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

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:
   - '<u>Yes</u>'
   - 'No'
   - 'Yes, but I'll provide it offline'
2. Select the 'Continue' button.

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.

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 the enter the correct dates on the '<u>Enter the correct start and end dates</u>' page.

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

1. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
2. Select the 'Continue' button.

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Are [blurred] start and end dates correct?

Date started	March 2016
Date ended	April 2021

1 ◯ Yes   ◯ No

2 Continue

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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.

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.

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 the 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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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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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

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 the 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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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.

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.

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.

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.

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 '<u>Send reference</u>' button.

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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.

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.