

How to complete a DBS check in NHS Jobs user guide

This guide gives you instructions for how to complete a [Disclosure & Barring Service](#) check in the NHS Jobs service.

From the pre-employment checklist, you'll confirm if the applicant needs a DBS check.

If they do, you'll add their details to complete the check. If they don't need this check, you'll select 'No' to complete the check.

For NHS Jobs to ESR integration, go to the [Process flow diagram](#) page.

Contents

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

[Process flow diagram](#)

[Pre-employment checks](#)

[View checks or withdraw offer](#)

[Conditional offer accepted](#)

[Disclosure and Barring Service \(DBS\) check](#)

[What DBS check does the applicant need?](#)

[When did the applicant last have a DBS check?](#)

[When was this document received?](#)

[When was this document checked?](#)

[Who checked the DBS status?](#)

[Is the DBS check okay?](#)

[Add a note about the DBS check?](#)

[Add a note](#)

[Add another note about the DBS check?](#)

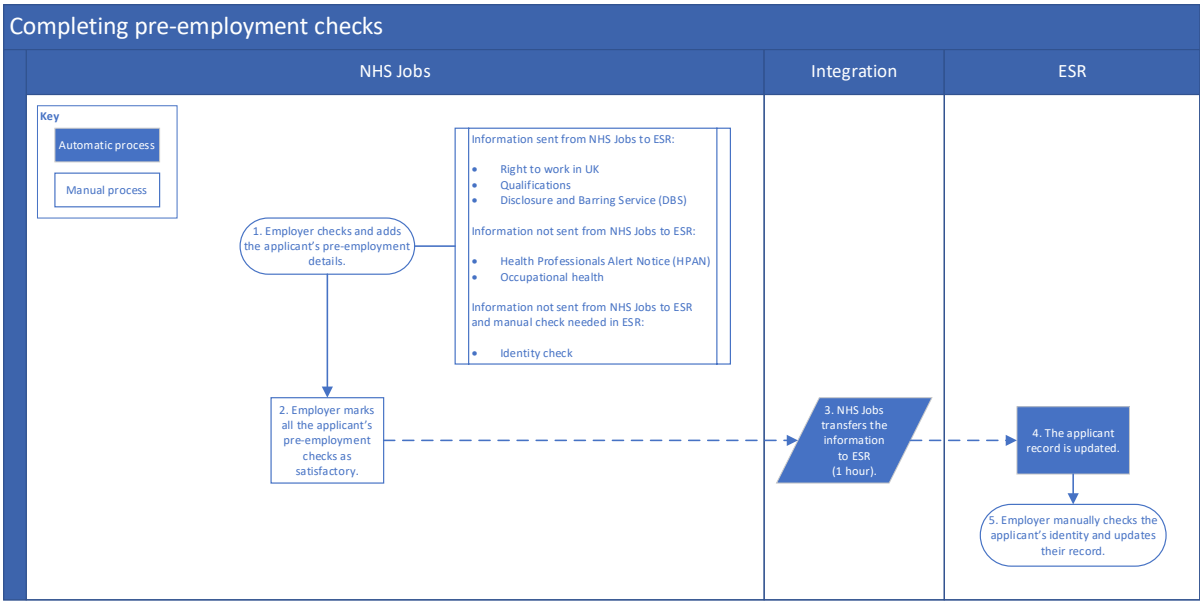
[Check the DBS details](#)

[Check DBS in NHS Jobs](#)

[Check DBS in ESR](#)

Process flow diagram

This process flow diagram shows the integration between the NHS Jobs service and ESR system for a DBS check.



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 has 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

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 stageListings by user

Showing tasks forAll users

Draft	46 - on track 40, overdue 6
Approvals	6 - on track 1, due 2, overdue 3
Published	5 - on track 3, overdue 2
Shortlisting	52 - on track 18, due 19, overdue 15
Interviews	31 - on track 1, due 16, overdue 14
Ready to offer	39 - on track 5, due 19, overdue 15
Conditional offers	16 - on track 0, due 13, overdue 3
<div>1</div> Pre-employment checks	4 - on track 1, due 3
Contracts	43 - on track 7, due 13, overdue 23
End recruitment	18 - on track 0, due 11, overdue 7

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](#)

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

© Crown copyright


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

Jobs

Signed in as NHSBSA TrainingSign 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

All users

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
 AR-210708-00007	Training Example T1111-21-6777 INTERNAL	11 Mar 2022 DUE	DBS	View checks or withdraw offer 1

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

© Crown copyright

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

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and a user login status 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a yellow banner displays a 'BETA' notice and a message about service updates. The main content area has a light blue background and features a 'Go back' link, the text 'Pre-employment checks', and a large heading 'The conditional offer has been accepted by [redacted]'. Below this, the question 'Would you like to' is followed by two radio button options: 'Check pre-employment checklist' (marked with a yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button (marked with a yellow circle containing the number 2) is positioned below the options. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© 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](#)'.


Disclosure and Barring Service (DBS) check

This page gives you instructions for how to complete a DBS check.

To complete a DBS check, complete the following step:

1. Select the '[Disclosure and Barring Service \(DBS\) check](#)' link.

You're viewing NHS BSA Training

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.](#)

[< Go back](#)

Pre-employment checklist for **Matthew McHugh**

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

References	COMPLETED
----------------------------	-----------

Identity

Home address	COMPLETED
Identity check	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	COMPLETED
-----------------------------------------	-----------

Qualifications and registrations

Qualifications	COMPLETED
Professional registrations	COMPLETED

Background checks

1 Disclosure and Barring Service (DBS) check	NOT STARTED
Healthcare Professional Alert Notices (HPANs)	COMPLETED

Occupational health

Health assessment	COMPLETED
-----------------------------------	-----------

Continue

[Go back to your dashboard](#)

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

© Crown copyright

What DBS check does the applicant need?


This page gives you instructions for how to confirm if the applicant needs a DBS check.

Important: If a DBS is needed, make sure you select the correct level.

To confirm if a DBS check is needed, complete the following steps:

1. Select an answer:
 - [‘DBS level’](#)
 - [‘Not required’](#)
2. Select the ‘Continue’ button.

You're viewing NHS BSA Training

Jobs

Signed in as NHSBSA TrainingSign 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

What DBS check does  need?

Select the level

☐ Basic

☐ Standard

1

☐ Enhanced

☐ Enhanced with barred list

or

☐ Not required

2

Continue

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

© Crown copyright

You've reached the end of this user guide if the applicant doesn't need a DBS check.

When did the applicant last have a DBS check?


This page gives you instructions for how to confirm the applicant's last DBS check date.

Important: This page is only shown if you're adding a DBS.

To add the last DBS check 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

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.](#)

[< Go back](#)

Pre-employment checks

When did  last have a DBS check?

You'll find this on a copy of the employee's DBS Certificate in their employment file.

For example, 15 03 2012

DayMonthYear

1

2Continue

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

© Crown copyright

Tip: You'll find the date on a copy of the employee's DBS Certificate in their employment file.


When was this document received?

This page gives you instructions for how to confirm the document received date.

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

 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.](#)

[< Go back](#)

Pre-employment checks

When was this document received?

For example, 15 03 2012

Day

Month

Year

1

2

Continue

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

© Crown copyright


When was this document checked?

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

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.

You're viewing NHS BSA Training

Jobs

Signed in as NHSBSA TrainingSign 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

When was this document checked?

For example, 15 03 2012

Day

Month

Year

1

2

Continue

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

© Crown copyright


Who checked the DBS status?

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

To add who checked the DBS status, 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.

You're viewing **NHS BSA Training**

 **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.](#)

[< Go back](#)

Pre-employment checks

Who checked the DBS status?

First name

1

Last name

2

3 [Continue](#)

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

© Crown copyright


Is the DBS check okay?

This page gives you instructions for how to confirm if the DBS check is okay.

To confirm if the DBS check is okay, complete the following steps:

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

You're viewing NHS BSA Training

Jobs

Signed in as NHSBSA TrainingSign 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 DBS check okay?

1

☐ Yes

1

☐ No

or

☐ Needs further investigation

2

Save and continue

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

© Crown copyright


Add a note about the DBS check?

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

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

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select ‘Save and continue’.

You're viewing NHS BSA Training

Jobs

Signed in as NHSBSA TrainingSign 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

Add a note about the DBS check?

1

☐ Yes ☐ No

2

Save and continue

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

© Crown copyright

Add a note


This page gives you instructions for how to add a note about the DBS check.

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 '[Save and continue](#)'.

You're viewing NHS BSA Training

Jobs

Signed in as NHSBSA TrainingSign 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

Add a note

1

Subject

2

Detail

3

Continue

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

© Crown copyright


Add another note about the DBS check?

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

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

1. Select an answer.
 - [‘Yes’](#)
 - [‘No’](#)
2. Select ‘Save and continue’.

You're viewing NHS BSA Training

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.](#)

[Go back](#)

Pre-employment checks

Add another note about the DBS check?

1

☐ Yes ☐ No

2

Save and continue

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

© Crown copyright


Check the DBS details

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

Read the information on the page and complete the following steps:

1. Select an answer.
 - [‘Yes’](#)
 - [‘No’](#)
2. Select ‘Save and continue’.

You're viewing NHS BSA Training

Jobs

Signed in as NHSBSA TrainingSign 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
Disclosure and Barring Service (DBS) check

Date received	04 November 2021
Date checked	04 November 2021
Checked by	Joe Bloggs
DBS check status	Yes

DBS check level	Basic
Date last completed	03 December 2010
DBS	DBS check complete

Edit this information?

1☐ Yes ☐ No

2

Continue

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

© Crown copyright

Check DBS in NHS Jobs

This page shows confirmation you've completed the applicant's DBS check in NHS Jobs.

1. In this example, the DBS check status is '**COMPLETED**'.

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 checklist for Liam MA

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

References	IN PROGRESS
----------------------------	-------------

Identity

Home address	COMPLETED
Identity check	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	COMPLETED
-----------------------------------------	-----------

Qualifications and registrations

Qualifications	COMPLETED
Professional registrations	COMPLETED

Background checks

Disclosure and Barring Service (DBS) check	1 COMPLETED
------------------------------------------------------------	-------------

You've reached the end of this user guide as you've completed the applicant's DBS check in NHS Jobs.

For users of NHS Jobs and ESR go to the '[Check DBS in ESR](#)' page.

Check DBS in ESR

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

Important: The applicant's DBS 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.

1. The applicant's DBS details are shown.

The screenshot displays the Oracle Applications - TPLY - ESR Release 50.1.0.0B + LOC V2.14 interface. The 'Extra Person Information' window is open, showing the 'Type of DBS Disclosure' as 'Enhanced'. The 'Date DBS Form Sent to Person' is '10-JAN-2021', and the 'DBS Form Ref No' is '100003454345B'. The 'DBS Administrator 1' is 'Admin23, Mr. Anthony', and the 'DBS Requested by VPD' is '504' with '504 ESR Training'. The 'Cert of Good Standing Received From' is blank. The 'Date DBS Form Returned' is '23-JAN-2021', and the 'ID Documents Verified' is 'Route 1'. The 'DBS Form Correct' is 'Yes', and the 'DBS Administrator 2' is blank. The 'Date DBS/CoGS Requested' and 'Date DBS/CoGS Received' are blank. The 'DBS Disclosure Issue Date' is blank. The 'DBS Website Check' is '13-JAN-2021', and the 'DBS Website Match' is 'Yes'. The 'DBS Unique Number' is '667783762', and the 'DBS Check Outcome' is 'Post To Be Offered'. The 'Childrens Barred List Check Requested' is 'Yes', and the 'Adults Barred List Check Requested' is 'No'. The 'AdultsFirst Requested' and 'AdultsFirst Received' are blank. The 'Permission to Check DBS Status' is 'Yes', and the 'E-Rec Vacancy Ref' is '504-Matron08' with 'Modern Matron' as the 'Modern Matron' reference. The 'Details' section shows 'Enhanced|10-JAN-2021|100003454345B|Admin23, Mr. Anthony'. The 'Personal' section shows 'Name', 'Last', 'First', 'Title', 'Prefix', 'Suffix', 'Middle', 'Birth Date', 'Town', 'Region', 'Country', 'Effective Date', 'From', 'Address', and 'Address2'.

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