

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

This guide gives you instructions for how to complete an applicant's home address check in the NHS Jobs service.

If an applicant accepts a conditional offer, they can add their home address in NHS Jobs. The employer can add this too on behalf of the applicant.

### **Electronic Staff Record (ESR) users only**

The ESR and NHS Jobs requirements are:

- You must be a user of NHS Jobs with your user roles setup
- You must be a user of ESR with your user roles setup
- Your NHS Jobs and ESR accounts are linked up

If the employer/applicant adds the home address, NHS Jobs transfers the information to ESR, and the applicant record is created.

If the employer/applicant changes the home address, NHS Jobs transfers the new information to ESR, and the applicant record is updated.

The applicant's home address details transferred from NHS Jobs to ESR are:

- Address line 1
- Address line 2
- Town or city
- Postcode
- Country

If successful, this information is transferred (in approximately 1 hour).

## Contents

[How to complete a home address check in NHS Jobs user guide](#)

[Pre-employment checks](#)

[View checks or withdraw offer](#)

[Conditional offer accepted](#)

[Home address](#)

[Check home address](#)

[Edit home address](#)

[Check home address in NHS Jobs](#)

[Check home address in ESR](#)

## Pre-employment checks

This page gives you instructions for how to access the applicant's pre-employment checks.

**Important:** You must have an applicant who's accepted a conditional job offer and completed their pre-employment checks.

To access the pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

You're viewing NHS BSA Training

**NHS** Jobs

Signed in as NHSBSA Training [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.](#)

### NHS BSA Training Dashboard

Tasks by stage | Listings by user

Showing tasks for:

<a href="#">Draft</a>	33	<div><div style="width: 33%;"></div></div>
<a href="#">Approvals</a>	5 - on track 0, due 5	<div><div style="width: 5%;"></div></div>
<a href="#">Published</a>	12 - on track 10, overdue 2	<div><div style="width: 12%;"></div></div>
<a href="#">Shortlisting</a>	36 - on track 8, due 18, overdue 10	<div><div style="width: 36%;"></div></div>
<a href="#">Interviews</a>	32 - on track 2, due 26, overdue 4	<div><div style="width: 32%;"></div></div>
<a href="#">Ready to offer</a>	35 - on track 13, due 15, overdue 7	<div><div style="width: 35%;"></div></div>
<a href="#">Conditional offers</a>	17 - on track 3, due 14	<div><div style="width: 17%;"></div></div>
<b>1</b> <a href="#">Pre-employment checks</a>	5 - on track 0, due 2, overdue 3	<div><div style="width: 5%;"></div></div>
<a href="#">Contracts</a>	27 - on track 4, due 3, overdue 20	<div><div style="width: 27%;"></div></div>

#### What you can do

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

#### Manage the account

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)
- [Approval settings](#)
- [Departments](#)
- [Welsh listings](#)

#### Help and information

- [The employer hub](#)
- [Contact your super users](#)

#### Reporting

- [Run a report](#)

## View checks or withdraw offer

This page gives you instructions for how to view the applicant's pre-employment checks or withdraw their offer.

Find the applicant and complete the following step:

1. Select the ['View checks or withdraw offer'](#) link.

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](#)

### 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>	Identity check	<a href="#">View checks or withdraw offer</a> <b>1</b>

**Tip:** You can view the applicant or job title details by selecting the relevant link.

## Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete the applicant's pre-employment checks or withdraw their offer.

**Important:** If you withdraw the applicant's job offer, the recruitment is ended.

To complete the applicant's pre-employment checks or withdraw their offer, complete the following step:

1. Select an answer:
  - [Check pre-employment checklist](#)
  - Withdraw offer
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar 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 navigation bar, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with the text: '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 the following text: '< Go back', 'Pre-employment checks', 'The conditional offer has been accepted by Liam MA', 'Would you like to', and two radio button options: '1 Check pre-employment checklist' and 'Withdraw offer'. Below these options is a green 'Continue' button with a '2' in a yellow circle to its left. 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', followed by '© Crown copyright'.

You've reached the end of this user guide if you've withdrawn the applicant's conditional offer.

Go to the 'End a recruitment' drop down box on the [Help and support page for employers](#).

## Home address

This page gives you instructions for how to complete the applicant's home address check.

**Important:** If an applicant accepts a conditional job offer, they'll add their home address, and the status shows as 'COMPLETED'. If they have not added their address the status will show as 'NOT STARTED'.

To complete the home address check, complete the following step:

1. Select the '[Home address](#)' 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 left, and 'You're viewing NHS BSA Training' on the right. Below the header, there is a white bar with a 'BETA' badge and a message: '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. It starts with a '< Go back' link. The title is 'Pre-employment checklist for [redacted]'. 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 'STARTED' button. Under 'Identity', there is a link 'Home address' with a '1' in a yellow circle next to it, and a 'COMPLETED' button.

## Check home address

This page gives you instructions for how to check the applicant's home address.

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

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

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
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

### 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](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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## Edit home address

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

**Important:** This page is only shown if you're editing the home address.

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.

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

### 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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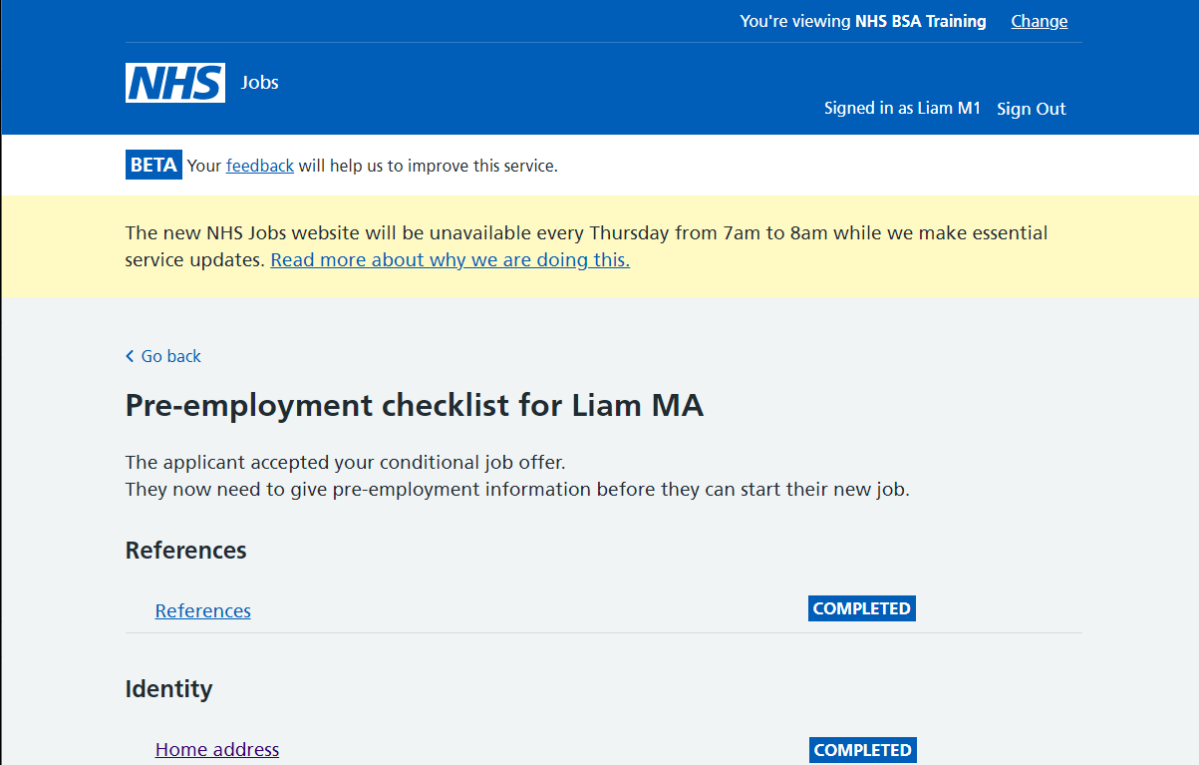


## Check home address in NHS Jobs

This page gives you instructions for how to check the applicant's home address in NHS Jobs.

The home address status shows as:

- **'NOT STARTED'** if you haven't started the check.
- **'STARTED'** if you've started the check but haven't completed it.
- **'COMPLETED'** if you've completed the check.



The screenshot shows the NHS Jobs 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. The user is signed in as "Liam M1" with a "Sign Out" link. A "BETA" notice states: "Your feedback will help us to improve this service." A yellow banner below reads: "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 heading is "Pre-employment checklist for Liam MA". Below it, text 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" with a "References" link and a "COMPLETED" status; and "Identity" with a "Home address" link and a "COMPLETED" status.

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

ESR users go to the '[Check home address in ESR](#)' page.

## Check home address in ESR

This page gives you instructions for how to check the applicant's home address in ESR.

**Important:** The applicant's home address details are found in the Applicant record within the 'Extra Person Information' section of ESR. This can be checked by your HR team with the required ESR roles and permissions. Home address information is transferred from NHS Jobs to ESR.

The applicant's home address details transferred from NHS Jobs to ESR are:

- Address line 1
- Address line 2
- Town or city
- Postcode
- Country

If successful, this information is transferred (in approximately 1 hour).

Oracle Applications - PROD - ESR Release V49.2.1.0A

File Edit View Folder Tools Window Help

Enter HR Personal Information - Combined

Name Last First Title Prefix Suffix Middle Gender Male Action

Address

Style United Kingdom

Address United Kingdom|1 Kings Road||Sheffield||S1 1DG|United Kingdom

Details

Type Home Primary

Date From 10-MAY-2005 Date To [ ]

Personal

Phones

Birth Town Region Country

Effective Dates

From 21-MAY-2007 To Latest Start Date [ NH ]

Address Contact Assignment Special Information Others...

You've reached the end of this user guide as you've completed the applicant's home address check in ESR.