

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.

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

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NHS BSA Training Dashboard

Showing tasks for

Draft	7	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Published	0	<div style="width: 100%;"><div style="width: 0%;"></div></div>
Shortlisting	9	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Interviews	13	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Ready to offer	4	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Conditional offers	3	<div style="width: 100%;"><div style="width: 10%;"></div></div>
1 Pre-employment checks	6	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Contracts	2	<div style="width: 100%;"><div style="width: 10%;"></div></div>
End recruitment	0	<div style="width: 100%;"><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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[< Go back](#)

NHS BSA Training

Pre-employment checks

Showing tasks for

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

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, 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 the text "© Crown copyright".

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.

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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area has a light blue background and contains a 'Go back' link, the title 'Pre-employment checklist for Liam MA', and a message stating that the applicant has accepted a conditional job offer and needs to provide pre-employment information. There are two sections: 'References' and 'Identity'. Under 'References', there is a link 'References' and a 'COMPLETED' status. Under 'Identity', there is a link 'Home address' with a 'COMPLETED' status, and a link '1 Identity check' with a yellow circle containing the number '1' next to it.

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.

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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' tag 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.](#)' The main content area has a light blue background and contains a '< Go back' link, the heading 'Pre-employment checks', and the sub-heading 'Liam MA's proof of identity'. Below this, it says 'You haven't added any proof of identity checks yet.' The question 'Add a proof of identity?' is followed by two radio button options: '1 Yes' and '2 No'. The '2 No' option is selected. Below the radio buttons is a green 'Continue' button. 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 create and publish jobs', along with the text '© Crown copyright'.

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.

The screenshot shows a web page for NHS Jobs. 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 with "BETA" says "Your feedback will help us to improve this service." Below that, 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, the heading "Pre-employment checks", and the question "What identification did Liam MA give?". There are two radio button options: "Proof of identity" (marked with a '1') and "Proof of address". Below these is a green "Continue" button (marked with a '2'). The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the copyright notice "© Crown copyright".

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'](#)
 - ['No'](#)
2. Select the 'Continue' button.

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[< Go back](#)

Pre-employment checks

Does this identification contain a photo?

1 Yes No

2 [Continue](#)

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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 contain a photo.

To select the non-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?

- Divorce, dissolution or annulment papers for UK and Channel Islands
- Full birth certificate for the UK and Channel Islands
- Full birth certificate issued by the UK authorities overseas
- UK full old-style paper driving licence
- Work permit or residency permit for the UK, valid up to an expiry date
- Adoption Certificate for the UK and Channel Islands applicants
- 1** Marriage or Civil Partnership Certificate for UK and Channel Islands applicants
- Gender recognition certificate
- Deed Poll Certificate
- Firearms Certificate or Licence for the UK, Channel Islands and Isle of Man applicants
- Police registration certificate
- Certificate of Employment in the HM Forces for a UK applicant
- Benefit statement, book or card or original notification letter from DWP
- Document from a local or central government authority or local authority giving entitlement
- Most recent HMRC Tax Notification

2 [Continue](#)

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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
- 1** Local council tax bill
- Recent mortgage statement
- Recent utility bill
- Rent card or tenancy agreement
- Right to benefits document

2

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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.

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.](#)

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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.

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

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Pre-employment checks

When was this document checked?

UK or EU Passport

For example, 15 3 2020

Day Month Year

1

2 [Continue](#)

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

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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

Who checked the document?

UK or EU Passport

First name

1

Last name

2

3

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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.

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

Is the identification document acceptable?

UK or EU Passport

Yes

1 No

or

Needs further investigation

2

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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.

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

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

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Pre-employment checks

Add a note about the identification document?

1 Yes No

2 [Save and continue](#)

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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

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

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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.

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

NHS Jobs

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

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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	1 Edit or 2 Delete

Add another document?

[3](#) Yes No

[4](#) [Continue](#)

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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.

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

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Pre-employment checks

Do you accept the identity check documents?

Yes

1 No

or

In progress

2 [Save and continue](#)

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Identity check status

This page shows the identity check status.

Important: If the identity check 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 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 a title "Pre-employment checklist for Liam MA". Below the title, it says "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" and a blue "COMPLETED" button. Under "Identity", there are two items: "Home address" with a "COMPLETED" button, and "Identity check" with a "COMPLETED" button.

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.