

## How to complete a Disclosure and Barring Service (DBS) check in NHS Jobs user guide

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

You'll confirm if the applicant needs a DBS check.

If they do, you'll select the level, and enter the last check date, document received date, checked date and who checked it.

Once you've checked the details, you'll confirm if the DBS check is okay, and you can add a note about the check.

If the DBS status is 'COMPLETED', the check is complete.

For Electronic Staff Record (ESR) users. If an applicant accepts a contract of employment, the DBS information is transferred from NHS Jobs to ESR.

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## Pre-employment checks

This page gives you instructions for how to complete the pre-employment checks.

**Important:** You must have a job listing at the pre-employment checks stage.

To view the job listings at the pre-employment stage, complete the following step:

1. Select the 'Pre-employment checks' link.

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### NHS BSA Training Dashboard

Showing tasks for

<a href="#">Draft</a>	7	<div><div style="width: 100%;"></div></div>
<a href="#">Published</a>	0	<div><div style="width: 0%;"></div></div>
<a href="#">Shortlisting</a>	9	<div><div style="width: 100%;"></div></div>
<a href="#">Interviews</a>	13	<div><div style="width: 100%;"></div></div>
<a href="#">Ready to offer</a>	4	<div><div style="width: 100%;"></div></div>
<a href="#">Conditional offers</a>	3	<div><div style="width: 100%;"></div></div>
<b>1</b> <a href="#">Pre-employment checks</a>	6	<div><div style="width: 100%;"></div></div>
<a href="#">Contracts</a>	2	<div><div style="width: 100%;"></div></div>
<a href="#">End recruitment</a>	0	<div><div style="width: 0%;"></div></div>

#### What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

#### Manage the account

- [Users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)
- [Approval settings](#)
- [Departments](#)

#### Help and information

- [The employer hub](#)

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

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## View pre-employment checks

This page gives you instructions for how to view the pre-employment checks.

**Important:** The 'Outstanding checks' section shows the checks that need completed.

Find the job listing and complete the following step:

1. In **What needs doing next**, select the 'View checks or withdraw offer' link.

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### NHS BSA Training

## Pre-employment checks

Showing tasks for

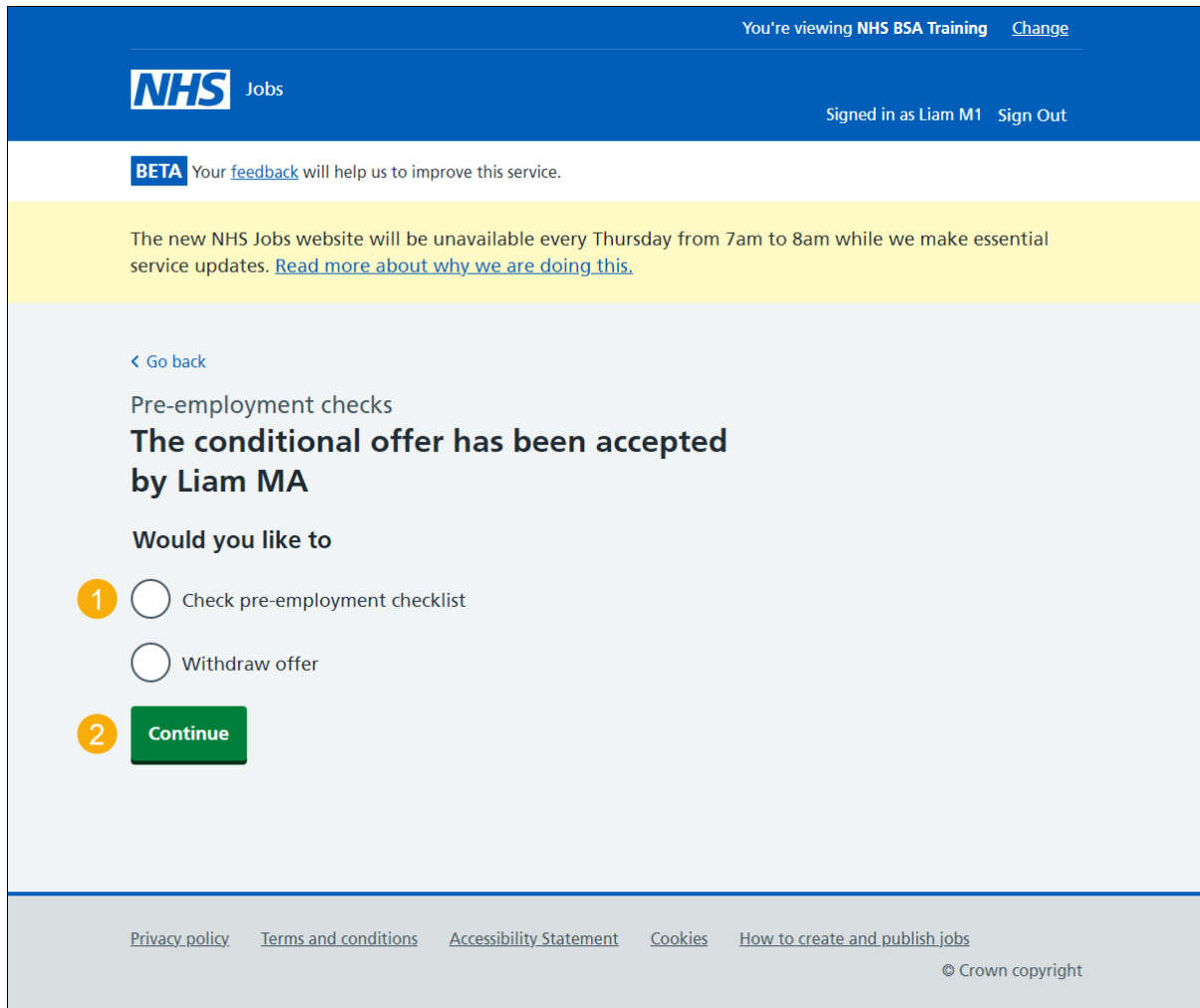
Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-201222-00001	<a href="#">Training and Support Manager NHS Jobs</a> T2020-20-0462	01 Jun 2021 <b>ON TRACK</b>	References Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a> <b>1</b>

## Check pre-employment checklist

This page gives you instructions for how to check the pre-employment checklist.

To check the pre-employment checklist, complete the following step:

1. Select the 'Check pre-employment checklist' link.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "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 "Go back" link, the text "Pre-employment checks", and a large heading "The conditional offer has been accepted by Liam MA". Below this, it asks "Would you like to" and provides two radio button options: "1 Check pre-employment checklist" and "Withdraw offer". A green "Continue" button is positioned below the first option, with a "2" in a yellow circle next to it. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

## Disclosure and Barring Service (DBS) check

This page gives you instructions for how to complete a DBS check.

To complete a DBS check, complete the following step:

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

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### Pre-employment checklist for Liam MA

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

#### References

<a href="#">References</a>	<b>IN PROGRESS</b>
----------------------------	--------------------

#### Identity

<a href="#">Home address</a>	<b>COMPLETED</b>
<a href="#">Identity check</a>	<b>COMPLETED</b>
<a href="#">Inter Authority Transfer (IAT)</a>	<b>COMPLETED</b>

#### Right to work

<a href="#">Right to work in the UK</a>	<b>COMPLETED</b>
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#### Qualifications and registrations

<a href="#">Qualifications</a>	<b>COMPLETED</b>
<a href="#">Professional registrations</a>	<b>COMPLETED</b>

#### Background checks

<b>1</b> <a href="#">Disclosure and Barring Service (DBS) check</a>	
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## What DBS check does the applicant need?

This page gives you instructions for how to confirm if the applicant needs a DBS check.

**Important:** If a DBS is needed, make sure you select the correct level.

To confirm if a DBS check is needed, complete the following steps:

1. Select an answer:
  - [‘DBS level’](#)
  - [‘Not required’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "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 breadcrumb "Pre-employment checks" and the title "What DBS check does Liam MA need?". Below the title, it says "Select the level" and lists five radio button options: "Basic", "Standard", "Enhanced", "Enhanced with barred list", and "Not required". A yellow circle with the number "1" is next to the "Enhanced" option. Below the options, it says "or" and then "Continue" with a green button. A yellow circle with the number "2" is next to the "Continue" button. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", followed by "© Crown copyright".

**You've reached the end of this user guide if the applicant doesn't need a DBS.**

## When did the applicant last have a DBS check?

This page gives you instructions for how to add the applicants last DBS check date.

**Important:** This page is only shown if a DBS is needed.

To add the last DBS check date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

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Pre-employment checks

### When did Liam MA last have a DBS check?

You'll find this on a copy of the employee's DBS Certificate in their employment file.

For example, 15 03 2012

Day    Month    Year

1

2 [Continue](#)

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**Tip:** You'll find the date on a copy of the employee's DBS Certificate in their employment file.



## When was this document received?

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

**Important:** This page is only shown if a DBS is needed.

To add the document received date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

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Pre-employment checks

### When was this document received?

For example, 15 03 2012

Day    Month    Year

1

2 [Continue](#)

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## When was this document checked?

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

**Important:** This page is only shown if DBS is needed.

To add the document checked date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

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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.](#)

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Pre-employment checks

### When was this document checked?

For example, 15 03 2012

Day    Month    Year

1

2 [Continue](#)

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## Who checked the DBS status?

This page gives you instructions for how to confirm who checked the DBS status.

**Important:** This page is only shown if a DBS is needed.

To add who checked the DBS status, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. Select the 'Continue' button.

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**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.](#)

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Pre-employment checks

### Who checked the DBS status?

First name

1

Last name

2

3 [Continue](#)

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## Is the DBS check okay?

This page gives you instructions for how to confirm if the DBS check is okay.

**Important:** This page is only shown if a DBS is needed.

To confirm if the DBS check is okay, complete the following steps:

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

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**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

**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

### Is the DBS check okay?

Yes

**1**  No

or

Needs further investigation

**2** [Save and continue](#)

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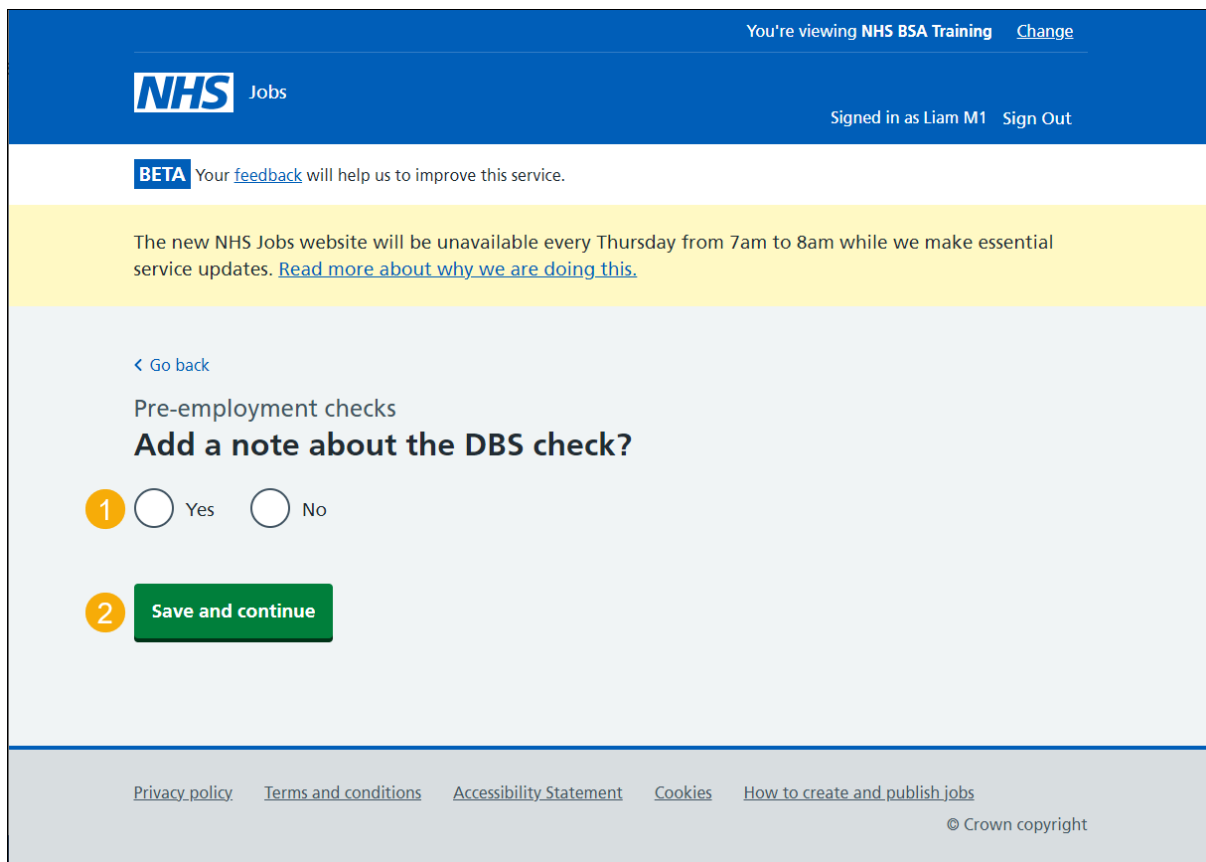
## Add a note about the DBS check?

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

**Important:** This page is only shown if a DBS is needed.

To confirm if you want to add a note, complete the following steps:

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



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. Below the header is a "BETA" notice: "Your feedback will help us to improve this service." A 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 has a "Go back" link and the heading "Pre-employment checks" followed by "Add a note about the DBS check?". There are two radio buttons: "1 Yes" and "No". Below this is a green button labeled "2 Save and continue". The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the text "© Crown copyright".

## Add a note

This page gives you instructions for how to add a note about the DBS check.

**Important:** This page is only shown if you're adding a note.

To add a note, complete the following steps:

1. In the **Subject** box enter the details.
2. In the **Details** box enter the details.
3. Select 'Save and continue'.

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**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

**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.](#)

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Pre-employment checks

### Add a note

Subject

1

Detail

2

3

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## Add another note about the DBS check?

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

**Important:** This page is only shown if a DBS is needed.

To confirm if you want to add another note, complete the following steps:

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

You're viewing [NHS BSA Training](#) [Change](#)

**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

**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

### Add another note about the DBS check?

1  Yes  No

2 [Save and continue](#)

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## Check DBS

This page gives you instructions for how to check the DBS details.

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

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

You're viewing NHS BSA Training [Change](#)

**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

**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

## Disclosure and Barring Service (DBS) check

Date received	01 January 2021
Date checked	01 January 2021
Checked by	Joe Bloggs
DBS check status	Yes

DBS check level	Basic
Date last completed	01 January 2021
DBS check	The DBS check is complete.

**Edit this information?**

1  Yes  No

2 [Continue](#)

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

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## DBS check status

This page shows the DBS check status.

**Important:** If the DBS status is 'COMPLETED', the check is complete.

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**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

**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.](#)

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### Pre-employment checklist for Liam MA

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

#### References

<a href="#">References</a>	<b>IN PROGRESS</b>
----------------------------	--------------------

#### Identity

<a href="#">Home address</a>	<b>COMPLETED</b>
<a href="#">Identity check</a>	<b>COMPLETED</b>
<a href="#">Inter Authority Transfer (IAT)</a>	<b>COMPLETED</b>

#### Right to work

<a href="#">Right to work in the UK</a>	<b>COMPLETED</b>
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#### Qualifications and registrations

<a href="#">Qualifications</a>	<b>COMPLETED</b>
<a href="#">Professional registrations</a>	<b>COMPLETED</b>

#### Background checks

<a href="#">Disclosure and Barring Service (DBS) check</a>	<b>COMPLETED</b>
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**You've reached the end of this user guide as you've completed a DBS check.**

**Go to the applicants next pre-employment check.**