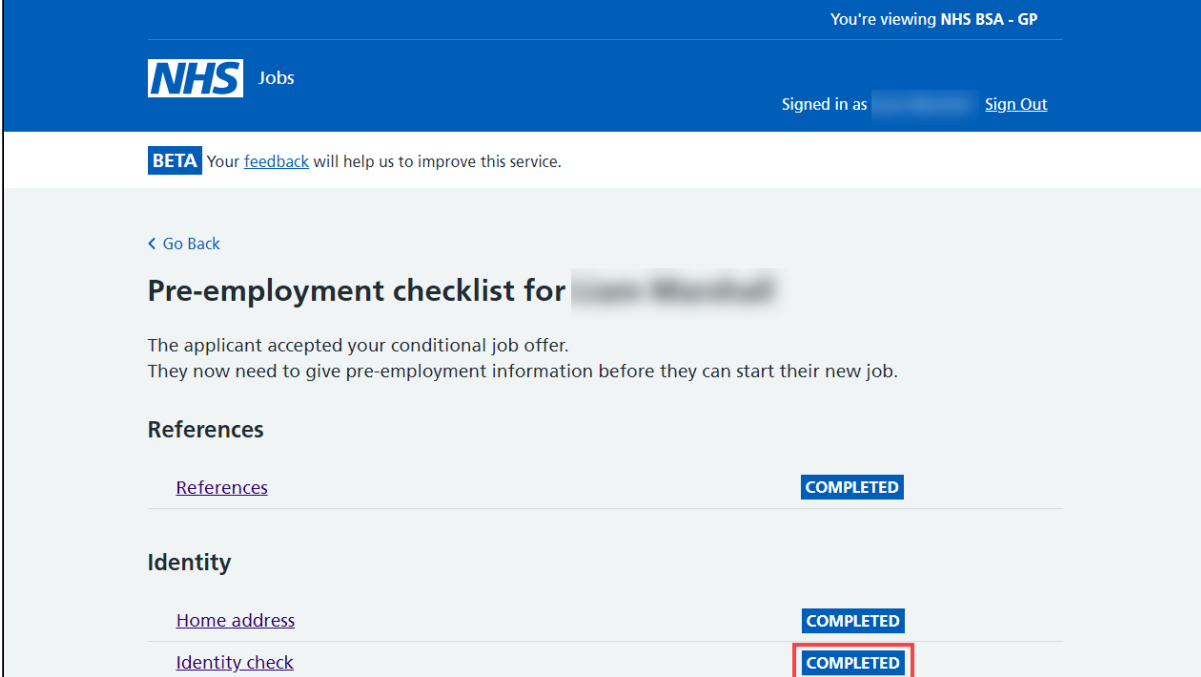
Check identity check status

This page gives instructions for how to check the status of the identity check.

The different statuses are:

- 'COMPLETED' means the checks are complete. You can move onto the next check.
- 'IN PROGRESS' means the checks are incomplete.
- 'REJECTED' means the checks are not accepted.

Go back to '[Identity check](#)' if the status checks are 'IN PROGRESS' or 'REJECTED'.



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left, and "Signed in as" and "Sign Out" are on the right. A "BETA" banner indicates that feedback will help improve the service. Below this is a "Go Back" link. The main heading is "Pre-employment checklist for [redacted]". A message states: "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 link to "References" and a "COMPLETED" status. Under "Identity", there are links for "Home address" (COMPLETED) and "Identity check" (COMPLETED). The "Identity check" link and its status are highlighted with a red box.

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