

# How to complete a home address check in NHS Jobs user guide

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

You'll check the applicants home address details they've entered and confirm if you want to edit the address.

You must check the home address against any documentation the applicant has given.

If the home address status is 'COMPLETED', the check is complete.

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

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## Pre-employment checks

This page gives you instructions for how to complete 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 style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Published</a>	0	<div style="width: 100%;"><div style="width: 0%;"></div></div>
<a href="#">Shortlisting</a>	9	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Interviews</a>	13	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Ready to offer</a>	4	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Conditional offers</a>	3	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<b>1</b> <a href="#">Pre-employment checks</a>	6	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Contracts</a>	2	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">End recruitment</a>	0	<div style="width: 100%;"><div style="width: 0%;"></div></div>

#### What you can do

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

#### Manage the account

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- [Approval settings](#)
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#### Help and information

- [The employer hub](#)

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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

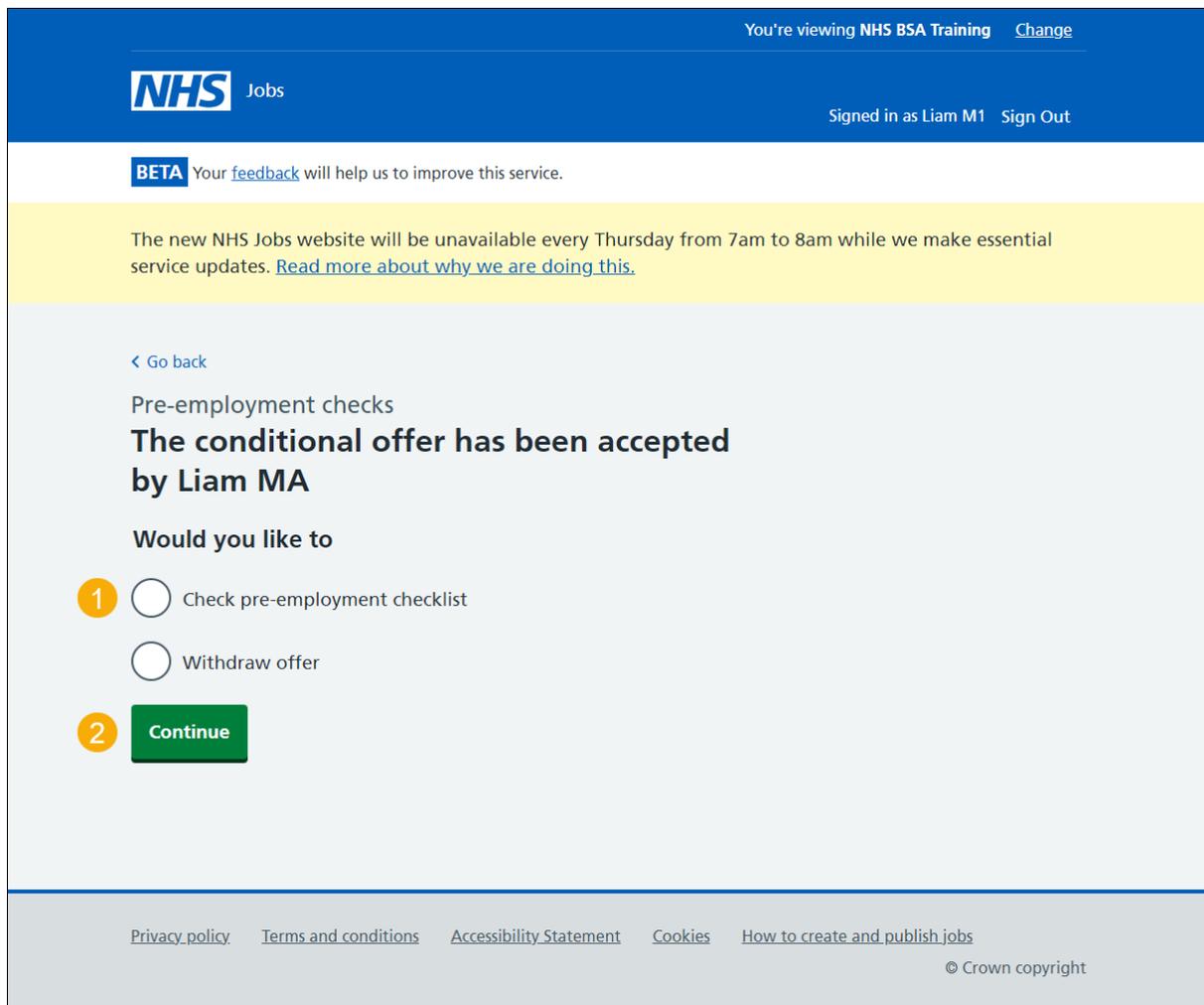
Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-201222-00001	<a href="#">Training and Support Manager NHS Jobs</a> T2020-20-0462	01 Jun 2021 <b>ON TRACK</b>	References Identity check Right to work in the UK Qualifications Professional registrations DBS 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 and the heading "Pre-employment checks". Below this, it says "The conditional offer has been accepted by Liam MA". Underneath, 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. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer contains the text "© Crown copyright".

## Home address

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

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

1. Select the 'Home address' 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. Below the navigation bar, there is a "BETA" notice: "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.](#)"

Below the banner, there is a "Go back" link. The main heading is "Pre-employment checklist for Liam MA". 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 link "References". Under "Identity", there is a link "Home address" which is highlighted with a yellow circle and the number 1.

## Check home address

This page gives you instructions for how to check if the home address is correct.

**Important:** You must check the home address against any documentation the applicant has given.

To confirm if you want to edit the address, complete the following steps:

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

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Pre-employment checks

### Liam MA's home address

Date received 24 December 2020

Address line 1

Address line 2

Town or city

County

Postcode

Country

**Edit this information?**

1  Yes  No

2 [Continue](#)

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## Edit home address

This page gives you instructions for how to edit the home address.

**Important:** This page is only shown if you're editing the home address. The 'Address line 2', 'County' and 'Postcode' details are optional.

To edit the home address details, complete the following steps:

1. In the **Address line 1** box, enter the details.
2. In the **Address line 2** box, enter the details (optional).
3. In the **Town or city** box, enter the details.
4. In the **County** box, enter the details (optional).
5. In the **Postcode** box, enter the details (optional).
6. In the **Country** box, select an answer from the drop down menu.
7. Select the 'Save and continue' button.

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Pre-employment checks

### Enter Liam MA's home address

Address line 1

1

Address line 2 (Optional)

2

Town or city

3

County (Optional)

4

Postcode (Optional)

5

Country

6

7

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## Home address status

This page shows the home address status.

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

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" with a "Sign Out" link is on the right. A blue banner with "BETA" and "Your feedback will help us to improve this service." is present. A yellow banner below it 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.](#)"

Below the banners, there is a "Go back" link. The main heading is "Pre-employment checklist for Liam MA". 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."

Under the heading "References", there is a link "References" and a blue "COMPLETED" badge.

Under the heading "Identity", there is a link "Home address" and a blue "COMPLETED" badge.

**You've reached the end of this user guide as you've completed a home address check.**

**Go to applicant's next pre-employment check.**