How to complete an identity check in NHS Jobs user guide

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

You'll confirm if you want to add an applicant's proof of identity.

If you do, you'll need to select the identity type, enter the document received date, checked date and who checked it.

Once you've checked the details, you'll confirm if the check is acceptable, and you can add a note about the check. You'll need to confirm if you accept the identity check.

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

Contents

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.

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.

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.

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Pre-employment checks

The conditional offer has been accepted by Liam MA

Would you like to

1 ◯ Check pre-employment checklist

◯ Withdraw offer

2 **Continue**

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Identity check

This page gives you instructions for how to complete the identity check.

To complete the identity check, complete the following step:

1. Select the 'Identity check' link.

Add a proof of identity

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

Important: In this example, you haven't added any proof of identity yet.

To add a proof of identity, 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 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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You've reached the end of this user guide if the applicant doesn't need a proof of identity.

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

What identification is given?

This page gives you instructions for how to select the identification type given.

Important: This page is only shown if you're adding a proof of identity.

To select the identification type, complete the following steps:

1. Select an answer:
   - 'Proof of identity'
   - 'Proof of address'
2. Select the 'Continue' button.

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Pre-employment checks

What identification did Liam MA give?

1. ◯ Proof of identity
   ◯ Proof of address

2. **Continue**

Does this identification contain a photo?

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

Important: This page is only shown if you're adding a proof of identity.

To confirm if the identification contains a photo, complete the following steps:

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

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Pre-employment checks
Does this identification contain a photo?

1. ◯ Yes   ◯ No

2. Continue

What photo identity document is given?

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

Important: This page is only shown if you're adding a proof of identification that contains a photo.

To select the photo identity document given, complete the following steps:

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

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Pre-employment checks

What identity document did Liam MA give?

◯ UK or EU passport

◯ Non-EU passport

1 ◯ Photo card driving licence

◯ Proof of Age Standards Scheme ID (PASS)

◯ Biometric Residence permit (UK)

◯ HM Forces photo card

2 Continue

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What non-photo identity document is given?

This page gives you instructions for how to select the non-photo identity document given.

Important: This page is only shown if you're adding a proof of identification that doesn't contains a photo.

To select the non-photo identity document given, complete the following steps:

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

What proof of address is given?

This page gives you instructions for how to select the proof of address given.

Important: This page is only shown if you're adding a proof of address.

To select the proof of address given, complete the following steps:

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

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Pre-employment checks

What proof of address has been provided by Liam MA?

- ◯ UK credit union statement
- ◯ Current UK driving licence
- ◯ Entry on electoral register
- ◯ Financial statement (UK and EEA)
- ◯ HMRC tax notification
- ◯ Local council tax bill
- ◯ Recent mortgage statement
- ◯ Recent utility bill
- ◯ Rent card or tenancy agreement
- ◯ Right to benefits document

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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 you're adding a proof of identity. In this example, a UK or EU Passport is used.

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?

UK or EU Passport

For example, 15 3 2020

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 you're adding a proof of identity.

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.

Who checked the document?

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

Important: This page is only shown if you're adding a proof of identity.

To add who checked the document, 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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Pre-employment checks
Who checked the document?

UK or EU Passport

First name

1

Last name

2

3 Continue

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Is the identification document acceptable?

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

Important: This page is only shown if you're adding a proof of identity.

To confirm if the identification document is acceptable, complete the following steps:

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

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Pre-employment checks
Is the identification document acceptable?

UK or EU Passport

◯ Yes

◯ No

or

◯ Needs further investigation

Continue

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Add a note about the identification document?

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

Important: This page is only shown if you're adding a proof of identity.

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

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Pre-employment checks
Add a note about the identification document?

1 ◯ Yes   ◯ No

2 Save and continue

Add a note

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

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 the 'Save and continue' button.

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Pre-employment checks
Add a note

Subject

1

Detail

2

3 **Continue**

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Add another note about the identification document?

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

Important: This page is only shown if you're adding a proof of identity.

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

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

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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 details you've added.

Important: This page is only shown if you're adding a proof of identity. If you select delete, you'll not be warned or be able to restore the information.

To view the proof of identity, complete the following steps:

1. Select the 'Edit' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
   - 'Yes'
   - 'No'
4. Select the 'Continue' button.

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Pre-employment checks
Liam MA's proof of identity

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

Add another document?

⬤ Yes   ⬤ No

Continue

Tip: You can select the 'Proof of identity' link to view the details.

Do you accept the identity check documents?

This page gives you instructions for how to confirm if the identity check documents is acceptable.

To confirm if you accept the identity check documents, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Identity check status

This page shows the identity check status.

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

You've reached the end of this user guide as you've completed an identity check.

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