

## 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

[How to complete a pre-employment check in NHS Jobs user guide](#)

[Checks to make sure you're suitable for the role](#)

[References](#)

[Check 1<sup>st</sup> Reference](#)

[Home address](#)

[What's your home address?](#)

[View home address](#)

[Check home address](#)

[Identity check](#)

[Identification documents](#)

[Right to work in UK](#)

[Right to work in UK checks](#)

[Qualifications](#)

[Qualification's check](#)

[Professional registrations](#)

[Professional registrations check](#)

[Disclosure and Barring Service \(DBS\)](#)

[DBS check](#)

[Healthcare Professional Alert Notices \(HPANs\)](#)

[HPANs check](#)

[Health assessment](#)

[Occupational health checks](#)

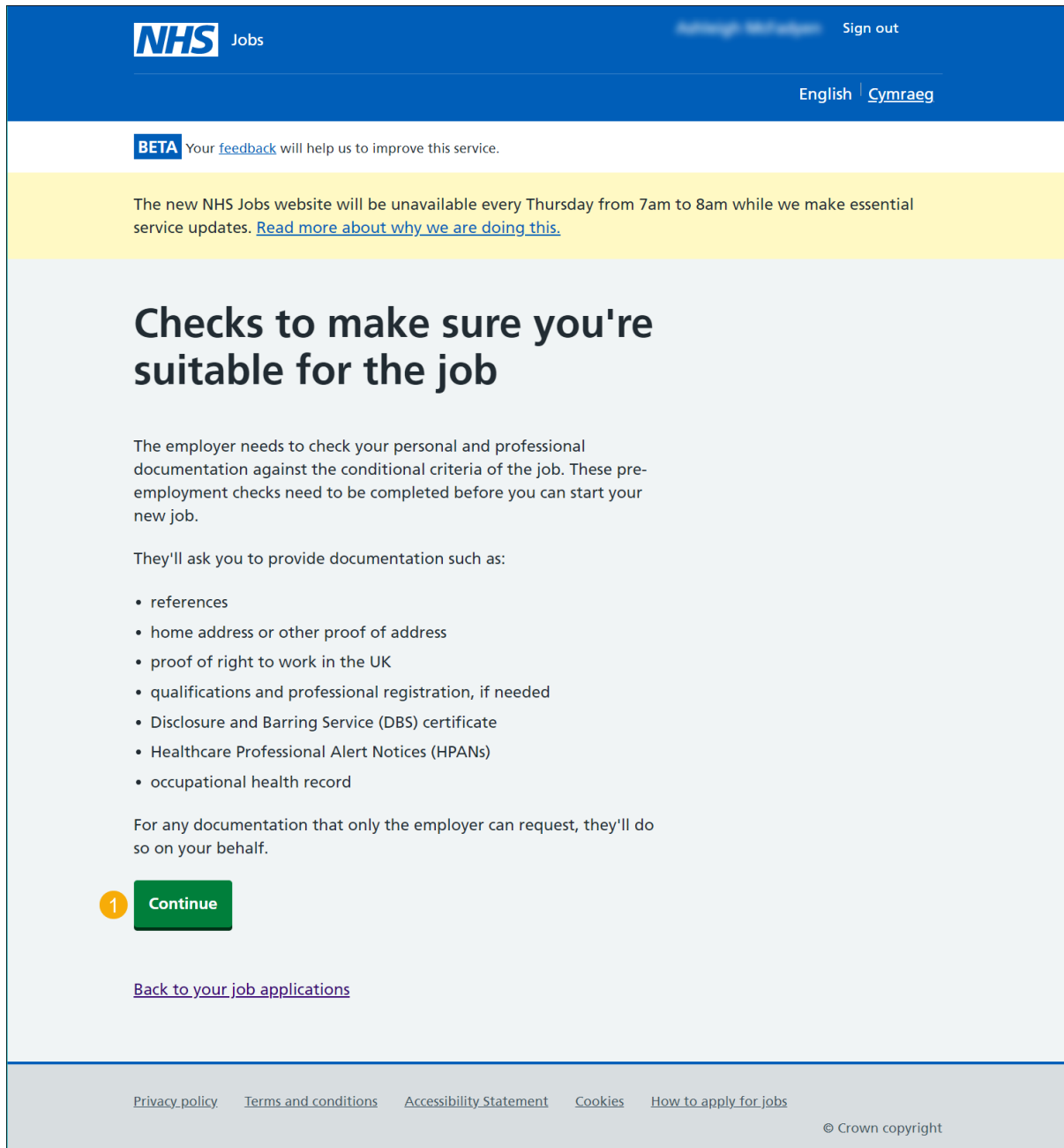
[Complete pre-employment check](#)

## 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.



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 is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: '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.](#)'

## 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](#)

At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the far right of the footer, it says '© Crown copyright'.

## 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.

**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](#)

### Pre-employment checklist

You need to provide the following evidence.

#### References

1 [1st reference](#) IN PROGRESS

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

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## Check 1<sup>st</sup> 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 1<sup>st</sup> reference details, complete the following steps:

1. Select the 'Continue' 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 right, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains a BETA message: 'Your feedback will help us to improve this service.' A yellow banner below that states: '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.](#)'

The main content area is titled 'Pre-employment checks' and 'Reference'. It features a table with the following data:

Referee received	08 April 2021
<b>1st reference</b>	
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	<a href="mailto:joe.bloggs@nhs.net">joe.bloggs@nhs.net</a>

At the bottom of the table, there is a green button labeled 'Continue' with a '1' in a yellow circle next to it, indicating the first step.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right, it says '© Crown copyright'.

## 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.

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 right, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a notice: '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.' The main content area is light blue and contains a 'Pre-employment checklist' section. It starts with a '< Go back' link and the text 'You need to provide the following evidence.' The checklist is divided into two sections: 'References' and 'Identity'. Under 'References', there is a link for '1st reference' and a black 'IN PROGRESS' badge. Under 'Identity', there is a yellow circle with the number '1' next to the 'Home address' link, and a link for 'Identity check' below it. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

## 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.

**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](#)

Pre-employment checks

### What's your home address?

Address line 1

1

Address line 2 (Optional)

Town or city

2

County (Optional)

Postcode (Optional)

Country

3

4

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

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## 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.

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 is a white banner with a blue 'BETA' tag 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. The main content area is light blue and contains a 'Pre-employment checklist' section. It starts with a '< Go back' link and the text 'You need to provide the following evidence.' There are two main sections: 'References' and 'Identity'. Under 'References', there is a link for '1st reference' with an 'IN PROGRESS' status tag. Under 'Identity', there is a link for 'Home address' with a 'COMPLETED' status tag and a '1' in a yellow circle next to it, and a link for 'Identity check' below it. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

**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](#)

### Pre-employment checklist

You need to provide the following evidence.

#### References

[1st reference](#) **IN PROGRESS**

#### Identity

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

[Identity check](#)

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

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## 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.

**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](#)

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](#)

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

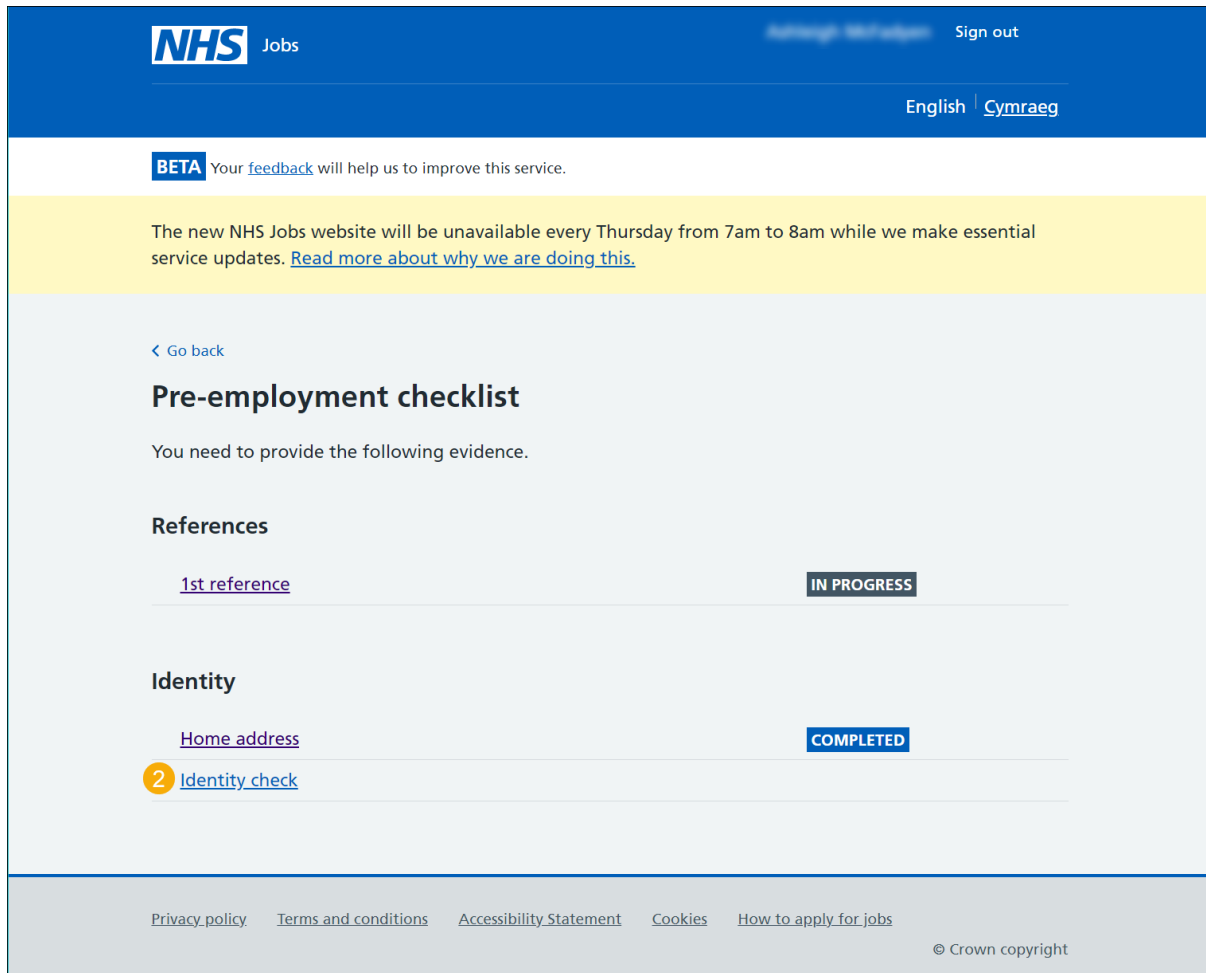
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## Identity check

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.



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 is a white 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. The main content area is light blue and contains a 'Pre-employment checklist' section. It starts with a '< Go back' link and the text 'You need to provide the following evidence.' There are two main sections: 'References' and 'Identity'. Under 'References', there is a link for '1st reference' with a status of 'IN PROGRESS'. Under 'Identity', there are two links: 'Home address' with a status of 'COMPLETED' and 'Identity check' with a status of '2' (highlighted in a yellow circle).

**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](#)

### Pre-employment checklist

You need to provide the following evidence.

#### References

[1st reference](#) **IN PROGRESS**

#### Identity

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

**2** [Identity check](#)

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

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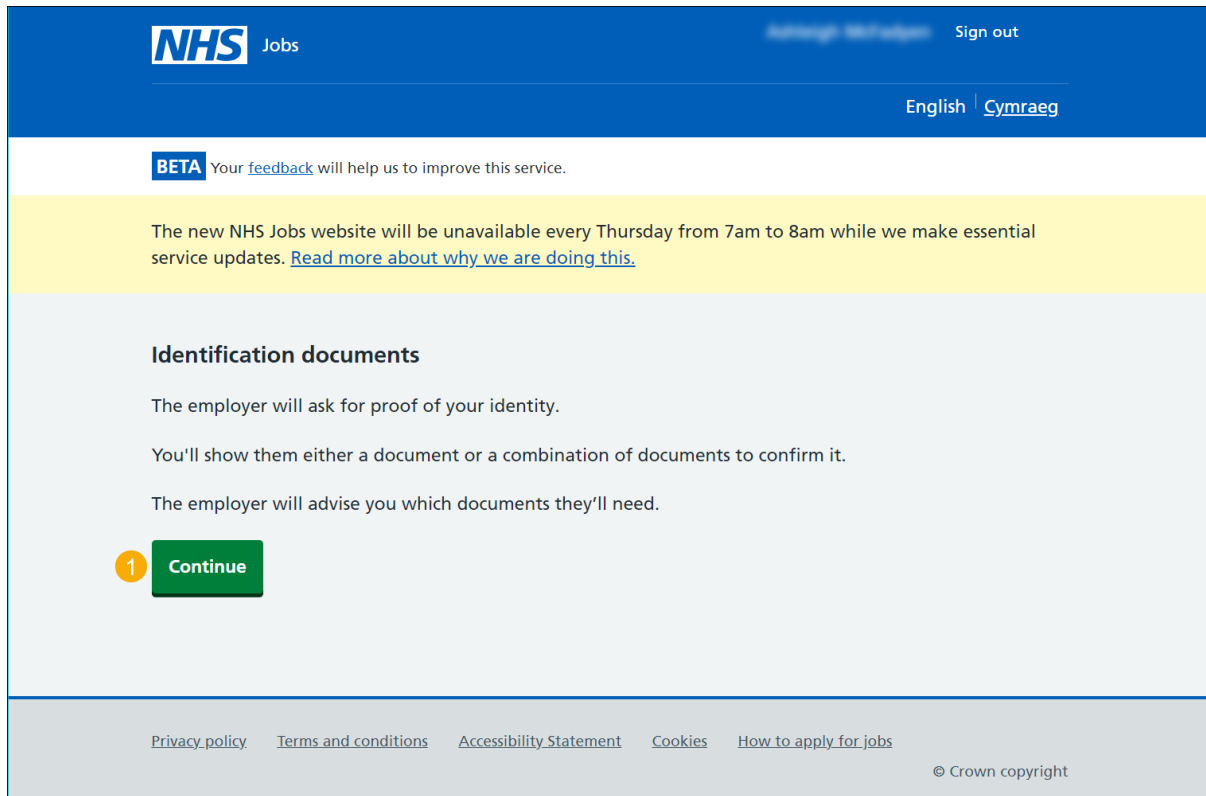
## Identification documents

This page gives you instructions for how to share your identification 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.



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 is a white bar with 'English' and 'Cymraeg' language options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box contains a service update: '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.' The main content area is light blue and titled 'Identification documents'. It contains three paragraphs: 'The employer will ask for proof of your identity.', 'You'll show them either a document or a combination of documents to confirm it.', and 'The employer will advise you which documents they'll need.' A green button with a white '1' in a yellow circle and the text 'Continue' is positioned below the text. At the bottom, a grey footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

## 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.

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 is a language selector with 'English' and 'Cymraeg' options. A yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' Below this, a yellow box states: '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.' The main content area is titled 'Pre-employment checklist' and includes a 'Go back' link. It lists three categories: 'References' with a '1st reference' link and an 'IN PROGRESS' status; 'Identity' with 'Home address' (COMPLETED) and 'Identity check' links; and 'Right to work' with a '1 Right to work in UK' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

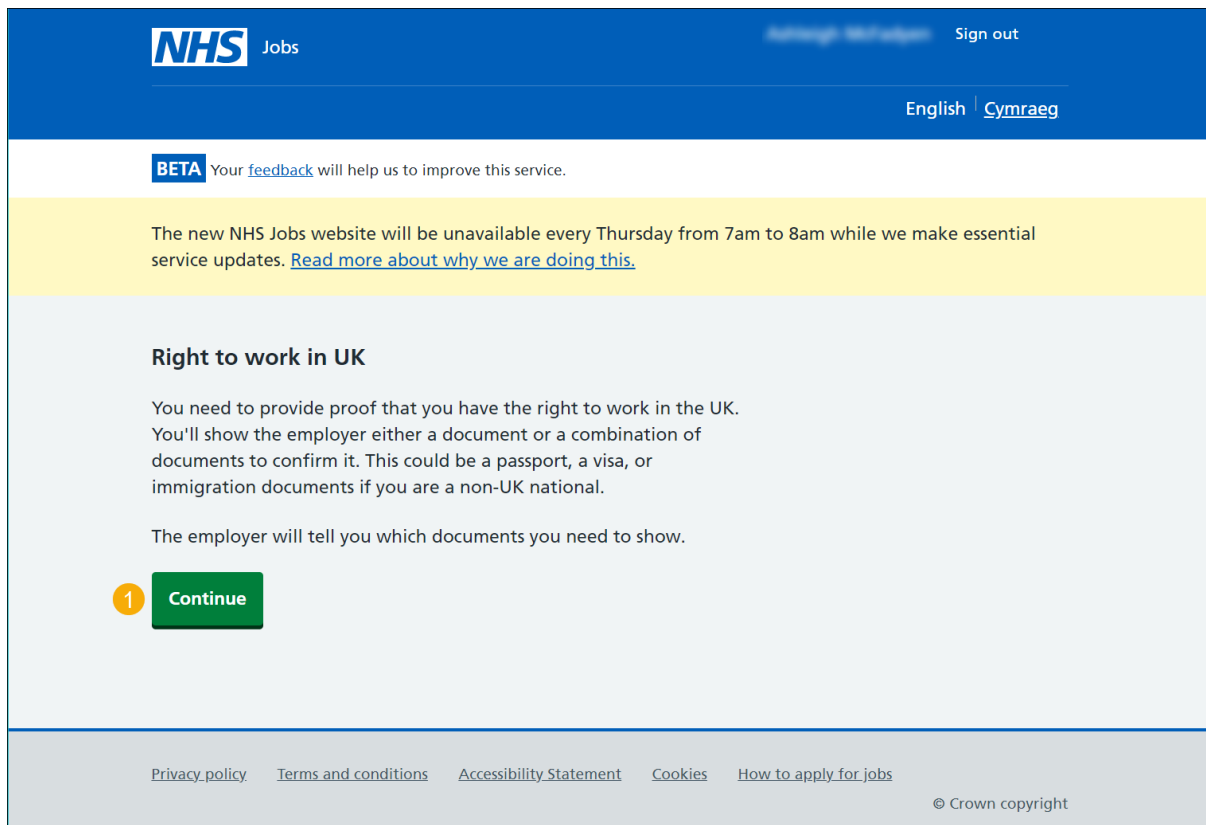
## Right to work in UK checks

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.



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 yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box contains a service update: '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.' The main content area is titled 'Right to work in UK' and contains the following text: 'You need to provide proof that you have the right to work in the UK. You'll show the employer either a document or a combination of documents to confirm it. This could be a passport, a visa, or immigration documents if you are a non-UK national. The employer will tell you which documents you need to show.' At the bottom of this section is a green button with a yellow circle containing the number '1' and the text 'Continue'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

## 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.

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 right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message: '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.' The main content area is light blue and contains a 'Pre-employment checklist' section. It starts with a '< Go back' link and the text 'You need to provide the following evidence.' The checklist is organized into four categories: 'References', 'Identity', 'Right to work', and 'Qualifications and registrations'. Under 'References', there is a link '1st reference' with a status of 'IN PROGRESS'. Under 'Identity', there are two links: 'Home address' (status: 'COMPLETED') and 'Identity check'. Under 'Right to work', there is a link 'Right to work in UK'. Under 'Qualifications and registrations', there is a link 'Qualifications' (status: '1') and a link 'Professional registrations' (status: 'IN PROGRESS'). At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the text '© Crown copyright'.

**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](#)

### 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

**1** [Qualifications](#)

[Professional registrations](#) **IN PROGRESS**

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

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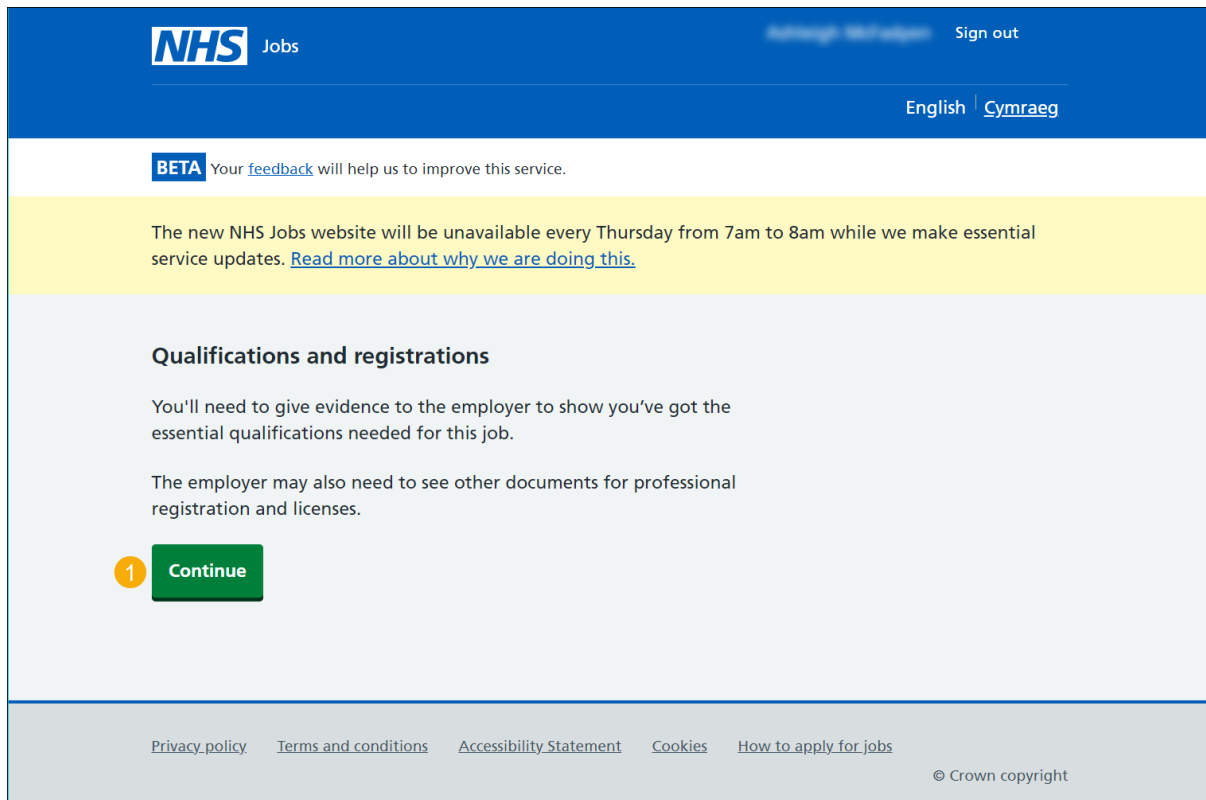
## Qualification's check

This page gives you instructions for how to share your qualification 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.



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 is a white 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. The main content area is light blue and titled 'Qualifications and registrations'. It contains two paragraphs of text explaining the need for evidence and other documents. At the bottom of this section is a green 'Continue' button with a yellow circle containing the number '1' to its left. The footer is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

## 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.

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 is a white 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. The main content area is light blue and contains a 'Pre-employment checklist' section. A 'Go back' link is at the top left of this section. The checklist is divided into four categories: 'References', 'Identity', 'Right to work', and 'Qualifications and registrations'. Under 'References', there is a link for '1st reference' with an 'IN PROGRESS' status. Under 'Identity', there are links for 'Home address' (status: 'COMPLETED') and 'Identity check'. Under 'Right to work', there is a link for 'Right to work in UK'. Under 'Qualifications and registrations', there is a link for 'Qualifications' and a link for 'Professional registrations' which is highlighted with a yellow circle containing the number '1' and has an 'IN PROGRESS' status. At the bottom of the page, there is a grey 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'.

**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](#)

### 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**

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

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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.

**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.](#)

### Qualifications and registrations

You'll need to give evidence to the employer to show you've got the essential qualifications needed for this job.

The employer may also need to see other documents for professional registration and licenses.

**1** [Continue](#)

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

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## 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.

**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](#)

### 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](#) **IN PROGRESS**

#### Background checks

**1** [Disclosure and Barring Service \(DBS\) check](#)

[Healthcare Professional Alert Notices \(HPANs\)](#)

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

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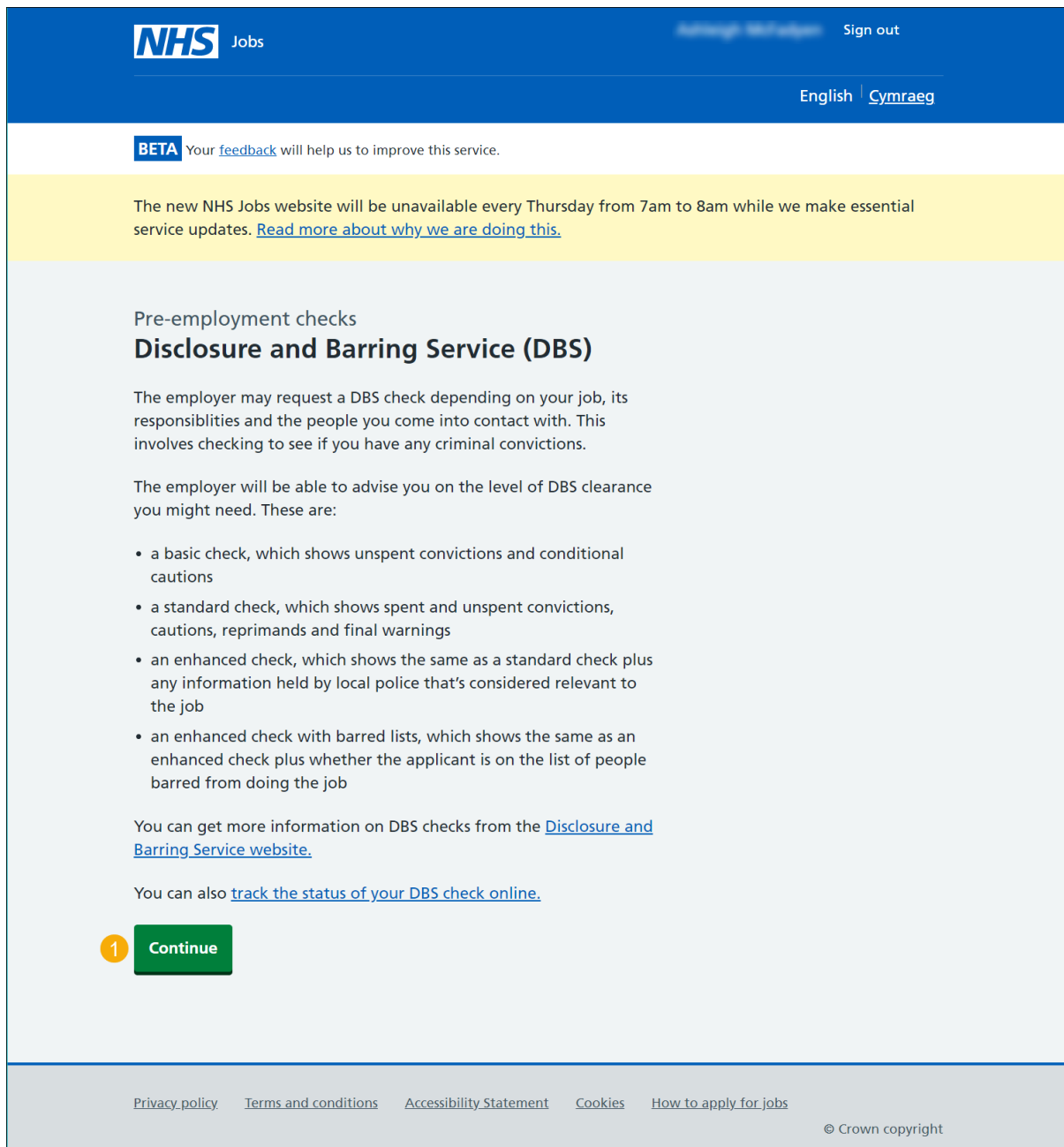
## DBS check

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.



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 yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, another yellow banner states: '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.](#)'

The main content area is titled 'Pre-employment checks' and 'Disclosure and Barring Service (DBS)'. It explains that employers may request a DBS check based on job responsibilities and contact with others, involving a check for criminal convictions. It lists the levels of clearance an employer might require:

- a basic check, which shows unspent convictions and conditional cautions
- a standard check, which shows spent and unspent convictions, cautions, reprimands and final warnings
- an enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the job
- an enhanced check with barred lists, which shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the job

Links are provided for more information: '[Disclosure and Barring Service website.](#)' and '[track the status of your DBS check online.](#)'

A green button with a white '1' in a yellow circle and the text 'Continue' is highlighted as the next step.

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'.

**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.

**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](#)

### 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](#) **IN PROGRESS**

#### Background checks

[Disclosure and Barring Service \(DBS\) check](#)

**1** [Healthcare Professional Alert Notices \(HPANs\)](#)

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

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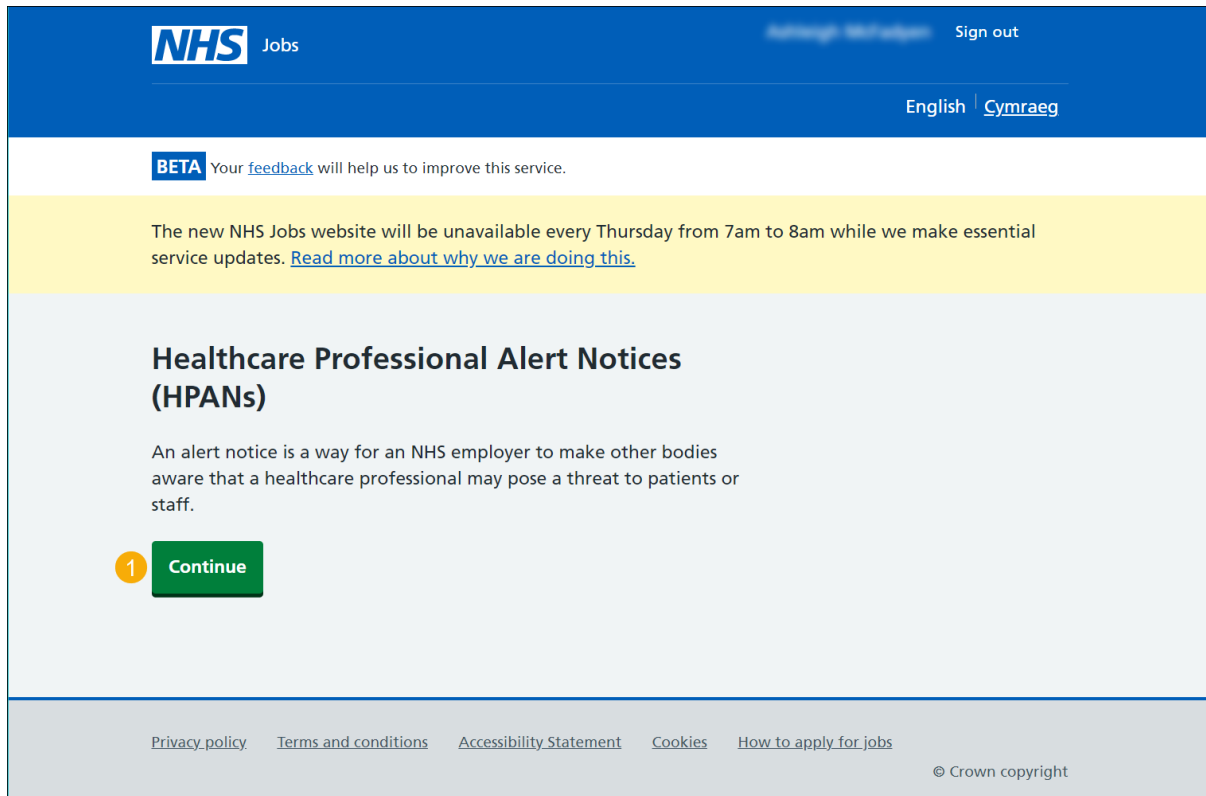
## HPANs check

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.



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 is a white bar with 'English' and 'Cymraeg' language options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a light blue banner states: '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.](#)' The main content area has a heading 'Healthcare Professional Alert Notices (HPANs)' and a sub-heading 'An alert notice is a way for an NHS employer to make other bodies aware that a healthcare professional may pose a threat to patients or staff.' A green button with a yellow circle containing the number '1' and the text 'Continue' is prominently displayed. At the bottom, a grey footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

## 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo, 'Jobs', and 'Sign out' link. Below the header, there is a yellow banner with a 'BETA' notice: 'Your feedback will help us to improve this service.' and a message about website unavailability on Thursdays. The main content area is titled 'Pre-employment checklist' and includes a 'Go back' link. The checklist items are: 'References' (with '1st reference' marked 'IN PROGRESS'), 'Identity' (with 'Home address' marked 'COMPLETED' and 'Identity check'), 'Right to work' (with 'Right to work in UK'), 'Qualifications and registrations' (with 'Qualifications' and 'Professional registrations' marked 'IN PROGRESS'), 'Background checks' (with 'Disclosure and Barring Service (DBS) check' and 'Healthcare Professional Alert Notices (HPANs)'), and 'Occupational health' (with '1 Health assessment' marked as the current step). A 'Back to your job applications' link is at the bottom. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

## 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.

**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.](#)

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).

**1** [Continue](#)

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

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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.

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 right, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a white banner states: '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.](#)'

The main content area has a light blue background. It starts with a '< Go back' link. The title is 'Check the details of your conditional job offer'. Below the title, it says: 'The information is provisional. Other details will be confirmed after you've provided documentation.'

The job details are presented in a table-like format:

Applicant name	[Redacted]
Applicant telephone	[Redacted]
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	30 hours a week
Salary	£22000 a year
Contact	[Redacted]

At the bottom of the job details, there is a green button with a white '1' in a circle and the text 'Continue'. Below the button is a link: '[Back to your applications](#)'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right side of the footer, it says '© Crown copyright'.

**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.**