

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 asking you to give a reference.

To respond, you'll choose one of the following options:

- Yes, you're the correct person to give a reference and you'll use the NHS Jobs online service.
- No, you're not the correct person to give a reference and you'll add your reason why and provide details of the correct person (if known).
- Yes, but you'll provide it offline outside of the NHS Jobs online service.

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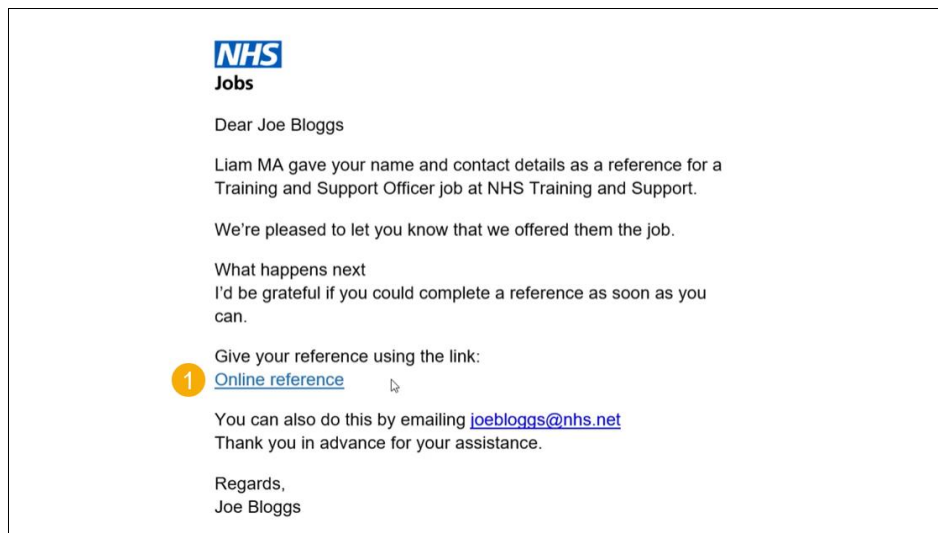
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Give your reference using the email link

This page gives you instructions for how to give your reference using the email link.

To give your reference using the email link, complete the following steps:

1. Select the ['Online reference'](#) link.



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:
 - ['Yes'](#)
 - ['No'](#)or
 - ['Yes, but I'll provide it offline'](#)
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 left, and 'Sign in | Create an account' on the right. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Give a reference' and 'Can you give a reference for wayne Liddle?'. Below the title, there is a table with the following information:

Applicant name	wayne Liddle
Date started	January 2021
Date ended	January 2022
Organisation name	NHS
Your relationship to applicant	Manager

Below the table, there is a question: 'Are you the correct person to give a reference for wayne Liddle?'. There are three radio button options: 'Yes', 'No', and 'Yes but I'll provide it offline'. A yellow circle with the number '1' is next to the 'No' option. Below the radio buttons, there is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice: '© Crown copyright'.

You're not giving this reference

This page gives you instructions for how to confirm why you're not giving this reference.

Important: You'll only see this page if you're not giving a reference and adding a reason why.

To add why you're not giving this reference, complete the following steps:

1. In the **Reason** box, enter the details.
2. In the **Referee's email address** box, enter the details (optional).
3. In the **Referee's phone number** box, enter the details (optional).
4. Select the '[Send response](#)' 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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area is light grey and contains a 'Go back' link, a 'Give a reference' section, and the title 'You're not giving this reference'. Below the title, there is a prompt: 'Please tell us why and optionally give contact details for right person if possible.' and a sub-heading 'Reason you're not the right person to give a reference' above a large text input box. This box is marked with a yellow circle containing the number '1'. Below this are two smaller input boxes: 'Referee's email address (optional)' marked with a yellow circle '2', and 'Referee's phone number (optional)' marked with a yellow circle '3'. At the bottom of the form is a green button labeled 'Send response' marked with a yellow circle '4'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

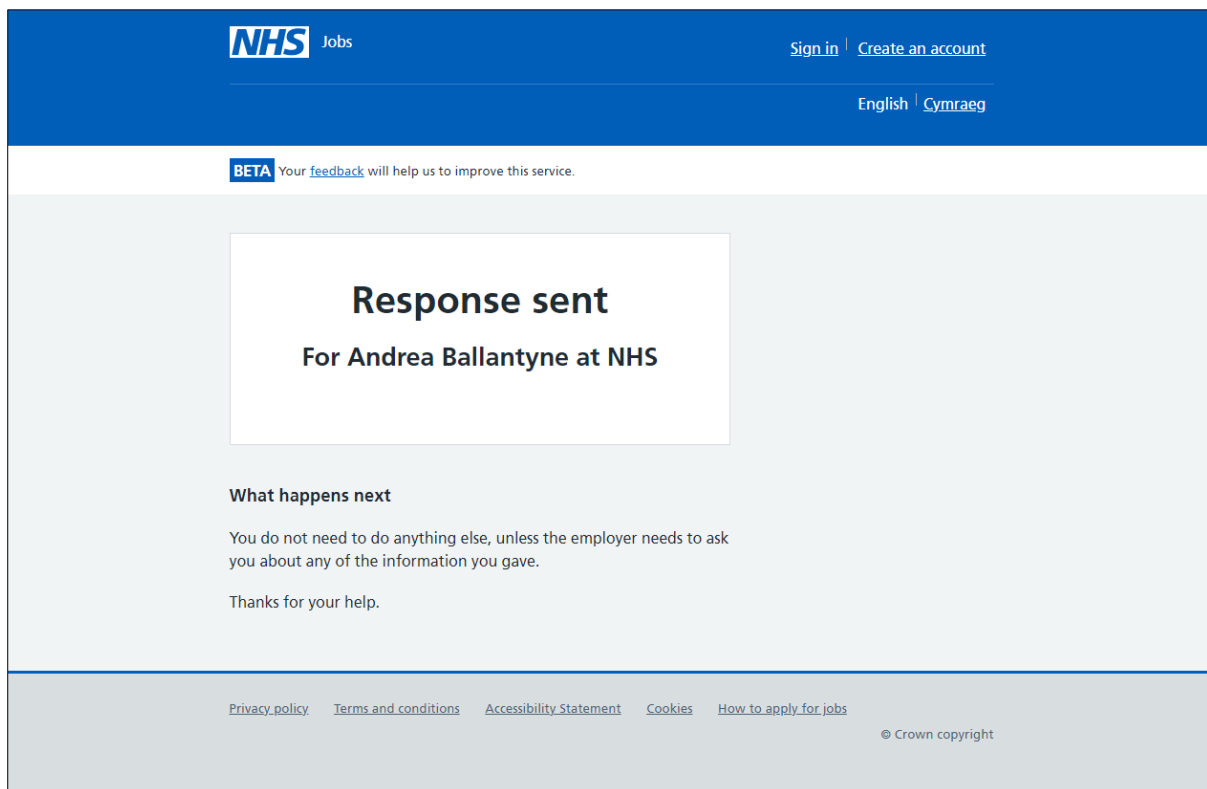
Response sent for not giving this reference

This page shows confirmation your response is sent for not giving this reference.

Important: The employer may contact you to ask about any of the information you gave in your response.

To finish, complete the following step:

1. Close the webpage.



You're not giving this reference and reached the end of this user guide.

Give reference offline

This page gives you instructions for how to give this reference offline.

Important: You'll only see this page if you're giving a reference offline outside of the NHS Jobs online service. Make sure you include all the information in the **Details needed** section.

To give this reference offline, complete the following steps:

1. Use the 'Email address' link to send the employer a reference.
2. Close the webpage to finish.

NHS Jobs
[Sign in](#) | [Create an account](#)

[English](#) | [Cymraeg](#)

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

[< Go back](#)

Give a reference

Give reference offline

Applicant details

Applicant name	wayne Liddle
Date started	January 2021
Date ended	January 2022
Organisation name	NHS
Your relationship to applicant	Manager

Details needed

- Most recent job title
- Reason for leaving
- Date started
- Date ended
- Days of absence
- Episodes of absence
- Details of any warnings
- Details of any investigations
- Details of any DBS checks required

1

Please send this information for this applicant to Liam Marshall at [@nhs.net](mailto:liam.marshall@nhs.net).

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

© Crown copyright

You're giving this reference offline and reached the end of this user guide.

What was the job?

This page gives you instructions for how to confirm the job details.

Important: You'll only see this page if you're giving a reference using the NHS Jobs online service.

To add the job details, complete the following steps:

1. In the **Most recent job title or position** box, enter the details.
2. In the **Why they left** box, enter the details (optional).
3. 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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area is light grey and contains a 'Go back' link, the heading 'Give a reference', and the title 'What was wayne Liddle's role?'. There are two input fields: the first is labeled 'Most recent job title or position before they left' and is marked with a '1' in a yellow circle; the second is labeled 'Why they left (optional)' and is marked with a '2' in a yellow circle. Below the second field is a green 'Save and continue' button marked with a '3' 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 apply for jobs', along with the text '© Crown copyright'.

Are the start and end dates correct?

This page gives you instructions for how to confirm if the start and end dates are correct.

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

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘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, there are links for 'Sign in' and 'Create an account'. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is light grey and contains the question 'Are wayne Liddle's start and end dates correct?' under the heading 'Give a reference'. Below the question, there is a table with two rows: 'Date started' with the value 'January 2021' and 'Date ended' with the value 'January 2022'. Below the table, there are two radio button options: '1 Yes' and '2 No'. The 'Yes' option is selected. Below the radio buttons, there is a green 'Continue' button with a yellow '2' in a circle next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right side of the footer, there is a copyright notice: '© Crown copyright'.

Enter the correct start and end dates

This page gives you instructions for how to confirm the correct start and end dates.

Important: You'll only see this page if you're entering the correct start and end dates. If this is for their current job, leave the date ended empty.

To enter the correct start and end 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 (optional).
3. Select the '[Continue](#)' button.

NHS Jobs
[Sign in](#) | [Create an account](#)

English | [Cymraeg](#)

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

[Go back](#)

Give a reference

Enter the correct start and end dates

Give us the correct dates for wayne Liddle's employment, volunteering or duration of study.

Date started
For example, 3 2010

Month Year

1

Date ended
For example, 10 2012
If this is for their current job, leave the date ended empty.

Month Year

2

3

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

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Tip: You must enter the date in the MM-YYYY format. For example, 03 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, 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.

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 left, and 'Sign in | Create an account' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the heading 'Give a reference Days and episodes of absence', and two numbered questions with input boxes: '1 How many days of absence (other than annual leave) did the applicant have during their last 2 years of employment? (optional)' and '2 How many episodes of absence (other than annual leave) did the applicant have during their last 2 years of employment? (optional)'. A green '3 Save and continue' button is positioned below the second question. The footer is a dark grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

Have they got any warnings on their record?

This page gives you instructions for how to confirm if they have any warnings on their record.

Important: You must only add warnings under your employment policies such as conduct or performance. Warnings from regulatory or licensing bodies are checked separately.

To confirm if they have any warnings on their record, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘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 left, and 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area is light blue and contains a 'Go back' link, the heading 'Give a reference', and the question 'Has wayne Liddle got any warnings on their record?'. Below the question, there is explanatory text: 'These are warnings under your employment policies, such as for conduct or performance. Do not add any regulatory or licensing body warnings. We check all applicants for those.' There are two radio buttons: '1 Yes' and '1 No'. Below these is a green 'Continue' button with a '2' in a yellow circle. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

What are the warnings?

This page gives you instructions for how to add the warnings.

Important: You'll only see this page if you're adding warnings. You should include any warnings where the employee left the job before the warning was formally put on their record.

To add the warnings, complete the following steps:

1. In the **Warning details** box, 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 left, and 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area is light grey and contains a 'Go back' link, the heading 'Give a reference What are the warnings?', and a sub-heading 'This includes any warnings where the employee left the job before they were put on their record.' Below this is a large text input field with a yellow circle containing the number '1' to its left. Underneath the input field is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the copyright notice '© Crown copyright'.

Have they got any investigations on their record?

This page gives you instructions to confirm if they have any investigations on their record.

Important: You must only add investigations under your employment policies such as conduct or performance. Investigations from regulatory or licensing bodies are checked separately.

To confirm if they have any investigations on their record, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘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, there are links for 'Sign in' and 'Create an account'. Below the header, there is a navigation bar with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Give a reference' and asks 'Has wayne Liddle got any investigations on their record?'. Below the question, there is explanatory text: 'These are investigations under your employment policies, such as for conduct or performance. Do not add any regulatory or licensing body investigations. We check for those if needed.' There are two radio button options: 'Yes' and 'No'. A green 'Continue' button is located below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. A copyright notice '© Crown copyright' is also present.

What are the investigations?

This page gives you instructions for how to add the investigations.

Important: You'll only see this page if you're adding investigations. You should include any investigations where the employee left the job before the investigation was formally put on their record.

To add the investigations, complete the following steps:

1. In the **Investigation details** box, enter the details.
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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area is light grey and contains a 'Go back' link, the heading 'Give a reference', and the title 'What are the investigations?'. Below the title is a sub-heading: 'This includes any investigations where the employee left the job before they were put on their record.' There is a large text input field with a yellow circle containing the number '1' to its left. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. 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 apply for jobs', followed by the copyright notice '© Crown copyright'.

Did they need a Disclosure and Barring Service (DBS) check?

This page gives you instructions for how to confirm if they needed a Disclosure and Barring Service (DBS) check.

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

1. Select the 'What is a Disclosure and Barring Service (DBS) check?' link (optional).
2. Select an answer:
 - [Yes](#)
 - [No](#)
3. Select the '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 left, and 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area is light grey and contains a 'Go back' link, the text 'Give a reference', and the question 'Did Liam MA need a Disclosure and Barring Service (DBS) check?'. Below the question, there is a step indicator '1' followed by a dropdown menu with the selected option 'What is a Disclosure and Barring Service (DBS) check?'. The text below the dropdown explains that the DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. Below this text, there are two radio buttons: '2 Yes' and '2 No'. At the bottom of the form, there is a green 'Continue' button with a step indicator '3'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

What was the DBS check level?

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

Important: You'll only see this page if a DBS check was needed.

To add the DBS check level, complete the following steps:

1. Select an answer.
2. Select the [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 left, and 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' On the left side of the main content area, there is a '< Go back' link. The main content area has a heading 'Give a reference' followed by 'What was the DBS check level?'. Below this, it says 'Select which applied' and lists four radio button options: 'Basic', 'Standard', 'Enhanced without barred list', and 'Enhanced with barred list'. A yellow circle with the number '1' is next to the 'Standard' option. Below the options is a green 'Continue' button with a yellow circle and the number '2' next to it. 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 apply for jobs', followed by '© Crown copyright'.

When was their Disclosure and Barring Service (DBS) check last completed? (optional)

This page gives you instructions for how to confirm when their DBS check was last completed.

To add when their DBS check was last completed, complete the following steps:

1. In the **Date**, **Month** and **Year** boxes, enter the details.
2. Select the '[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 left, and 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area is light grey and contains a 'Go back' link, the title 'When was their Disclosure and Barring Service (DBS) check last completed? (optional)', and instructions: 'You'll find this on a copy of the employee's DBS Certificate in their employment file. For example, 31 03 1980'. Below this, there are three input boxes labeled 'Day', 'Month', and 'Year', with a '1' in a yellow circle next to the 'Day' box. A green 'Save and continue' button with a '2' in a yellow circle is positioned below the input boxes. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 31 03 1980.

Declaration and send reference

This page gives you instructions for how to agree to the declaration and send the reference.

To agree to the declaration and send the reference, complete the following steps:

1. Select the 'I agree to the declaration' box.
2. Select the [Send reference](#) 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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area is light blue and contains a 'Go back' link, the heading 'Give a reference Declaration', and a statement: 'I've given this information in good faith. It is correct to the best of my knowledge.' Below this is a step indicator '1' next to an unchecked checkbox labeled 'I agree to the declaration'. Below that is a step indicator '2' next to a green button labeled 'Send reference'. At the bottom of the main content area, there is a 'Data Protection' section with a paragraph of text. The footer is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

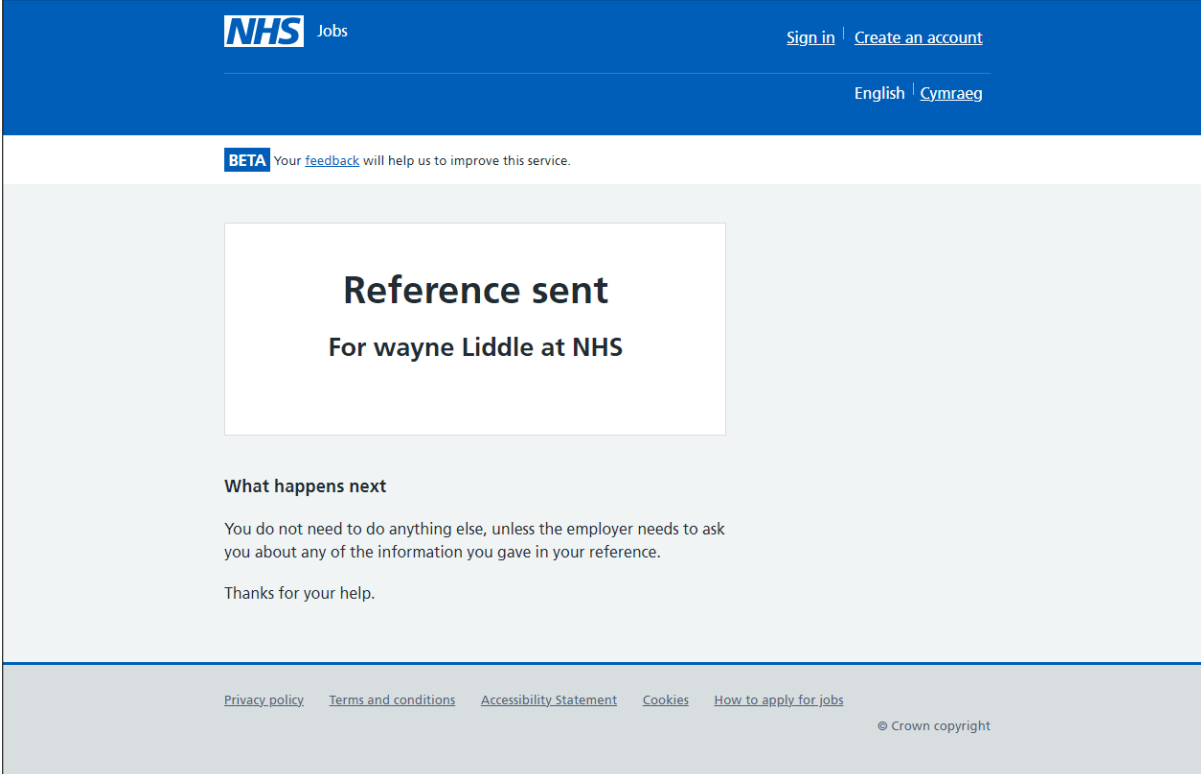
Reference sent online

This page shows confirmation you've sent your reference using the NHS Jobs online service.

Important: The employer may contact you to ask about any of the information you gave in your reference.

To finish, complete the following step:

1. Close the webpage.



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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area is light blue and features a white box with the text 'Reference sent For wayne Liddle at NHS'. Below this box, there is a section titled 'What happens next' with the text: 'You do not need to do anything else, unless the employer needs to ask you about any of the information you gave in your reference. Thanks for your help.' At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

You've given a reference online and reached the end of this user guide.