

## How to give a reference in NHS Jobs user guide

This guide gives you instructions for how to give a reference in the NHS Jobs service.

If you're added as a referee, you'll receive an email to give a reference.

You can respond by:

- giving a reference using the service
- you can't give a reference
- providing a reference offline outside of the service

If you've selected give a reference using the service, you'll confirm if the person has:

- any warnings or investigations on their previous employment record
- if a DBS was required and its level

You must check the details given are correct before you declare and send the reference.

You may be contacted by the employer for further information.

## Contents

[How to give a reference in NHS Jobs user guide](#)

[Can you give a reference?](#)

[What was the job?](#)

[Are the start and end dates correct?](#)

[Enter the correct start and end dates](#)

[Days and episodes of absence](#)

[Has the person got any warnings on their record?](#)

[What are the warnings?](#)

[Has the person got any investigations on their record?](#)

[What are the investigations?](#)

[Did the person need a Disclosure and Barring Service \(DBS\) check?](#)

[What was the DBS check level?](#)

[When was their DBS check last completed?](#)

[Declaration](#)

[Reference sent](#)

## Can you give a reference?

This page gives you instructions for how to confirm if you can give a reference.

**Important:** You must check you're the correct person to give a reference before responding.

To confirm if you can give a reference, complete the following steps:

1. Select an answer:
  - [Yes](#)
  - 'No'
  - 'Yes, but I'll provide it offline'
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs website interface for giving a reference. At the top is a blue header with the NHS logo, 'Jobs', and links for 'Sign in' and 'Create an account'. Below this is a white bar with a 'BETA' label and a feedback link. A yellow banner contains a notice about the website's availability on Thursdays. The main content area is light blue and titled 'Give a reference'. It asks 'Can you give a reference for [redacted]' and provides a form with the following fields: 'Applicant name' (redacted), 'Date started' (March 2016), 'Date ended' (April 2021), 'Organisation name' (NHSBSA), and 'Your relationship to applicant' (Human resources). Below the form, it asks 'Are you the correct person to give a reference for [redacted]' and offers three radio button options: 'Yes', 'No', and 'Yes but I'll provide it offline'. A '1' in a yellow circle is next to the 'or' text between the 'No' and 'Yes but I'll provide it offline' options. A '2' in a yellow circle is next to a green 'Continue' button.

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Give a reference

Can you give a reference for [redacted]

Applicant name [redacted]

Date started March 2016

Date ended April 2021

Organisation name NHSBSA

Your relationship to applicant Human resources

Are you the correct person to give a reference for [redacted]

☐ Yes

☐ No

1 or

☐ Yes but I'll provide it offline

2 **Continue**

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You've reached the end of this user guide if you can't give a reference or you're providing it offline.


## What was the job?

This page gives you instructions for how to add the job details.

**Important:** This page is only shown if you can give a reference online.

To add the job details, complete the following steps:

1. In the **Most recent job title** box, enter the details.
2. In the **Reason for leaving** box, enter the details (optional).
3. Select the '[Continue](#)' button.

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[< Go back](#)

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**What was  job?**

Most recent job title

1

Reason for leaving (optional)

2

3 [Continue](#)

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## Are the start and end dates correct?

This page gives you instructions for how to check the start and end dates are correct.

**Important:** If the dates are incorrect, you'll need to enter the correct dates on the '[Enter the correct start and end dates](#)' page.

To confirm if the start and end dates are correct, complete the following steps:

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

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[< Go back](#)

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Are  start and end dates correct?

|              |            |
|--------------|------------|
| Date started | March 2016 |
| Date ended   | April 2021 |

1

☐ Yes ☐ No

2

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## Enter the correct start and end dates

This page gives you instructions for how to enter the correct start and end dates.

**Important:** This page is only shown if the start and end dates are incorrect. If it is their current job leave the date ended month and year blank.

To add the correct dates, complete the following steps:

1. In the **Date started Month** and **Year** boxes, enter the details.
2. In the **Date ended Month** and **Year** boxes, enter the details.
3. Select the '[Continue](#)' button.

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[< Go back](#)

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### Enter the correct start and end dates

Give us the correct dates for  job.

Date started

For example, 3 2010

Month    Year

1

Date ended

For example, 10 2012

If it is their current job leave the date ended month and year blank.

Month    Year

2

3 [Continue](#)

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**Tip:** You must enter the date in the MM-YYYY format. For example, 3 2010.


## Days and episodes of absence

This page gives you instructions for how to add any days and episodes of absence.

**Important:** You must only add days and episodes of absence over the last 2 years of employment and not including annual leave.

To add any days or episodes of absence, complete the following steps:

1. In the **Days of absence** box, enter the details (optional).
2. In the **Episodes of absence** box, enter the details (optional).
3. Select the '[Continue](#)' button.

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[Go back](#)

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### Days and episodes of absence

How many days of absence (other than annual leave) has the applicant had over the last 2 years of employment? (optional)

1

How many episodes of absence (other than annual leave) has the applicant had over the last 2 years of employment? (optional)

2

3 [Continue](#)

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## Has the person got any warnings on their record?

This page gives you instructions for how to confirm if the person has any warnings on their record.

**Important:** You must only add warnings under your policies such as conduct or performance. Warnings from regulatory or licensing bodies are checked separately. If there's any warnings, you'll need to enter the details on the '[What are the warnings?](#)' page.

To confirm if there's any warnings, complete the following steps:

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

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**Has  got any warnings on their record?**

This includes warnings under your employment policies such as conduct or performance, not any from a regulatory or licensing body. We search all applicants for those.

1 ☐ Yes ☐ No

2 [Continue](#)

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## What are the warnings?

This page gives you instructions for how to add the warning details.

**Important:** This page is only shown if you're adding a warning. You should include any warnings where the employee left the job before the warning was formally put on their record.

To add the warning details, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the '[Continue](#)' button.

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[< Go back](#)  
Give a reference  

## What are the warnings?

Details of the warnings

This includes any where the employee left the job before the warning was formally put on their record.

1

2

Continue

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## Has the person got any investigations on their record?

This page gives you instructions for how to confirm if the person has any investigations on their record.

**Important:** You must only add investigations under your policies such as conduct or performance. Investigations from regulatory or licensing bodies are checked separately. If there's any investigations, you'll need to enter the details on the '[What are the investigations?](#)' page.

To confirm if there's any investigations, complete the following steps:

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

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[Go back](#)

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**Has [REDACTED] got any investigations on their record?**

This includes investigations under your employment policies such as conduct or performance, not any from a regulatory or licensing body. We search for those if needed.

1

☐ Yes ☐ No

2

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## What are the investigations?

This page gives you instructions for how to add the investigation details.

**Important:** This page is only shown if you're adding an investigation. You should include any investigations where the employee left the job before the investigation was formally put on their record.

To add the investigation details, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the '[Continue](#)' button.

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Give a reference

## What are the investigations?

Details of the investigations

This includes any where the employee left the job before the investigation was formally put on their record.

1

2

Continue

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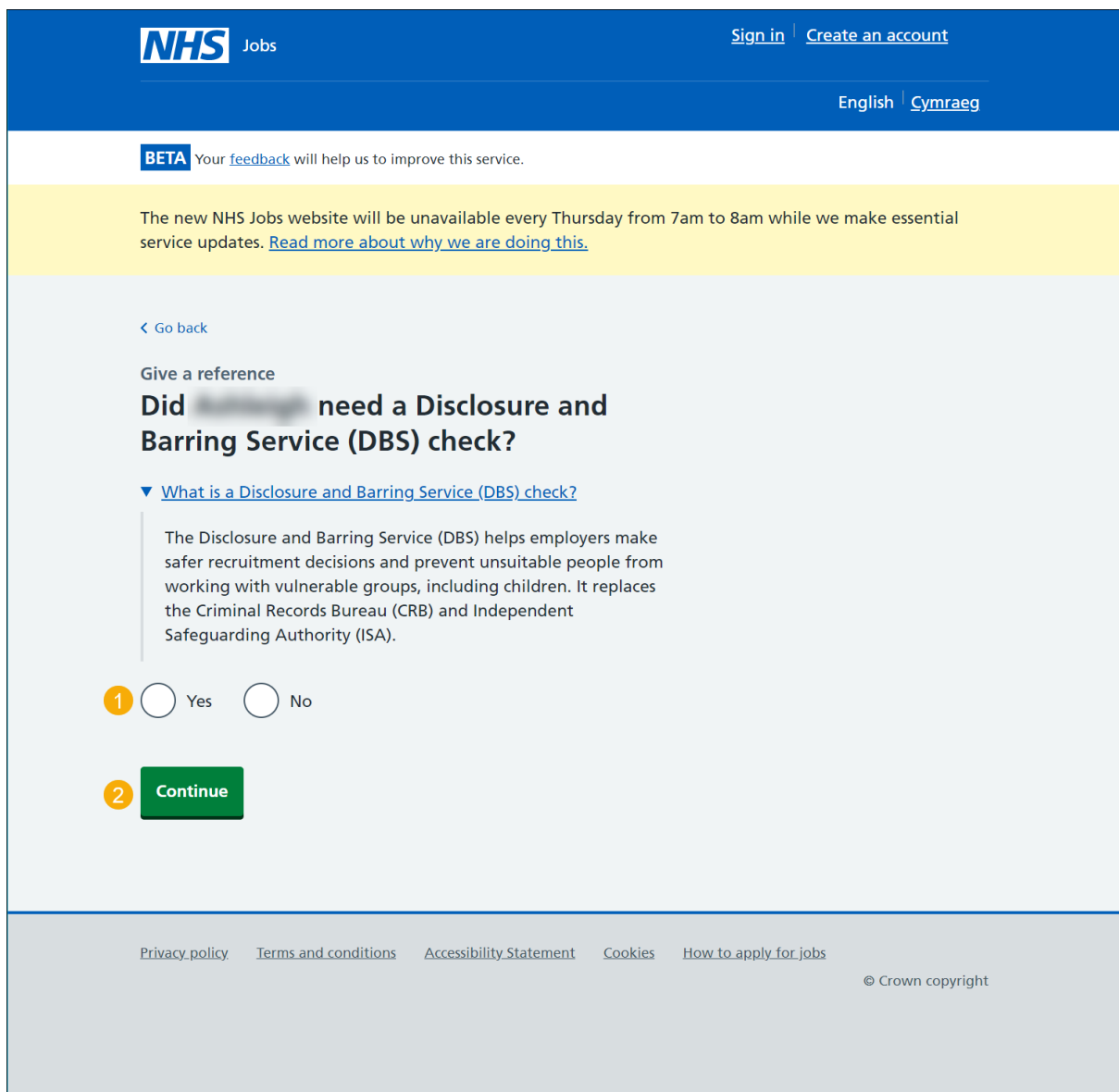
## Did the person need a Disclosure and Barring Service (DBS) check?

This page gives you instructions for how to confirm if the person needed a Disclosure and Barring Service (DBS) check.

**Important:** If a DBS was needed, you'll need to confirm the level on the '[What was the DBS check level?](#)' page.

To confirm the persons DBS, 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's a blue header with the NHS logo and 'Jobs' text, along with links for 'Sign in' and 'Create an account'. Below the header, there's a white bar with a 'BETA' label and a message about feedback. A yellow banner below that states the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential service updates. The main content area is light blue and contains a 'Go back' link, a 'Give a reference' heading, and the question 'Did [redacted] need a Disclosure and Barring Service (DBS) check?'. Below the question is a link for 'What is a Disclosure and Barring Service (DBS) check?'. A text box explains that the DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). There are two radio button options: '1 Yes' and 'No'. A green 'Continue' button is at the bottom of the form, preceded by a '2' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for Crown copyright.

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Give a reference

**Did [redacted] need a Disclosure and Barring Service (DBS) check?**

▼ [What is a Disclosure and Barring Service \(DBS\) check?](#)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

1 ☐ Yes ☐ No

2 [Continue](#)

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**Tip:** You can select the 'What is a Disclosure and Baring Service (DBS) check?' link to find out more information.

## What was the DBS check level?

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

To confirm the DBS level, complete the following steps:

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

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**What was the DBS check level?**

Select which applied

1

☐ Basic

1

☐ Standard

1

☐ Enhanced without barred list

1

☐ Enhanced with barred list

2

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## When was their DBS check last completed?

This page gives you instructions for how to confirm when their DBS check was last completed.

To confirm the DBS checked date, complete the following steps:

1. In the **Date**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

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Give a reference

**When was their Disclosure and Barring Service (DBS) check last completed?**

You'll find this on a copy of the employee's DBS Certificate in their employment file.  
For example, 31 03 1980

Day    Month    Year

1

2 [Continue](#)

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**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 01 01 2021.

## Declaration

This page gives you instructions for how to confirm the reference information is correct to the best of your knowledge.

To confirm your declaration, complete the following steps:

1. Select the 'I agree to the declaration' box.
2. Select the '[Send reference](#)' button.

Jobs

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English | [Cymraeg](#)

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[< Go back](#)

Give a reference

**Declaration**

I've given this information in good faith. It is correct to the best of my knowledge.

1

☐

I agree to the declaration

2

**Send reference**

**Data Protection**

This form contains personal data as defined by the Data Protection Act 2018 (as amended by the General Data Protection Regulation 2018). This data has been requested by the Human Resources/Workforce Department exclusively for the purpose of recruitment. The Human Resources/Workforce Department must protect any information disclosed within this form and ensure that it is not passed to anyone who is not authorised to have this information.

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## Reference sent

This page shows confirmation you've sent your reference.

**Important:** You've finished giving a reference, but you may be contacted by the employer about the information you've gave.

The screenshot shows the NHS Jobs website interface. At the top is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign in' and 'Create an account' links on the right. Below the header is a white bar with 'English' and 'Cymraeg' language options. A yellow banner below that contains a 'BETA' label and a message about feedback. Another yellow banner below that states the website will be unavailable every Thursday from 7am to 8am for service updates, with a link to read more. The main content area has a light blue background and features a white box with the heading 'Reference sent' and the text 'For [redacted] at NHSBSA'. Below this box, the section 'What happens next' explains that no further action is needed unless asked by the employer, and thanks the user for their help. The footer is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

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## Reference sent

For [redacted] at NHSBSA

### What happens next

You do not need to do anything else, unless the employer needs to ask you about any of the information you gave in your reference.

Thanks for your help.

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**Tip:** You can close the web browser to finish.

You've reached the end of this user guide as you've given a reference online.