How to complete a pre-employment check in NHS Jobs user guide

This guide gives you instructions for how to complete a pre-employment check in the NHS Jobs service.

You'll complete the following checks in the NHS Jobs service:

- References
- Home address
- Professional registration (if needed by the role)

You'll complete the following checks outside of the NHS Jobs service:

- Identity check
- Right to work in UK
- Qualifications
- Disclosure and Barring Service (DBS) (if needed by the role)
- Healthcare Professional Alert Notices (HPANs) (if needed by the role)
- Occupational health assessment

You'll need give documents as evidence of your pre-employment checks with the employer.

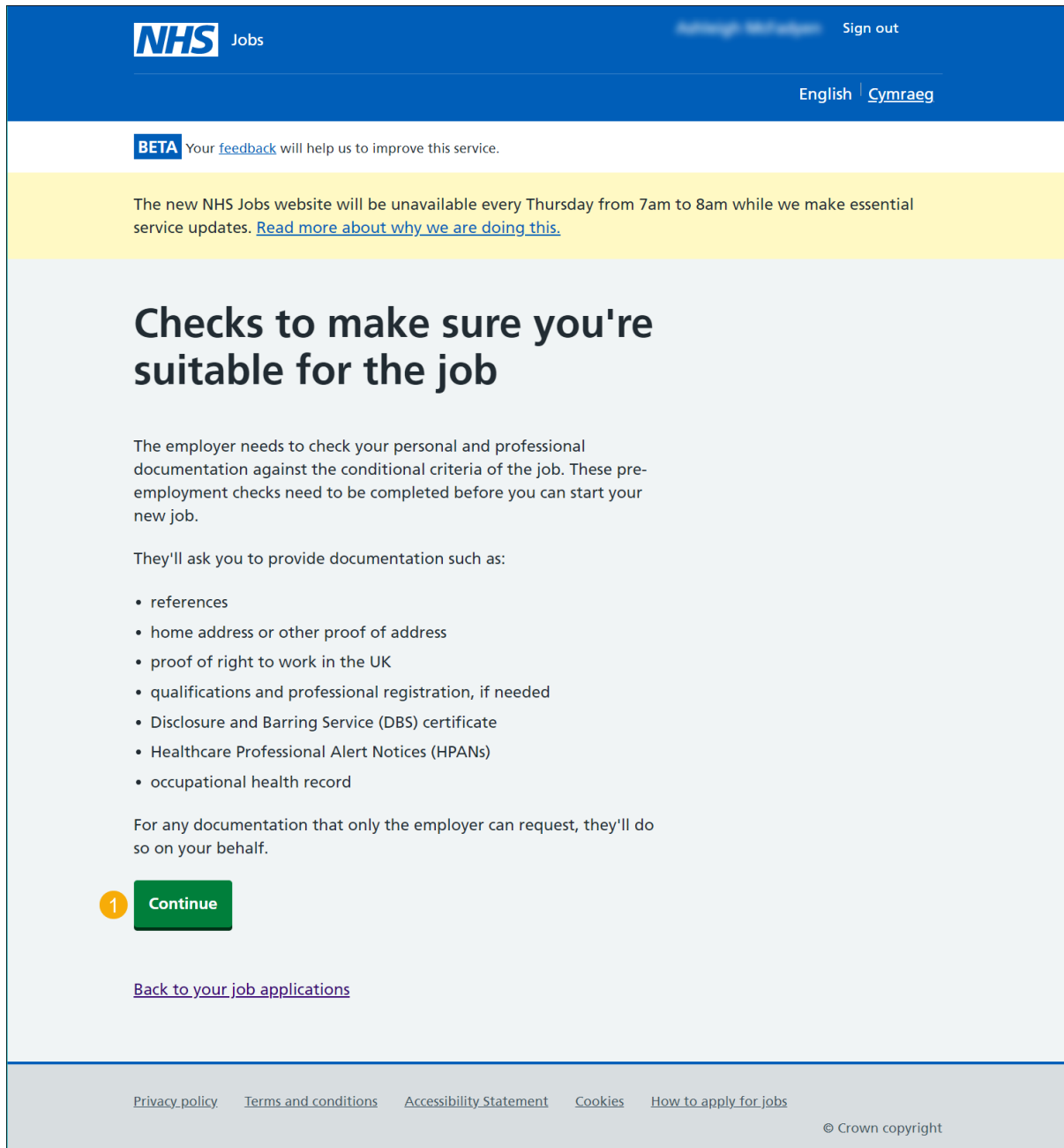# Contents

Checks to make sure you're suitable for the role

This page gives you instructions for how to check if you're suitable for the role.

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

1. Select the 'Continue' button.

NHS Jobs

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Checks to make sure you're suitable for the job

The employer needs to check your personal and professional documentation against the conditional criteria of the job. These pre-employment checks need to be completed before you can start your new job.

They'll ask you to provide documentation such as:

- references
- home address or other proof of address
- proof of right to work in the UK
- qualifications and professional registration, if needed
- Disclosure and Barring Service (DBS) certificate
- Healthcare Professional Alert Notices (HPANs)
- occupational health record

For any documentation that only the employer can request, they'll do so on your behalf.

1 **Continue**

Back to your job applications

References

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

Important: In this example, there's 1 reference to check. Once you've added your reference, the employer will check the referee details and request a reference.

To view your references, complete the following step:

1. Select the '1st reference' link.

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Pre-employment checklist

You need to provide the following evidence.

References

1 1st reference

IN PROGRESS

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Check 1st Reference

This page gives you instructions for how to check the details of your 1st reference.

Important: Once the references are sent, you must contact the employer and advise of any changes.

To check your 1st reference details, complete the following steps:

1. Select the 'Continue' button.

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Pre-employment checks
Reference

Referee received	08 April 2021

1st reference

Date started	March 2016
Date ended	April 2021
Organisation	NHSBSA
Reference type	Current employer
Referee's relationship to you	Manager
Referee's name	Joe Bloggs
Referee's telephone number	07777777777
Referee's work email address	joe.bloggs@nhs.net

1 **Continue**

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Home address

This page gives you instructions for how to add your home address.

To add your home address, complete the following step:

1. Select the 'Home address' link.

What's your home address?

This page gives you instructions for how to add your home address details.

Important: Once you've added your home address, the employer will check the details against the documentation you provide. The 'Address line 2', 'County' and 'Postcode' details are optional.

To add your home address details, complete the following steps:

1. In the **Address line 1** box, enter your details.
2. In the **Town or city** box, enter your details.
3. In the **Country** box, select an answer from the drop-down menu.
4. Select the 'Save and continue' button.

View home address

This page gives you instructions for how to view your home address details.

To view your home address details, complete the following step:

1. Select the 'Home address' link.

Check home address

This page gives you instructions for how to check your home address details.

To check or edit your home address details, complete the following steps:

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

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Pre-employment checks

Date received	22 April 2021
Date edited	22 April 2021

Address line 1	Goldcrest Way
Address line 2	
Town or city	Newcastle Upon Tyne
County	
Postcode	NE15 8NY
Country	United Kingdom

Edit this information?

1 ◯ Yes   ◯ No

2 Continue

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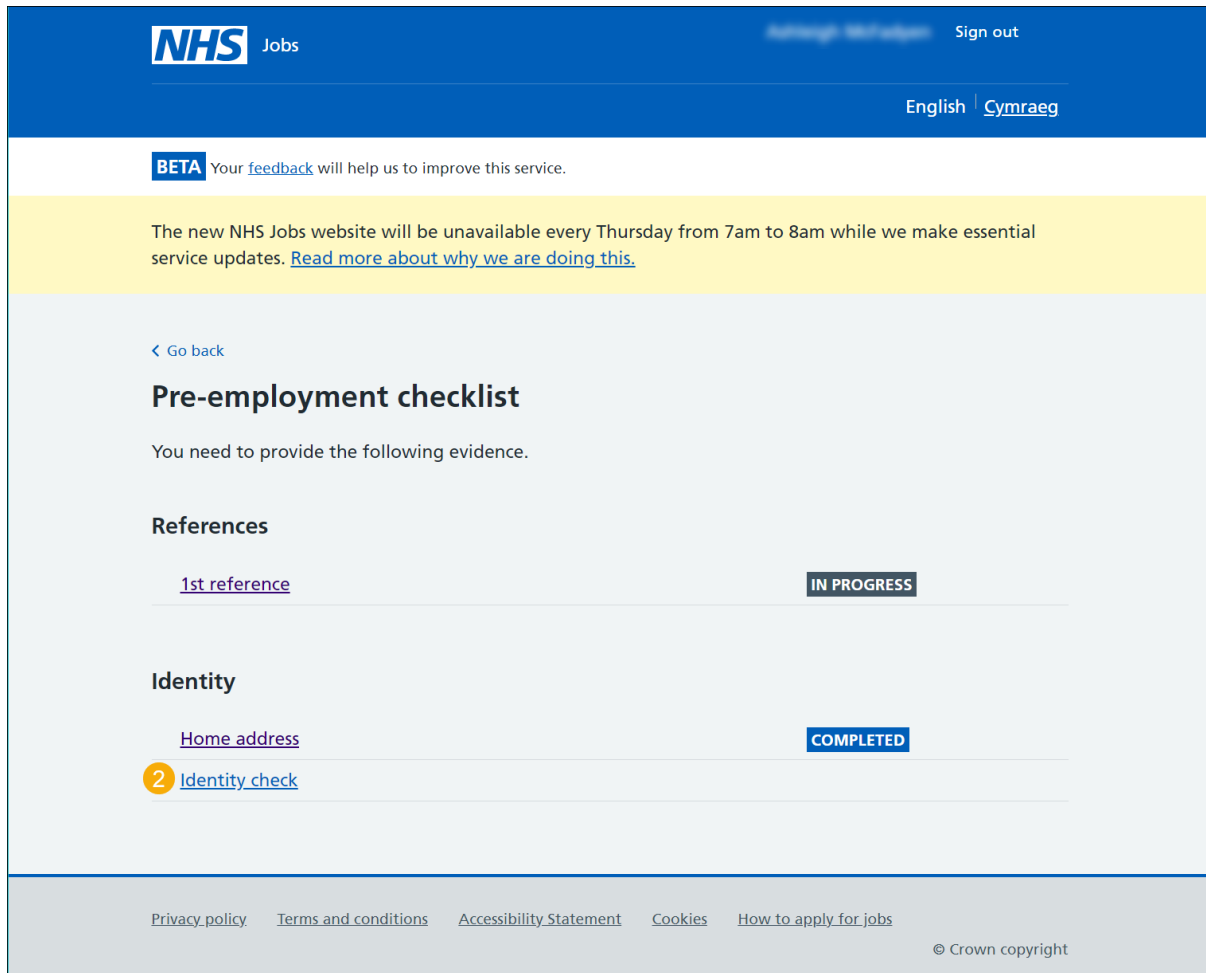
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Identity check

This page gives you instructions for how to confirm your identity.

To view the identify check instructions, complete the following step:

1. Select the 'Identity check' link.

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Pre-employment checklist

You need to provide the following evidence.

References

1st reference

IN PROGRESS

Identity

Home address

COMPLETED

2 Identity check

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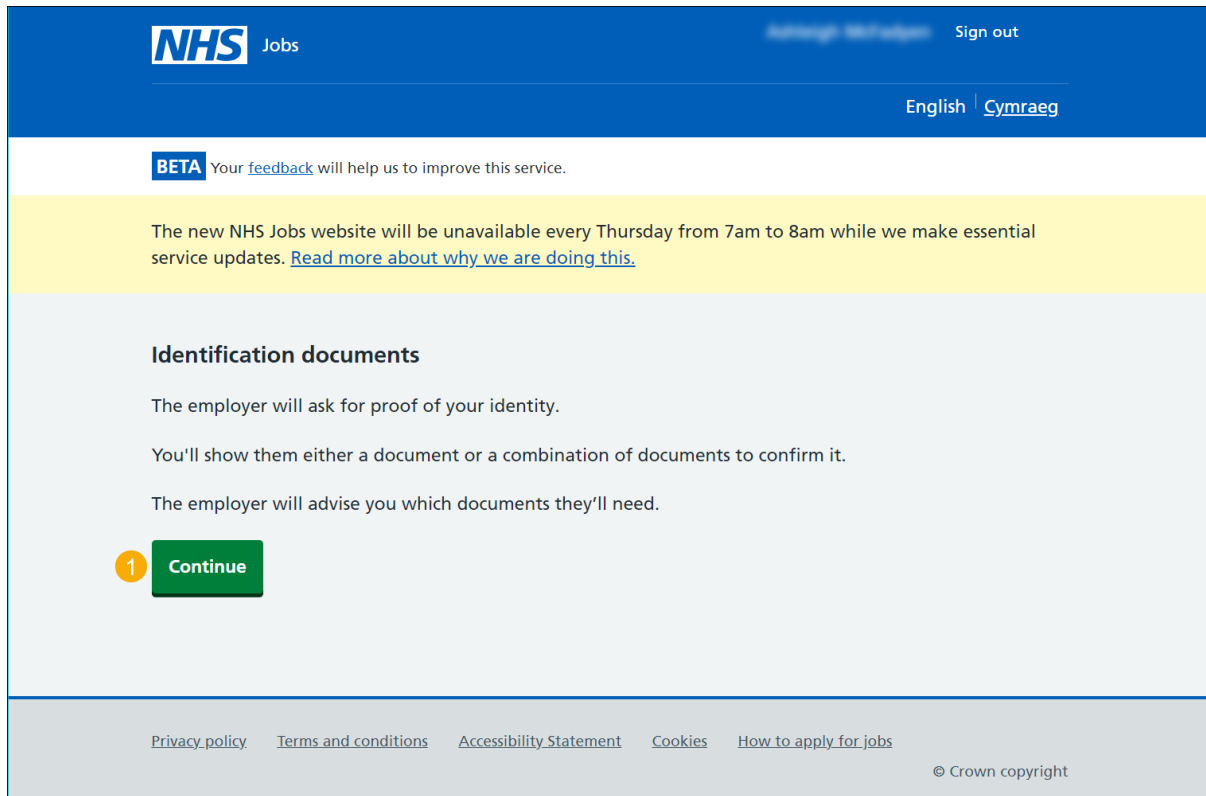
Identification documents

This page gives you instructions for how to share your identification details with the employer.

<mark>Important:</mark> You'll complete this check outside of the NHS Jobs service.

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

1. Select the 'Continue' button.

Right to work in UK

This page gives you instructions for how to confirm your right to work in the UK.

To view the right to work in UK instructions, complete the following step:

1. Select the 'Right to work in UK' link.

Inside the screenshot:

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Pre-employment checklist

You need to provide the following evidence.

References

1st reference — IN PROGRESS

Identity

Home address — COMPLETED
Identity check

Right to work

1 Right to work in UK

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Right to work in UK checks

This page gives you instructions for how to share your right to work in UK details with the employer.

Important: You'll complete this check outside of the NHS Jobs service.

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

1. Select the 'Continue' button.

Qualifications

This page gives you instructions for how to confirm your qualifications.

To view the qualification instructions, complete the following step:
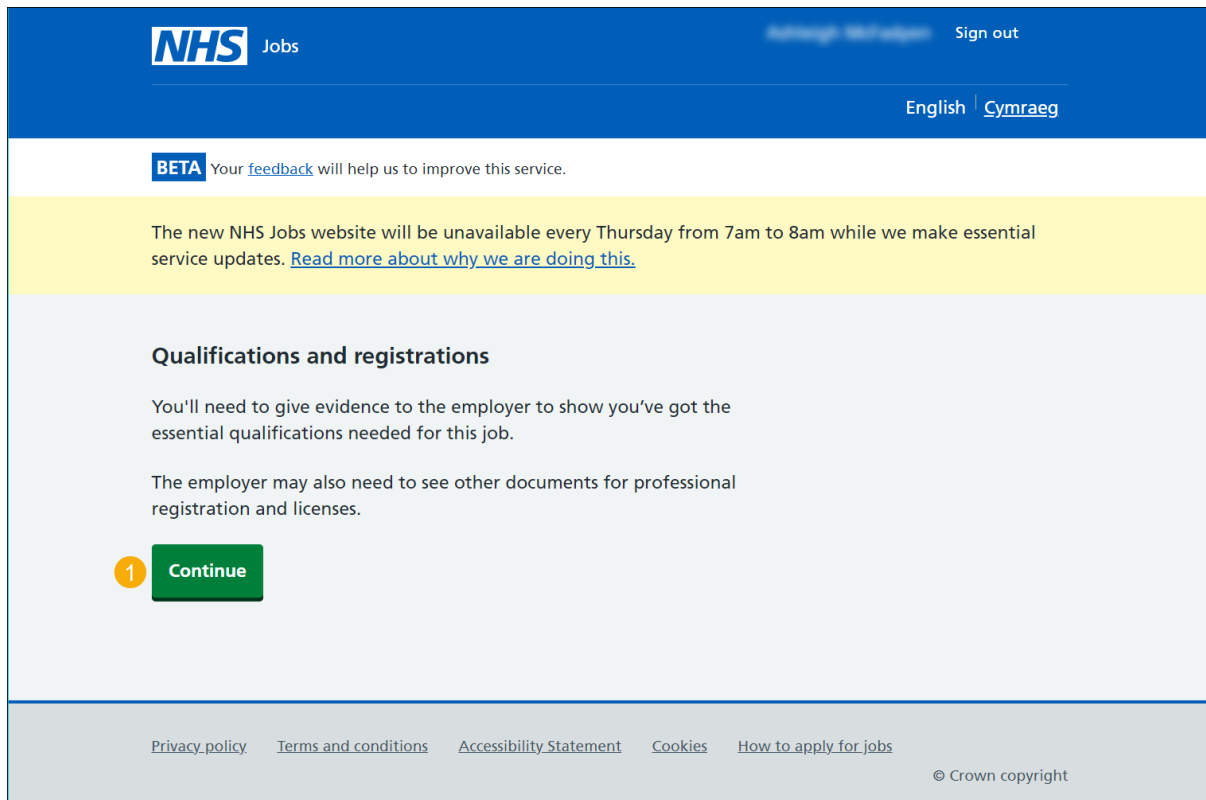
1. Select the 'Qualifications' link.

Qualification's check

This page gives you instructions for how to share your qualification details with the employer.

<mark>Important:</mark> You'll complete this check outside of the NHS Jobs service.

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

1. Select the 'Continue' button.

Professional registrations

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

To view the professional registration instructions, complete the following step:

1. Select the 'Professional registrations' link.

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Pre-employment checklist

You need to provide the following evidence.

References

1st reference

IN PROGRESS

Identity

Home address

COMPLETED

Identity check

Right to work

Right to work in UK

Qualifications and registrations

Qualifications

1 Professional registrations

IN PROGRESS

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Professional registrations check

This page gives you instructions for how to share your professional registration details with the employer.

Important: If a professional registration is needed for the role, you'll complete this check outside of the NHS Jobs service.

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

1. Select the 'Continue' button.

Disclosure and Barring Service (DBS)

This page gives you instructions for how to confirm your DBS.

To view the DBS instructions, complete the following step:

1. Select the 'Disclosure and Barring Service (DBS)' link.

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Pre-employment checklist

You need to provide the following evidence.

References

1st reference

IN PROGRESS

Identity

Home address

COMPLETED

Identity check

Right to work

Right to work in UK

Qualifications and registrations

Qualifications

Professional registrations

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Background checks

1 Disclosure and Barring Service (DBS) check

Healthcare Professional Alert Notices (HPANs)

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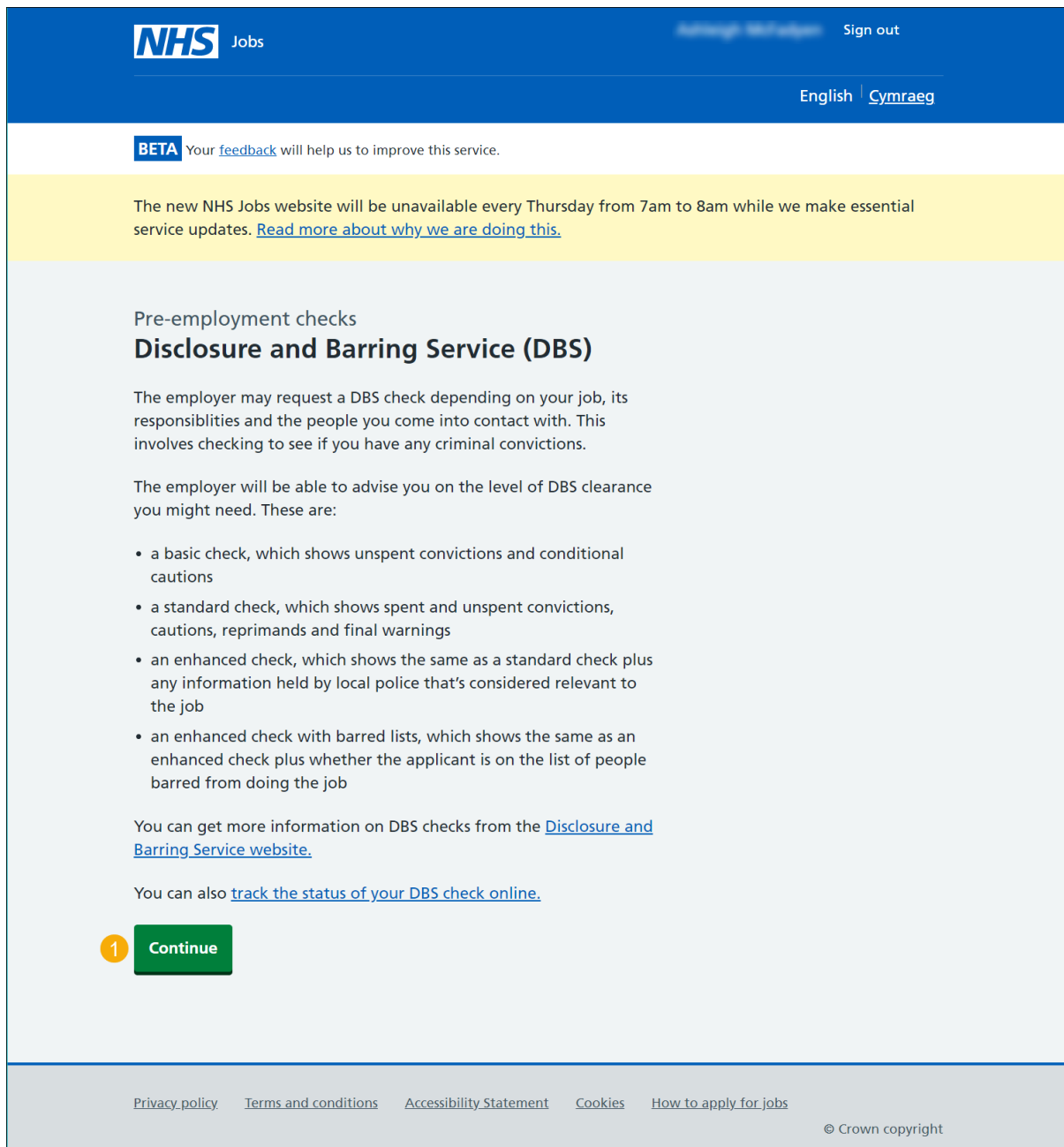
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DBS check

This page gives you instructions for how to share your DBS details with the employer.

Important: If a DBS check is needed for the role, you'll complete this check outside of the NHS Jobs service.

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

1. Select the 'Continue' button.

Tip: You can select the links for more information.

Healthcare Professional Alert Notices (HPANs)

This page gives you instructions for how to confirm your HPAN.

To view the HPAN instructions, complete the following step:

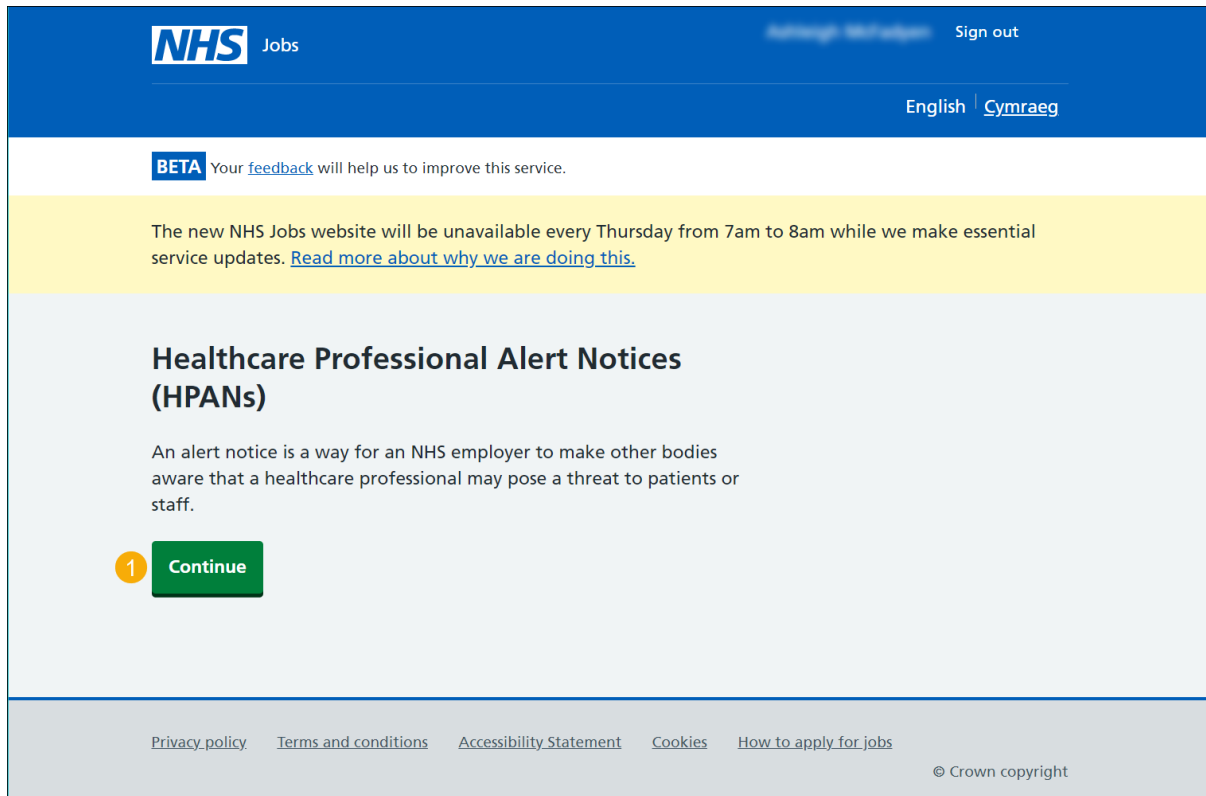1. Select 'Healthcare Professional Alert Notices (HPANs)' link.

HPANs check

This page gives you instructions for how to share your HPAN details with the employer.

Important: If a HPAN check is needed for the role, you'll complete this check outside of the NHS Jobs service.

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

1. Select the 'Continue' button.

Health assessment

This page gives you instructions for how to confirm your health assessment.

Important: If you are an internal applicant, you may not need to do this.

To view the health assessment instructions, complete the following step:

1. Select the 'Health assessment' link.

Occupational health checks

This page gives you instructions for how to share your occupation health details with the employer.

Important: You'll complete this check outside of the NHS Jobs service.

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

1. Select the 'Continue' button.

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Pre-employment checks
Occupational health checks

You must have an occupational health check before starting a job in the NHS. It is your employer's responsibility to:

- make sure you are medically fit for the job you have applied for
- make any reasonable adjustments if needed

All checks follow equal opportunities legislation and the requirements of the Disability Discrimination Act 1995 (DDA).

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Complete pre-employment check

This page gives you instructions for how to complete your pre-employment check.

Important: Check the details of your pre-employment checks before you send the details to the employer. Once sent, the employer checks the details and if they're acceptable, you'll be made a contract offer.

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

1. Select the 'Continue' button.

You've reached the end of this user guide as you've completed a pre-employment check.

Go to the 'How to respond to a contract offer in NHS Jobs user guide' if you're offered a contract of employment.