

How to complete a professional registration check in NHS Jobs user guide

This guide gives you instructions for how to complete a [professional registration](#) check in the NHS Jobs service.

If a professional registration check is needed, you'll enter the applicant's professional registration details to complete the check.

If a professional registration check isn't needed, you'll confirm your answer to complete the check.

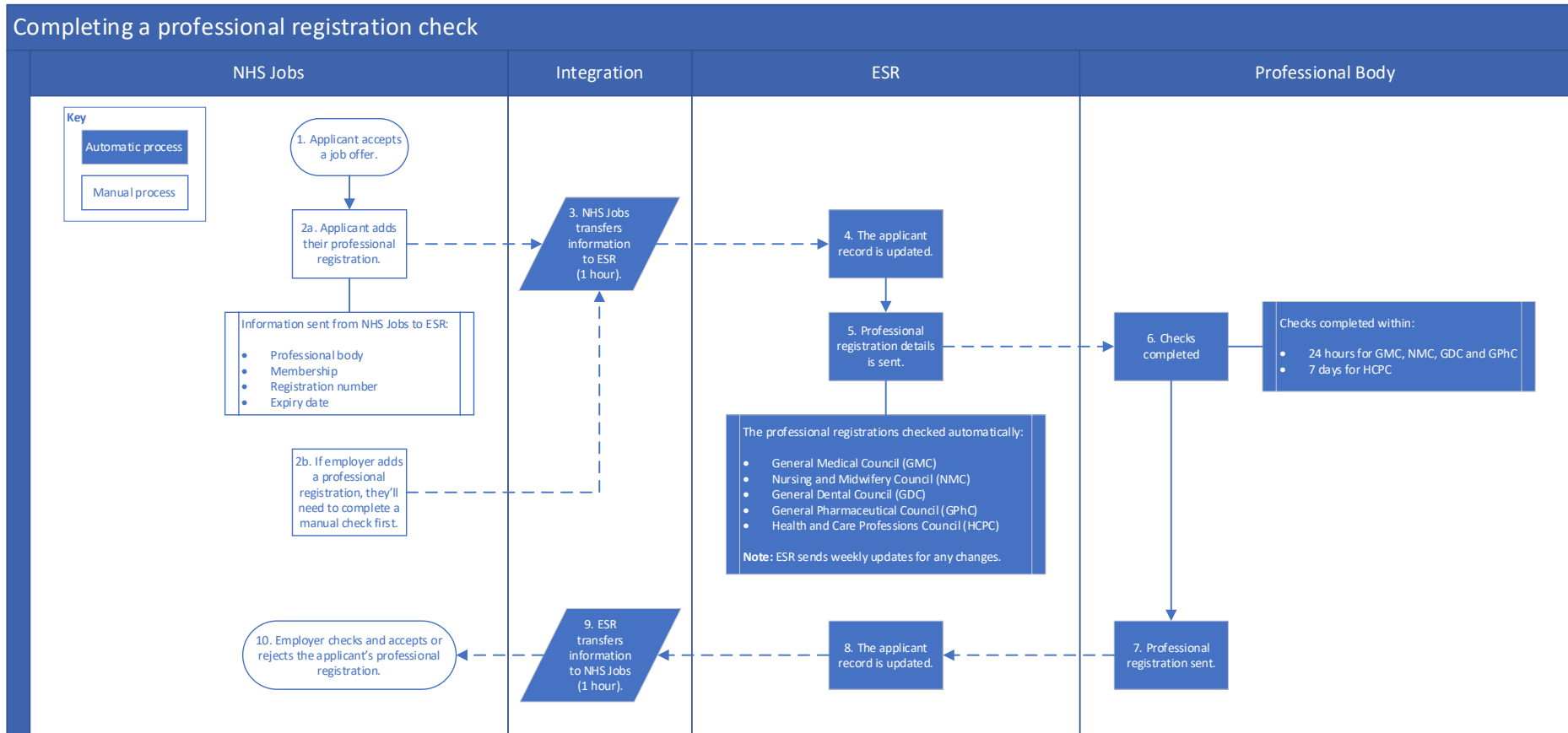
For users of NHS Jobs to ESR integration, go to the '[Process flow diagram](#)' page.

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Process flow diagram

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



Pre-employment checks

This page gives you instructions for how to start the pre-employment checks.

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

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

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

The screenshot shows the NHS Training and Support Dashboard. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts' which is currently turned off. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists various stages with their counts and progress bars:

Stage	Count	Progress
Draft	0	0%
Published	0	0%
Shortlisting	0	0%
Interviews	4 - on track 0, overdue 4	0% (red bar)
Ready to offer	2	0% (green bar)
Conditional offers	0	0%
1 Pre-employment checks	4	0% (green bar)
Contracts	0	0%
End recruitment	0	0%

On the right side of the dashboard, there are several sections:

- 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)
 - Approval settings
 - Departments
 - Welsh listings
- Documents and templates:**
 - Supporting documents
 - Contract templates
 - Offer letter templates
- Help and information:**
 - The employer hub
 - Roles and permissions
 - Contact your super users
- Reporting:**
 - Run a report

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', along with the copyright notice '© Crown copyright'.

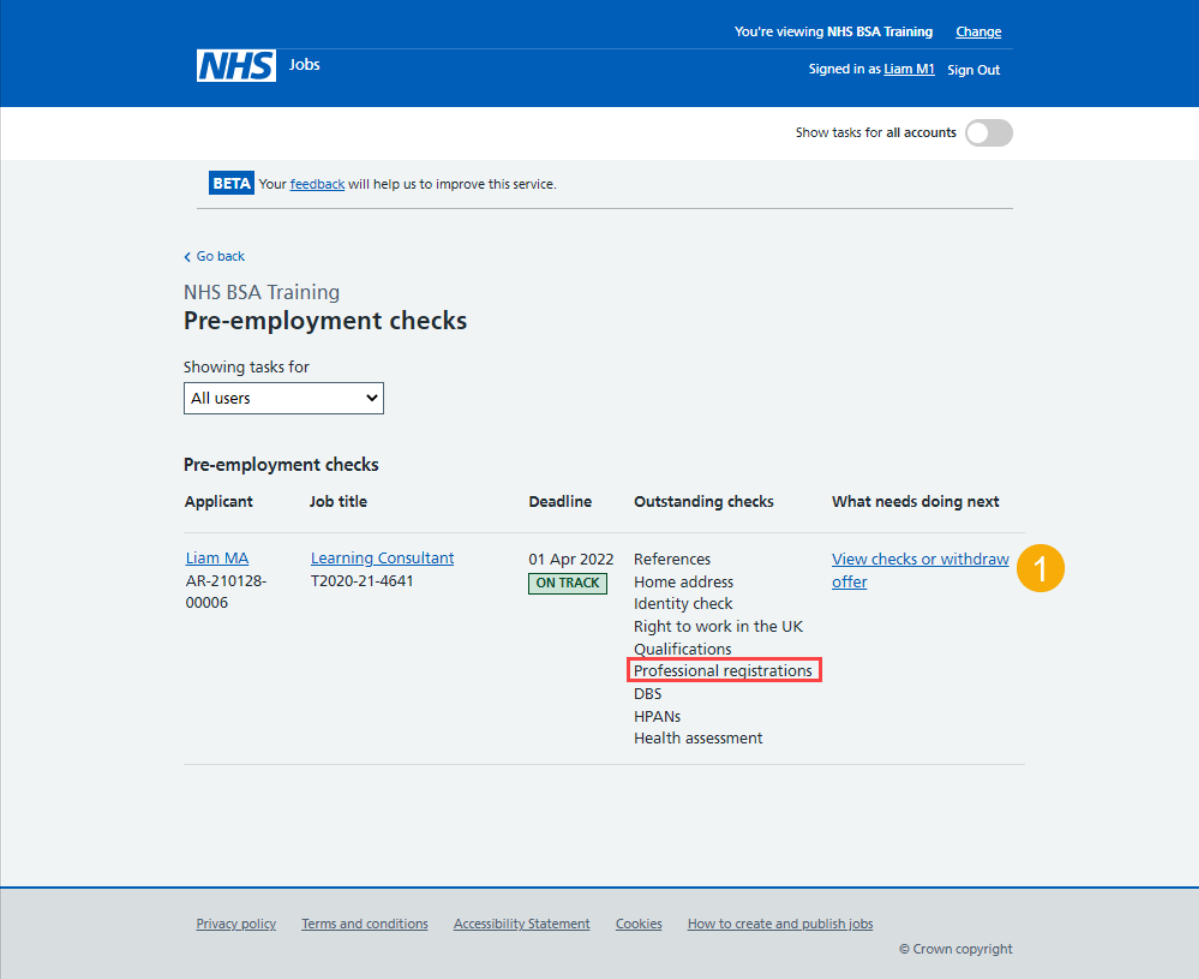
View checks or withdraw offer

This page gives you instructions for how to view pre-employment checks or withdraw offer.

Important: In this example, the 'Outstanding checks' section shows the 'Professional registrations' check is outstanding.

Find the applicant and complete the following step:

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



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" and "Signed in as Liam M1". The main heading is "Pre-employment checks". Below this, there's a table with the following data:

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-210128-00006	Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer

The 'Professional registrations' check is highlighted in red in the original image. A yellow circle with the number '1' is next to the 'View checks or withdraw offer' link.

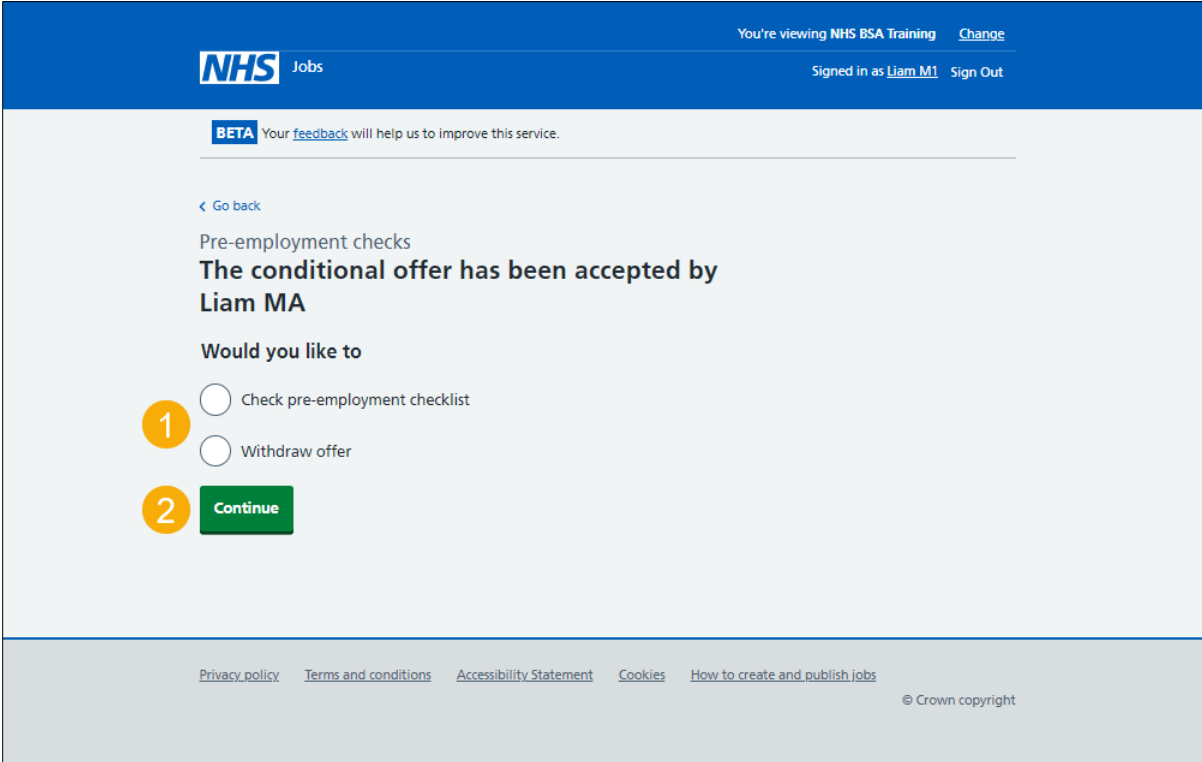
Tip: You can view the applicant or job title details by selecting the relevant link.

Conditional offer accepted

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

To complete the pre-employment checks or withdraw offer, complete the following steps:

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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area displays 'Pre-employment checks' and 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and 'Withdraw offer'. A green 'Continue' button is highlighted with a '2' in a yellow circle. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

If you withdraw the applicant's job offer, you can make an offer to another applicant. Go to the **'How to make a job offer in NHS Jobs'** user guide or video from the **'Make a job offer'** drop down box on the [‘Help and support for employers’](#) webpage.

If you withdraw the applicant's job offer, you can end the recruitment. Go to complete the **'How to end a recruitment in NHS Jobs'** user guide or video from the **'End a recruitment'** drop down box on the [‘Help and support for employers’](#) webpage.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

Professional registrations

This page gives you instructions for how to start a professional registration check.

The different statuses are:

- **STARTED** – the applicant has added their professional registration details, but you haven't started the check.
- **COMPLETED** – you've accepted the applicant's professional registration details or confirmed it's not applicable.
- **NEEDS FURTHER INVESTIGATION** – you've got a query about the applicant's professional registration details.
- **REJECTED** – you've rejected the applicant's professional registration details.

To start the professional registration check, complete the following step:

1. Select the '[Professional registrations](#)' link.

NHS Jobs You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[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	COMPLETED
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Identity

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

Right to work

Right to work in the UK	NOT STARTED
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Qualifications and registrations

Qualifications	COMPLETED
1 Professional registrations	STARTED

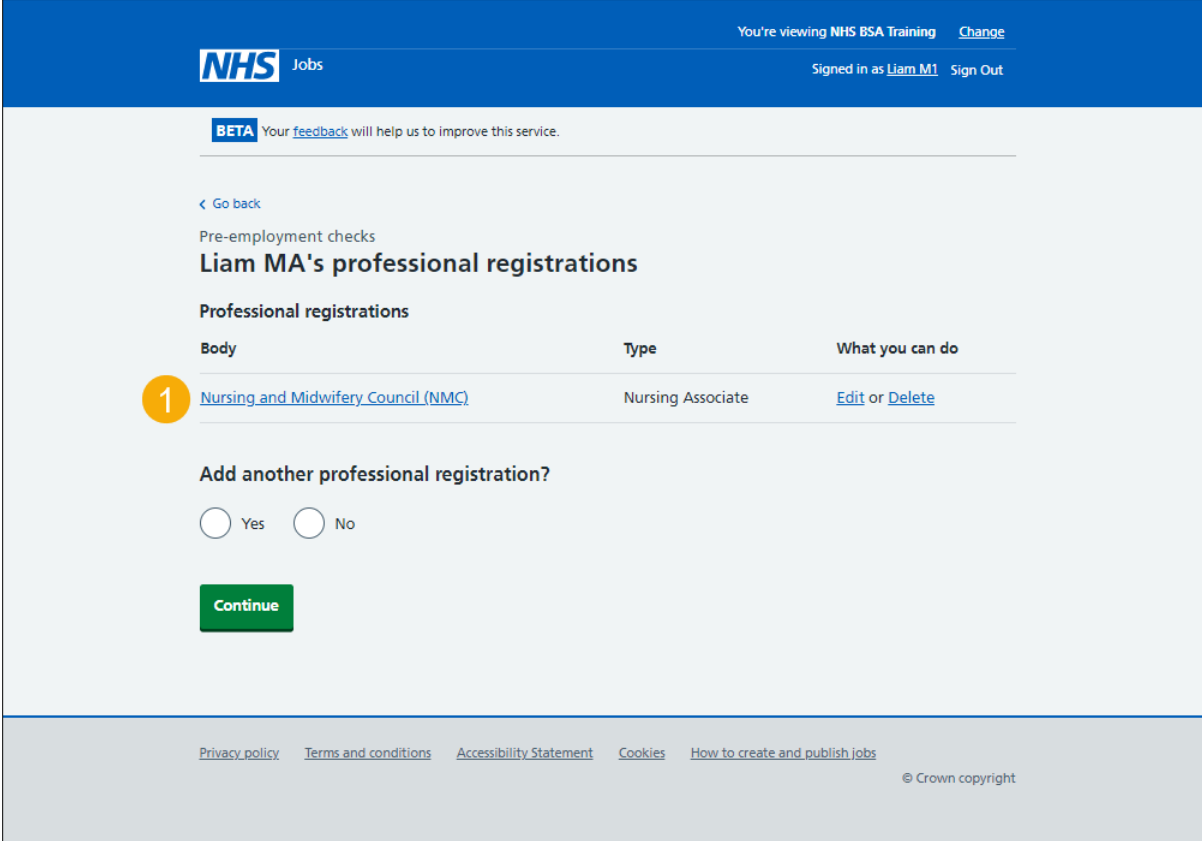
Check professional registration

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

Important: In this example, the applicant has added a 'Nursing and Midwifery Council (NMC) professional registration. If the applicant hasn't added a professional registration and it's needed for the role, go to the '[Add another professional registration](#)' page.

To check the professional registration details, complete the following steps:

1. Select the '[Nursing and Midwifery Council \(NMC\)](#)' link.



The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. The main heading is 'Pre-employment checks' and 'Liam MA's professional registrations'. Below this is a table titled 'Professional registrations' with columns for 'Body', 'Type', and 'What you can do'. The table contains one entry: 'Nursing and Midwifery Council (NMC)' for the role of 'Nursing Associate', with links to 'Edit' or 'Delete'. A yellow circle with the number '1' is placed over the registration name. Below the table is a section 'Add another professional registration?' with radio buttons for 'Yes' and 'No', and a green 'Continue' button. 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'.

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	Edit or Delete

Add another professional registration?

Yes No

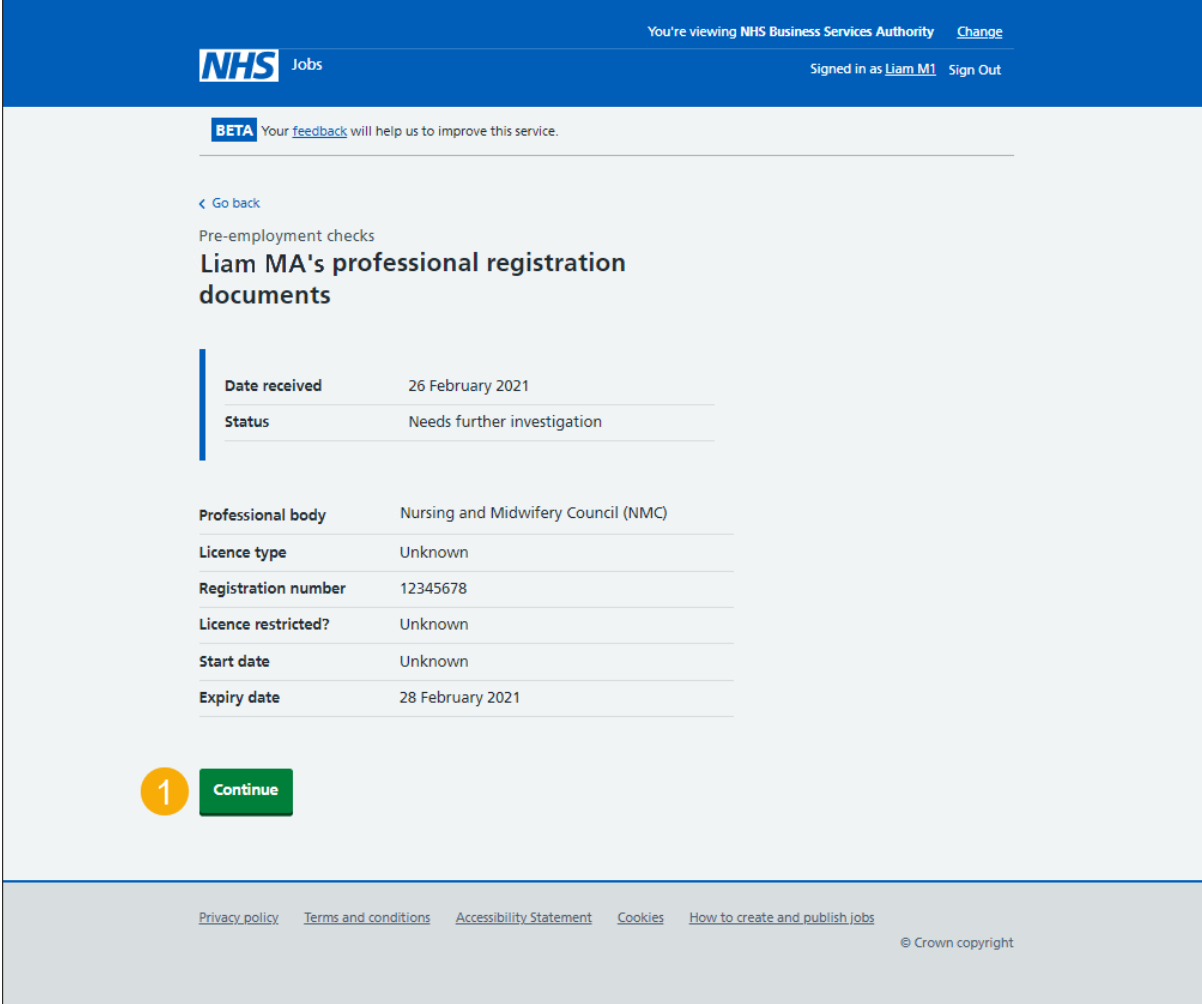
[Continue](#)

View professional registration

This page gives you instructions for how to view the professional registration details.

Check the information on the page and complete the following step:

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



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS Business Services Authority" 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 "BETA" banner indicates that feedback will help improve the service. Below this is a "Go back" link and the text "Pre-employment checks". The main heading is "Liam MA's professional registration documents".

Date received	26 February 2021
Status	Needs further investigation
Professional body	Nursing and Midwifery Council (NMC)
Licence type	Unknown
Registration number	12345678
Licence restricted?	Unknown
Start date	Unknown
Expiry date	28 February 2021

At the bottom of the main content area, there is a yellow circle with the number "1" and a green "Continue" button.

The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the copyright notice "© Crown copyright".

Add another professional registration

This page gives you instructions for how to confirm if you want to add another professional registration on behalf of the applicant.

Important: NHS Jobs doesn't restrict the number of professional registrations that can be added. For NHS Jobs to ESR integration, ESR only allows a maximum of 2 and anymore than 2 needs to be manually added in ESR.

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

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

The screenshot shows the NHS Jobs interface for 'Liam MA's professional registrations'. At the top, there's 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's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Liam MA's professional registrations'. Below it, there's a table titled 'Professional registrations' with columns: 'Body', 'Type', and 'What you can do'. The table contains one entry: 'Nursing and Midwifery Council (NMC)' as the body, 'Nursing Associate' as the type, and 'Edit or Delete' as the action. Below the table, there's a question: 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, there's a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

What membership does the applicant have?

This page gives you instructions for how to confirm the membership type.

Important: This page is only shown if you're adding another professional registration. If you're editing the applicant's professional registration, the details they've added are displayed.

To confirm the membership type, complete the following steps:

1. Select an option.
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.

[< Go back](#)

Pre-employment checks

What membership does Liam MA have?

- Association of Chartered Certified Accountants (ACCA)
- British Psychological Society (BPS)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Personnel and Development (CIPD)
- General Chiropractic Council (GCC)
- General Dental Council (GDC)
- 1** General Medical Council (GMC)
- General Optical Council (GOC)
- General Osteopathic Council
- General Pharmaceutical Council (GPhC)
- Health and Care Professionals Council (HCPC)
- Nursing and Midwifery Council (NMC)
- Other
- Social Care Wales (SCW)
- Social Work England (SWE)

2 [Continue](#)

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

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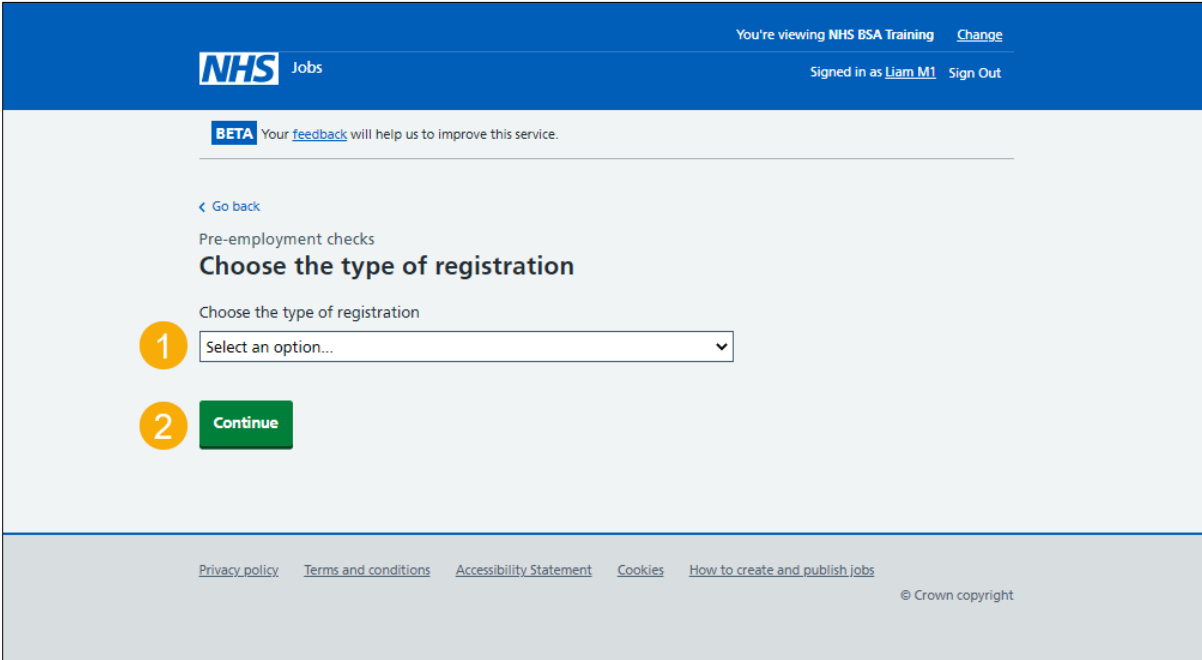
Choose the type of registration

This page gives you instructions for how to choose the type of registration.

Important: This page is only shown if you're adding another professional registration. If you're editing the applicant's professional registration, the details they've added are displayed.

To choose the type of registration, complete the following steps:

1. Select an option from the drop-down menu.
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Choose the type of registration'. Below this, there is a dropdown menu with the text 'Choose the type of registration' and 'Select an option...'. A green 'Continue' button is positioned below the dropdown. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

Enter registration number

This page gives you instructions for how to enter the registration number.

Important: In this example, the 'Nursing and Midwifery Council (NMC)' registered body and the 'Nursing Associate' licence type is added.

To enter the registration number, complete the following steps:

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

The screenshot shows the NHS Jobs interface for entering a registration number. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Enter registration number'. A form displays 'Registered body' as 'Nursing and Midwifery Council (NMC)' and 'Licence type' as 'Nursing Associate'. Below this, a text prompt says 'This should be on the registration certificate or document'. A numbered step '1' points to an empty text input field. A second numbered step '2' points to a green 'Continue' button. 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'.

Tip: The registration number should be on the registration certificate or document.

Is this licence restricted?

This page gives you instructions for how to confirm if the licence is restricted.

Important: For example, a doctor with restrictions or conditions on their practise. Your team would check their compliance to General Medical Council conditions and undertakings and manage a safe return to work.

To confirm if this licence is restricted, complete the following steps:

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

The screenshot shows a web form titled 'Is this licence restricted?' under the heading 'Pre-employment checks'. The form is part of the NHS Jobs system, as indicated by the logo and navigation links at the top. The user is logged in as 'Liam.M1'. The form displays the following information:

- Registered body:** Nursing and Midwifery Council (NMC)
- Licence type:** Nursing Associate

Below the form fields, there is a paragraph of text: "For example, a doctor with restrictions or conditions on their practise. Your team would check their compliance to General Medical Council conditions and undertakings, and manage a safe return to work." This text is followed by two radio button options: "1 Yes" and "1 No". The "1 Yes" option is selected. Below the radio buttons is a green button labeled "2 Continue".

At the bottom of the page, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The copyright notice "© Crown copyright" is also present.

Enter date registered from

This page gives you instructions for how to enter the document registered from date.

To enter the document registered from date, complete the following steps:

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

The screenshot shows the NHS Jobs 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Enter date registered from'. Below this, there are two rows of information: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. A note states: 'This should be on the registration certificate/document' and 'For example, 15 03 2012'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A large orange circle with the number '1' is positioned to the left of the 'Day' box. Below the input boxes is a green button with a white circle containing the number '2' and the text 'Continue'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Tip: The registration number should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Enter date registered to

This page gives you instructions for how to enter the document registered to date.

To enter the document registered to date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Enter date registered to'. Below this, there are two rows of information: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. A note states: 'This should be on the registration certificate/document. For example, 15 03 2012'. Below the note are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with a yellow circle containing the number '2' and the text 'Continue'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Tip: The registration number should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was received

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

To confirm the document received date, complete the following steps:

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

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

Date this document was received

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

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

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was checked

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

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

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

The screenshot shows the NHS Jobs portal 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is visible. The main content area is titled 'Pre-employment checks' and 'Date this document was checked'. Below this, there are two rows of information: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. Below the information, there is a prompt 'For example, 15 03 2012' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes, there is a yellow circle with the number '2' next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked this professional registration?

This page gives you instructions for how to confirm who checked this professional registration.

To confirm who checked this professional registration, 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.

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 side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Who checked this professional registration?'. It contains three numbered steps: 1. 'First name' with an input field, 2. 'Last name' with an input field, and 3. 'Continue' with a green button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Is the professional registration okay?

This page gives you instructions for how to confirm if the professional registration is okay.

To confirm if the professional registration is okay, complete the following steps:

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

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Is the professional registration okay?'. There are four radio button options: 'Yes', 'No', 'Pending', and 'Needs further investigation'. A yellow circle with the number '1' is placed next to the 'Pending' option. Below the options, there is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Add a note about the registrations?

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

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

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and 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 left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Pre-employment checks' and 'Add a note about the registrations?'. It features a '1' in a yellow circle next to two radio buttons labeled 'Yes' and 'No'. Below this is a '2' in a yellow circle next to a green 'Save and continue' button. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Add a note

This page gives you instructions for how to add a note.

Important: This page is only shown if you're adding a note about the professional registration.

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 the '[Save and continue](#)' button.

The screenshot shows the 'Add a note' form in the NHS Jobs system. The form is titled 'Add a note' and is part of the 'Pre-employment checks' section. It features a 'Subject' text input field (step 1), a 'Detail' text area (step 2), and a green 'Save and continue' button (step 3). The page includes a blue header with the NHS logo, user information, and a footer with various links and a copyright notice.

Header: NHS Jobs | You're viewing NHS BSA Training | Change | Signed in as Liam M1 | Sign Out

BETA Your feedback will help us to improve this service.

< Go back

Pre-employment checks

Add a note

Subject

1

Detail

2

3 [Save and continue](#)

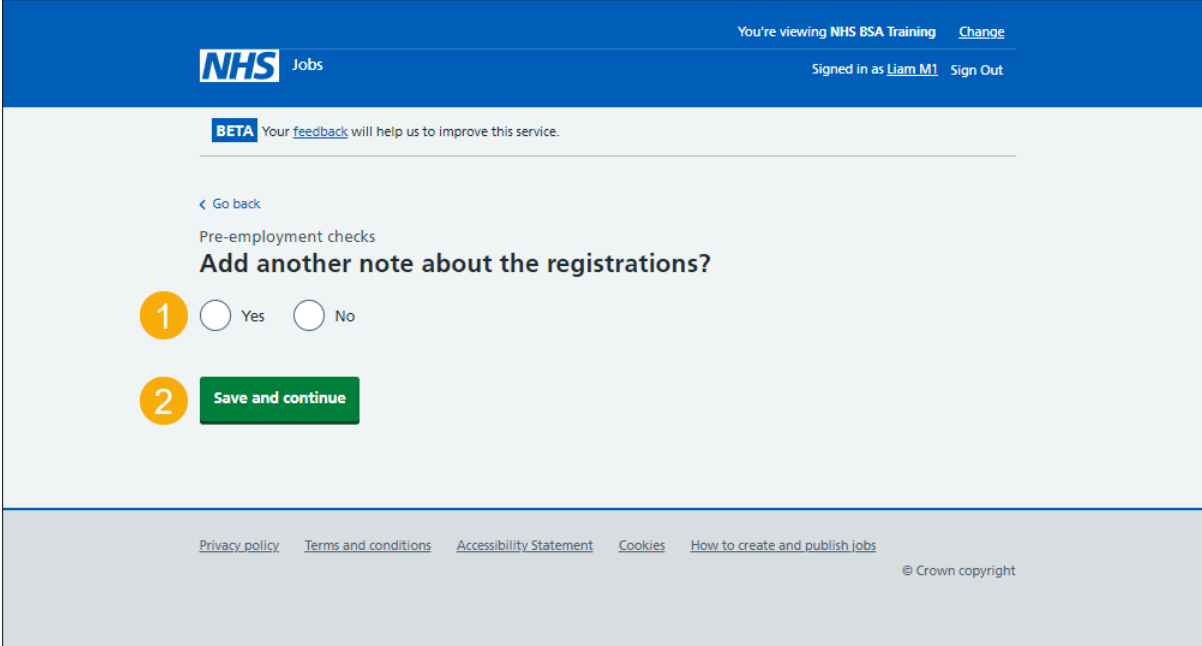
Footer: [Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to create and publish jobs](#) | © Crown copyright

Add another note about the registrations?

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

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

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



The screenshot shows the NHS Jobs portal 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' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'Add another note about the registrations?'. It features two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Check professional registration details

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

Important: If you delete a professional registration, you won't be warned, and you won't be able to recover the details.

To view, edit, delete, or add another professional registration, complete the following steps:

1. Select the 'Nursing and Midwifery Council (NMC) link (optional).
2. Select the 'Edit' link (optional).
3. Select the 'Delete' link (optional).
4. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
5. Select the 'Continue' button.

The screenshot shows the NHS Jobs portal interface. At the top, there's 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's a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Liam MA's professional registrations'. Underneath, there's a section 'Professional registrations' with a table:

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	Edit or Delete

Below the table, there's a section 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. At the bottom of this section is a green 'Continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Do you accept the professional registrations?

This page gives you instructions for how to confirm if you accept the professional registration.

To confirm if you accept the professional registration, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Do you accept the professional registrations?'. There are three radio button options: 'Yes', 'No', and 'In progress'. A yellow circle with the number '1' is next to the 'No' option. Below the options is a green button with a white 'Save and continue' label, with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

Professional registration check in NHS Jobs

This page shows confirmation you've completed the professional registration check in NHS Jobs.

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[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](#) **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**

1 [Professional registrations](#) **COMPLETED**

You've completed the applicant's professional registration check in the NHS Jobs service and reached the end of this user guide.

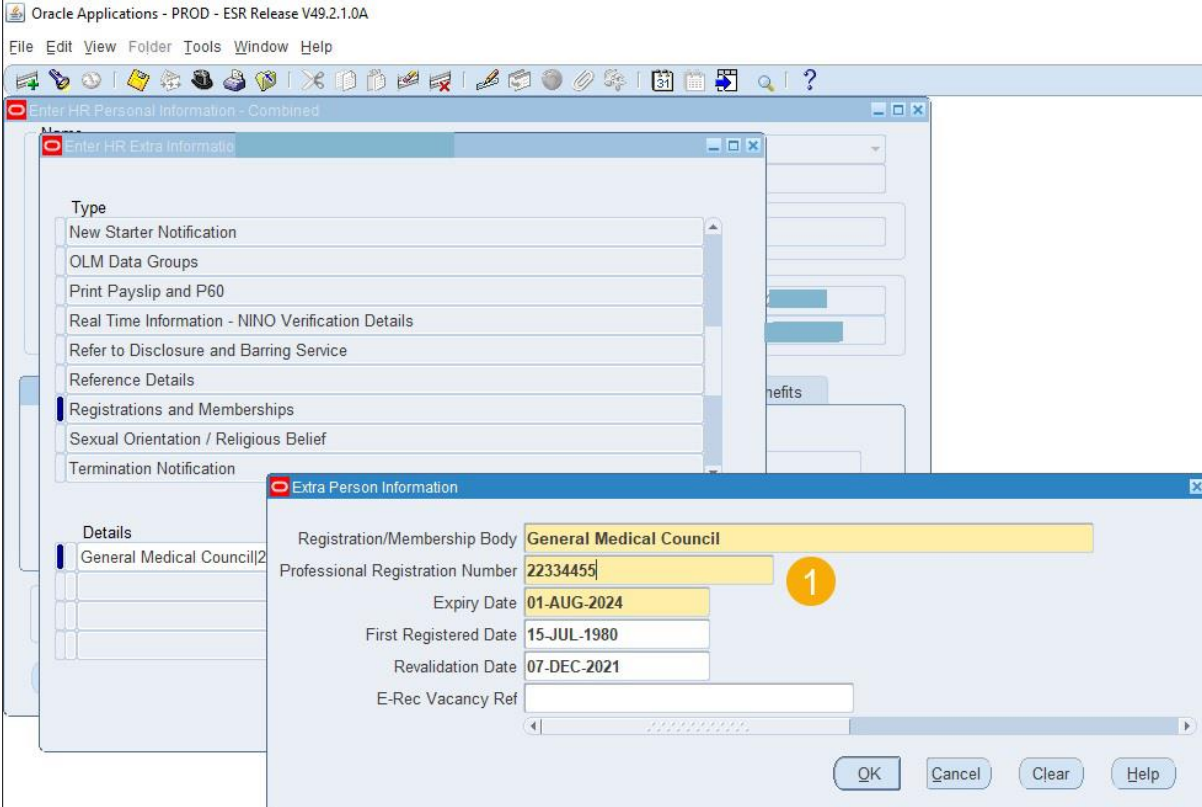
For users of NHS Jobs and ESR integration, go to the '[Check professional registration in ESR](#)' page.

Professional registration check in ESR

This page gives you instructions for how to check the professional registration details in ESR.

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

1. The applicant's professional registration details are shown.



Oracle Applications - PROD - ESR Release V49.2.1.0A

File Edit View Folder Tools Window Help

Enter HR Personal Information - Combined

Enter HR Extra Information

Type

- New Starter Notification
- OLM Data Groups
- Print Payslip and P60
- Real Time Information - NINO Verification Details
- Refer to Disclosure and Barring Service
- Reference Details
- Registrations and Memberships
- Sexual Orientation / Religious Belief
- Termination Notification

Details

- General Medical Council|2

Extra Person Information

Registration/Membership Body **General Medical Council**

Professional Registration Number **22334455** 1

Expiry Date **01-AUG-2024**

First Registered Date **15-JUL-1980**

Revalidation Date **07-DEC-2021**

E-Rec Vacancy Ref

OK Cancel Clear Help

You've completed the applicant's professional registration check in ESR and reached the end of this user guide.

For more information about ESR, go to the '[ESR User Manual](#)'.