

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.

From the pre-employment checklist, you'll check their home address and can add or edit it on behalf of them.

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

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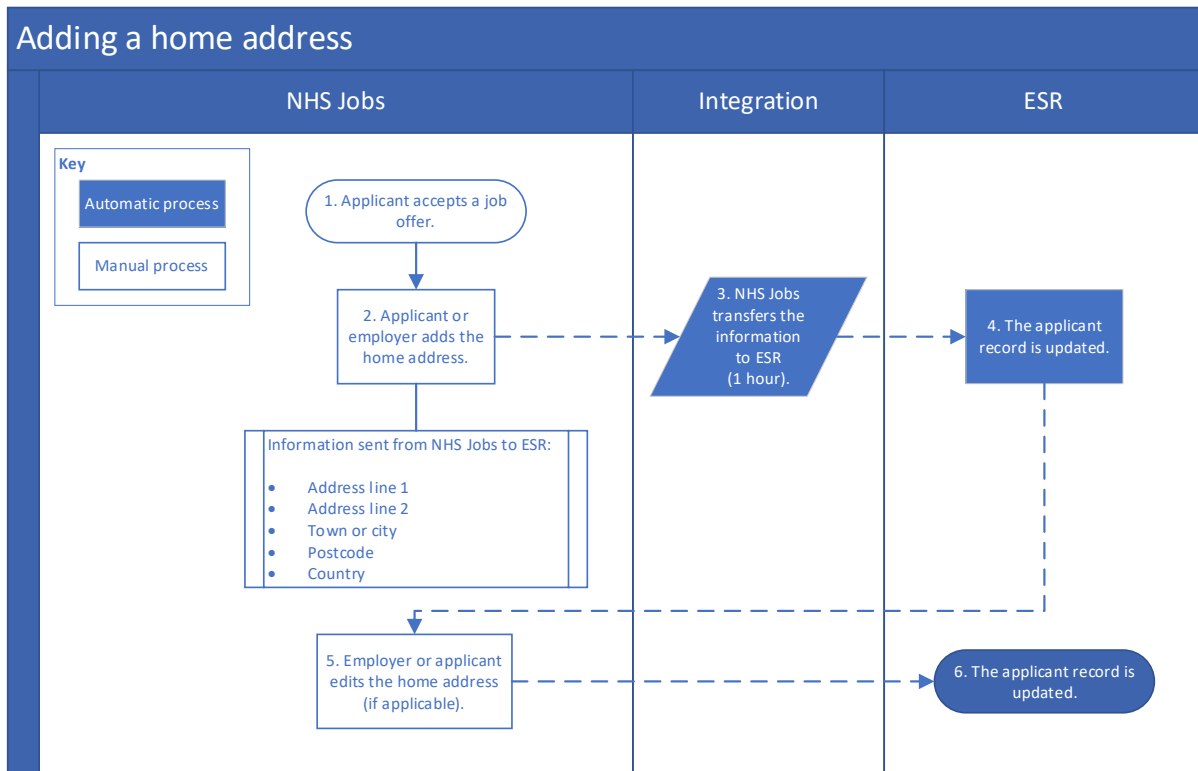
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Process flow diagram process

This process flow diagram shows the integration between the NHS Jobs service and ESR system for a home address 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'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.

The screenshot shows the NHS Jobs dashboard for Training account 356. The top navigation bar includes the NHS logo, the text 'Jobs', and the user's name 'Signed in as Andrea Ballantyne' with a 'Sign Out' link. A yellow banner at the top states: 'This is a training environment for employers - published adverts will not be visible to jobseekers.' Below this, another yellow banner 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 is titled 'Training account 356 Dashboard'. It features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table displays the following data:

Task Stage	Count
Draft	0
Published	1
Shortlisting	0
Interviews	1
Ready to offer	2
Conditional offers	1
1 Pre-employment checks	1
Contracts	0

The right sidebar contains three sections:

- What you can do:** Three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey).
- Manage the account:** A list of links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'.
- Help and information:** Two links: 'The employer hub' and 'Contact your super users' (with a right-pointing arrow).

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.

Top navigation: 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
Liam MA AR-201222-00001	Training and Support Manager NHS Jobs T2020-20-0462	01 Jun 2021 ON TRACK	Identity check	View checks or withdraw offer 1

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

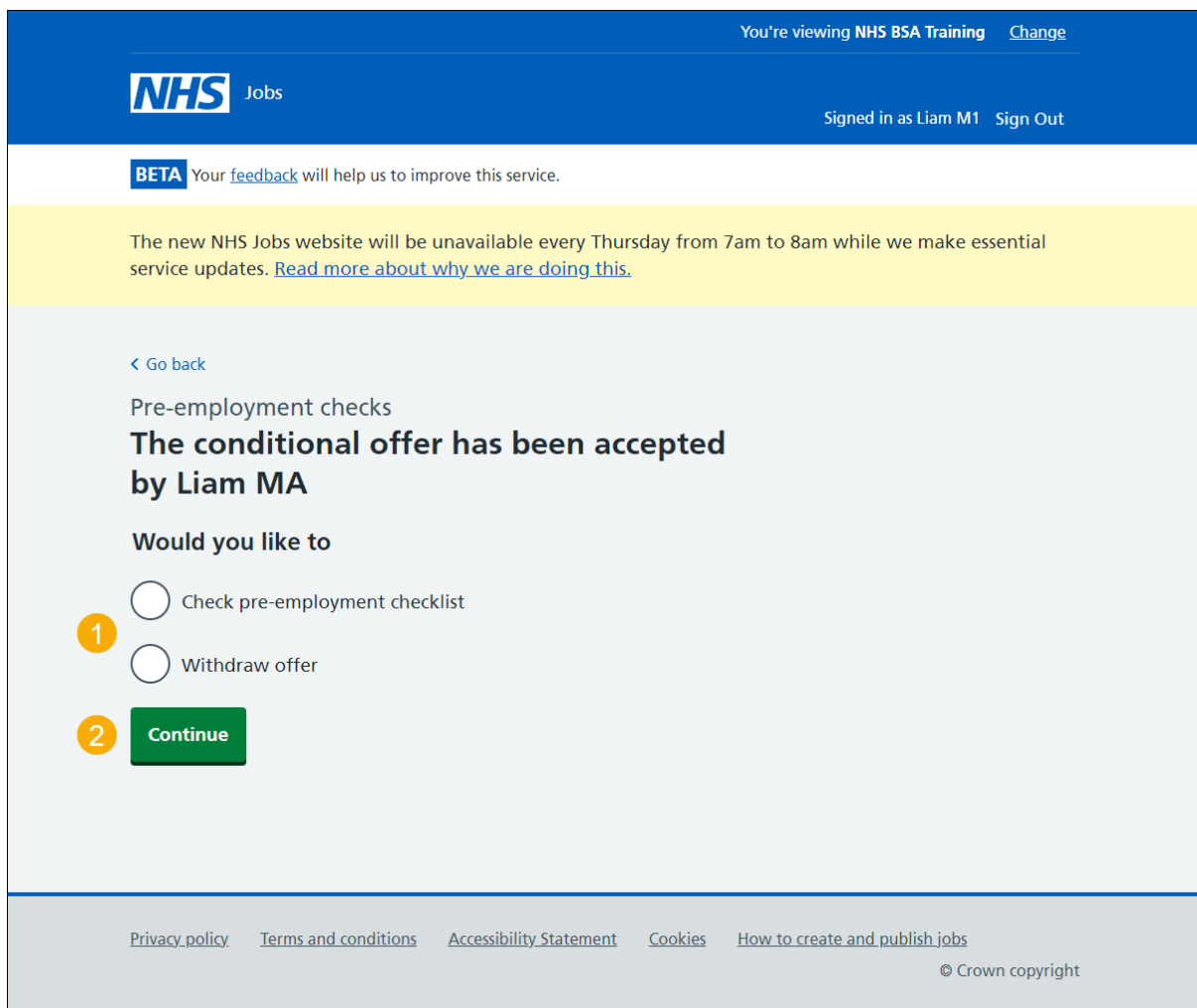
Conditional offer accepted

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 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 yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: '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.](#)' Below this, there is a 'Go back' link. The main content area has the heading 'Pre-employment checks' and a large bold message: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (marked with a '1' in a yellow circle) and 'Withdraw offer'. Below these options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom of the page, there is a 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](#).

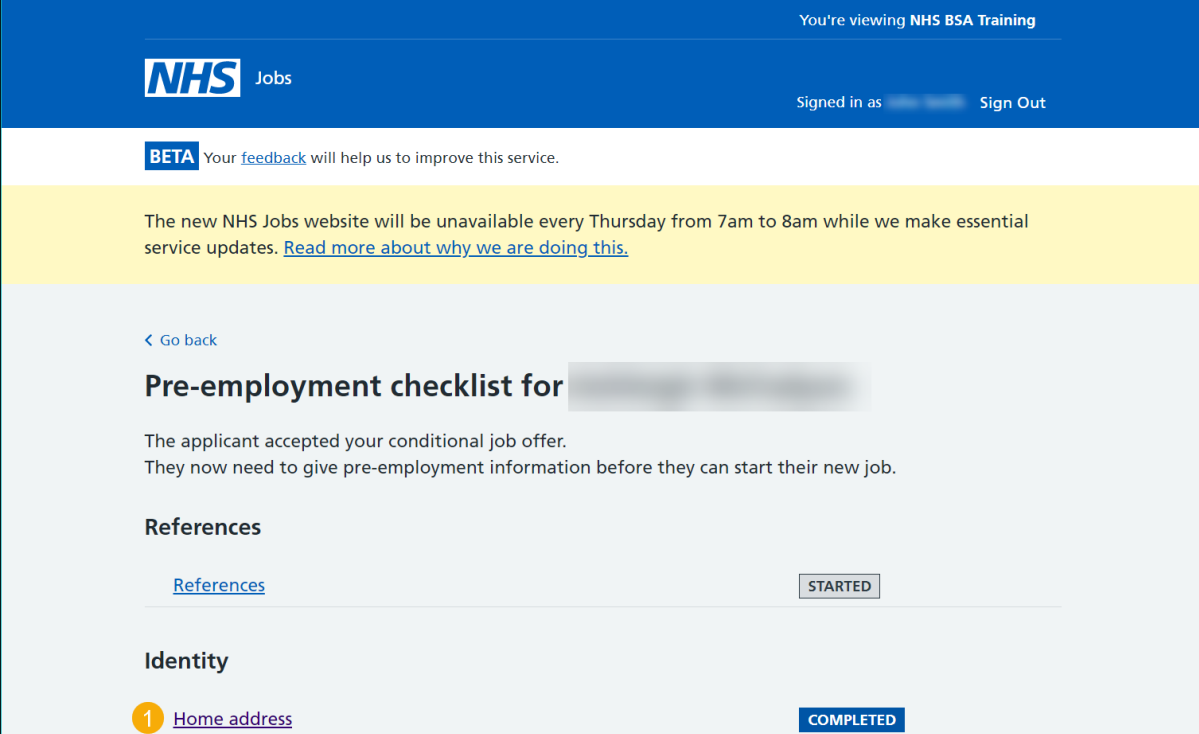
Home address

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

Important: If an applicant accepts a conditional job offer, they can add their home address. In this example, they've added their address and the status shows as '**COMPLETED**'.

To view their home address, 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. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [blurred] Sign Out'. Below the header, 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 a message about service updates. The main content area is light blue and contains a 'Pre-employment checklist for [blurred]' section. It includes a 'Go back' link, a description of the conditional job offer, and a list of checklist items: 'References' (with a 'STARTED' button) and 'Identity' (with a 'COMPLETED' button). The 'Identity' item is highlighted with a yellow circle containing the number '1' and a blue '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 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 their home address.

To edit the 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

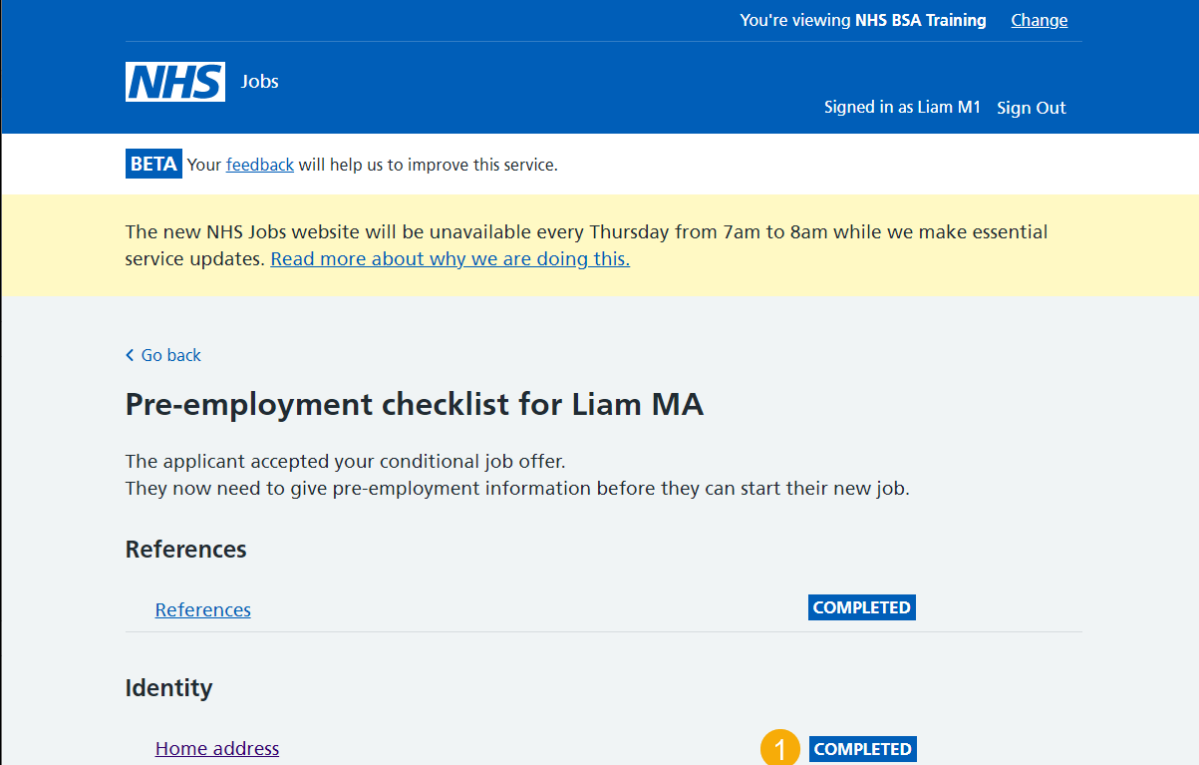
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Check the home address in NHS Jobs

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

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



The screenshot shows the NHS Jobs 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 with "BETA" and "Your feedback will help us to improve this service." is below the header. A yellow banner contains a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. Below this is a "Go back" link. The main heading is "Pre-employment checklist for Liam MA". A sub-heading states: "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", the link "References" is followed by a blue "COMPLETED" badge. Under "Identity", the link "Home address" is followed by a yellow circle with the number "1" and a blue "COMPLETED" badge.

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

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

Check the home address in ESR

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

Important: This information is found in the Applicant record within the **Extra Person Information** section of ESR. This can only be checked with the correct ESR roles and permissions.

1. The applicant's home address details are shown.

The screenshot shows the Oracle Applications interface for 'Enter HR Personal Information - Combined'. The 'Address' tab is selected, and the address details are displayed. A yellow circle with the number '1' highlights the 'Address' field. The address is 'United Kingdom|1 Kings Road||Sheffield||S1 1DG|United Kingdom'. The 'Type' is 'Home', 'Date From' is '10-MAY-2005', and 'Primary' is checked. The 'Effective Dates' section shows 'From' as '21-MAY-2007' and 'To' as empty. The 'Latest Start Date' is also empty. The 'Address' tab is highlighted in blue.

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