NHS
Jobs

How to complete a Disclosure and Barring Service (DBS) check in NHS Jobs user guide

This guide gives you instructions for how to complete a DBS check in the NHS Jobs service.

You'll confirm if the applicant needs a DBS check to complete their pre-employment information before they can start their new job.
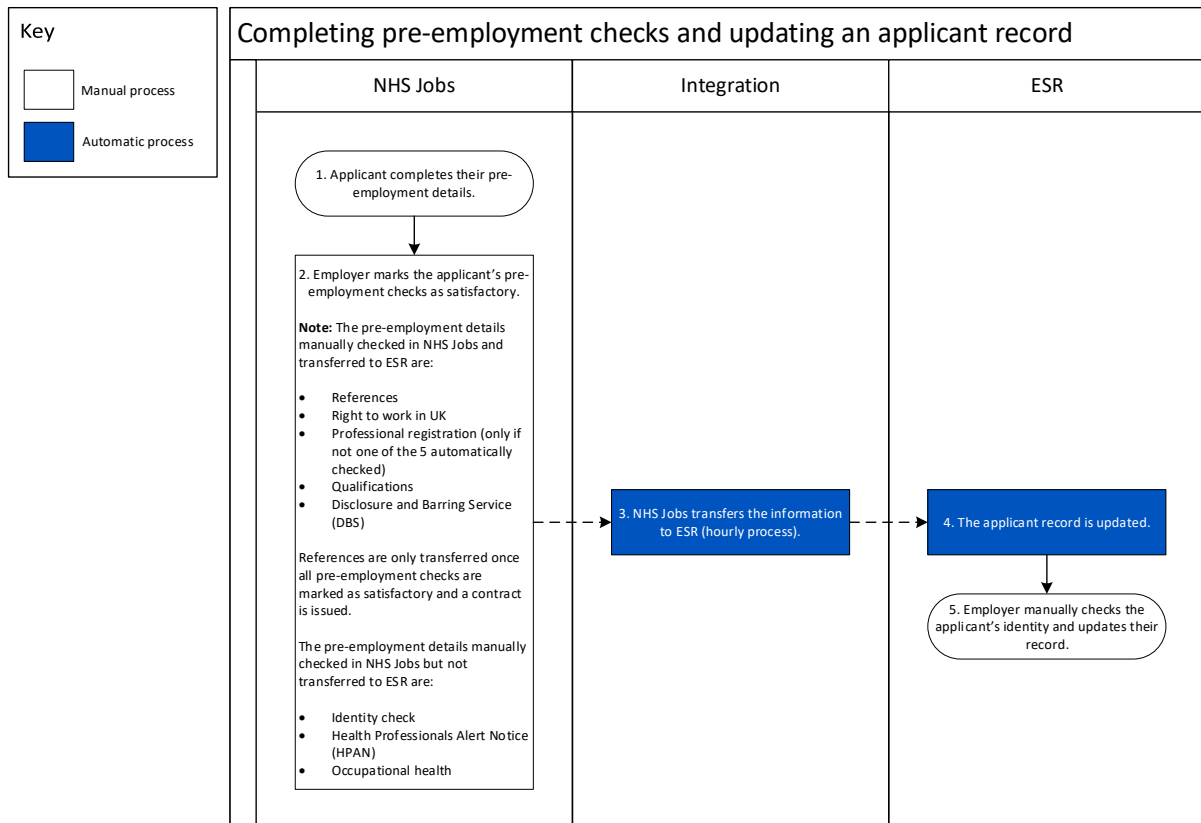
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the 'Process flow diagram' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

Delivered by the NHS Business Services Authority

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Process flow diagram

Key	Completing pre-employment checks and updating an applicant record		
	NHS Jobs	Integration	ESR

Key:
- ☐ Manual process
- ■ Automatic process

Completing pre-employment checks and updating an applicant record

NHS Jobs	Integration	ESR

1. Applicant completes their pre-employment details.

2. Employer marks the applicant's pre-employment checks as satisfactory.

Note: The pre-employment details manually checked in NHS Jobs and transferred to ESR are:

- References
- Right to work in UK
- Professional registration (only if not one of the 5 automatically checked)
- Qualifications
- Disclosure and Barring Service (DBS)

References are only transferred once all pre-employment checks are marked as satisfactory and a contract is issued.

The pre-employment details manually checked in NHS Jobs but not transferred to ESR are:

- Identity check
- Health Professionals Alert Notice (HPAN)
- Occupational health

3. NHS Jobs transfers the information to ESR (hourly process).

4. The applicant record is updated.

5. Employer manually checks the applicant's identity and updates their record.

Go to the 'Pre-employment checks' page.

Pre-employment checks

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

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

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

1. Select the 'Pre-employment checks' link.

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

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

Find the applicant and complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the 'View checks or withdraw offer' link.

Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
   - 'Check pre-employment checklist'
   - 'Withdraw offer'
2. Select the 'Continue' button.

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

Disclosure and Barring Service (DBS) check

This page gives you instructions for how to start the applicant's DBS check.

<mark>Important:</mark> In this example, the status is **NOT STARTED** as you haven't started the applicant's DBS check.

To start the applicant's DBS check, complete the following step:

1. Select the '<u>Disclosure and Barring Service (DBS) check</u>' link.

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:
   - 'Basic, Standard or Enhanced level'
   - 'Enhanced with barred list'
   - 'Not required'
2. Select the 'Continue' button.

Which barred list was the DBS check with?

This page gives you instructions for how to confirm the barred list for the DBS check.

Important: You'll only see this page if the applicant needs an enhanced with barred list DBS check.

To confirm the barred list for the DBS check, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

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Pre-employment checks
Which barred list was the DBS check with?

1
◯ Adult

◯ Children

or

◯ Both

2 Continue

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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.

<mark>Important:</mark> You'll only see this page if the applicant needs a DBS check.

To confirm the applicant's last DBS check date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

<mark>Tip:</mark> You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

When was this document received?

This page gives you instructions for how to confirm when this document was received.

To confirm when this document was received, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
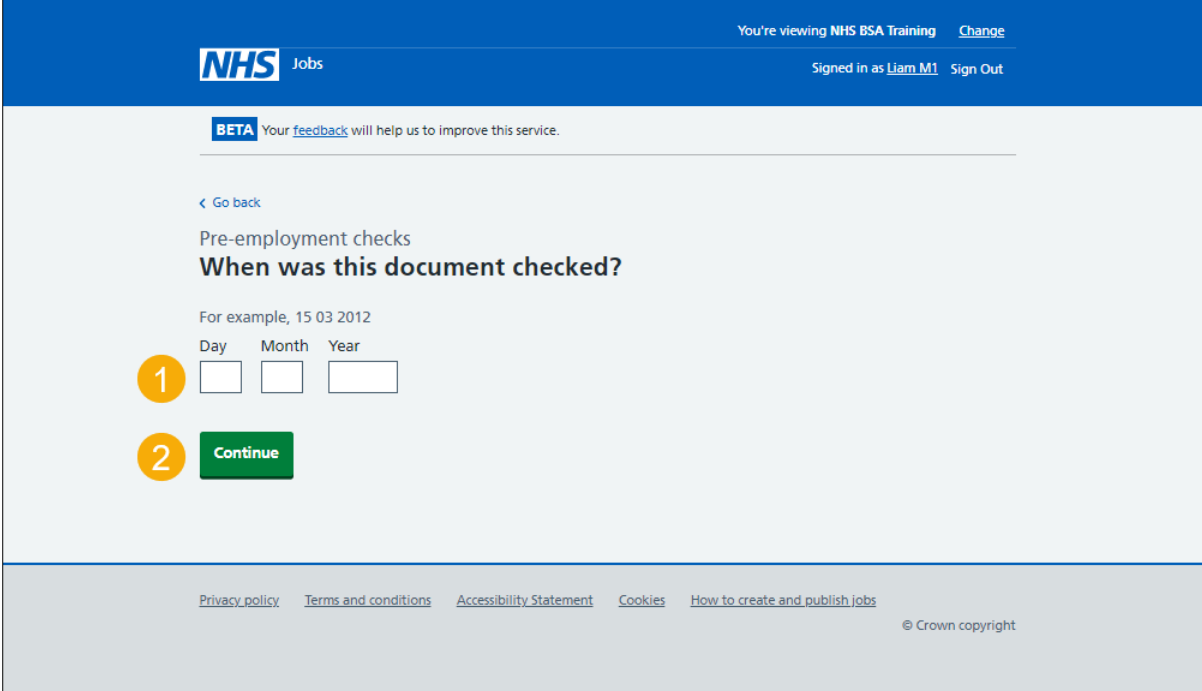2. Select the 'Continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

When was this document checked?

This page gives you instructions for how to confirm when this document was checked.

To confirm when this document was checked, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

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Pre-employment checks
When was this document checked?

For example, 15 03 2012
Day   Month   Year

1 [   ] [   ] [   ]

2 Continue

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Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked the DBS status?

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

To confirm 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.

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:
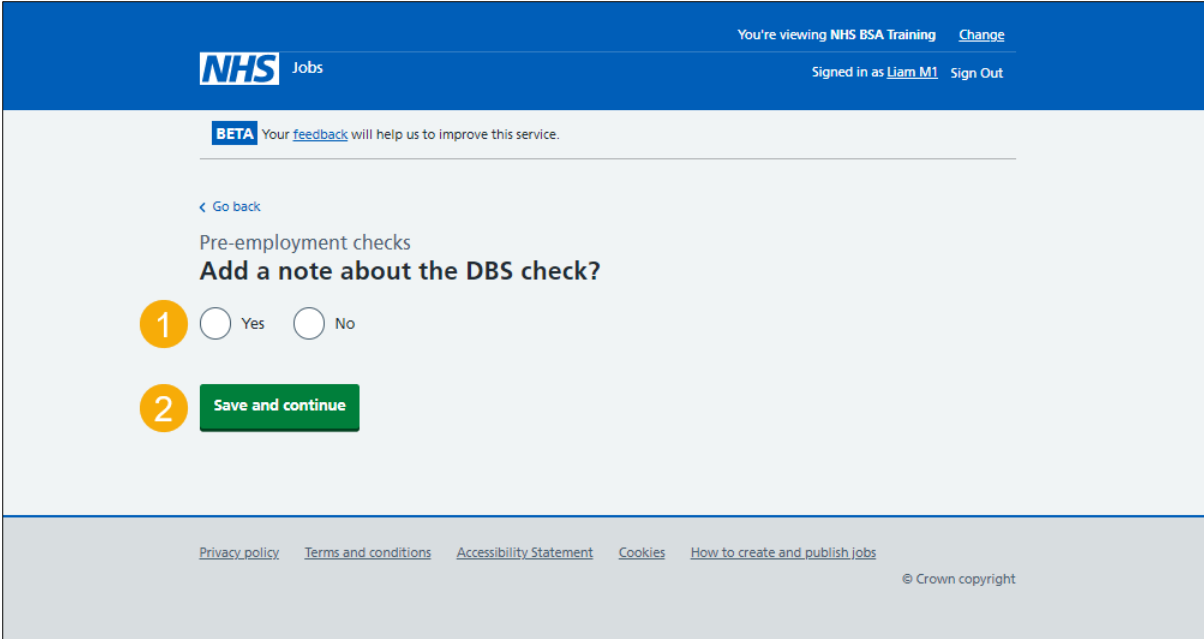
1. Select an answer.
2. Select the 'Continue' button.

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 about the DBS check, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select 'Save and continue'.

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NHS Jobs

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Pre-employment checks
Add a note about the DBS check?

1 ◯ Yes   ◯ No

2 Save and continue

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Add a note

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

<mark>Important:</mark> You'll only see this page if you're adding a note about the DBS check.

To add a note, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the 'Continue' button.

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Pre-employment checks
Add a note

Subject

① [   ]

Detail

② [   ]

③ Continue

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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 about the DBS check, complete the following steps:

1. Select an answer.
   - 'Yes'
   - 'No'
2. Select 'Save and continue'.

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Pre-employment checks
Add another note about the DBS check?

1 ◯ Yes   ◯ No

2 Save and continue

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Check the DBS details

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

To check, edit and confirm the DBS details, complete the following steps:

1. Select an answer.
   - 'Yes'
   - 'No'
2. Select 'Save and continue'.

Check the DBS status in NHS Jobs

This page gives you instructions for how to check the DBS status in NHS Jobs.

<mark>Important:</mark> In this example, the status is **COMPLETED** as you've completed the applicant's DBS check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

<mark>Tip:</mark> To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check'** section of the 'Help and support for employers' webpage.

For users of NHS Jobs and ESR integration, go to the 'Check the DBS details in ESR' page.

You've completed the DBS check in NHS Jobs and reached the end of this user guide.

Check the DBS details in ESR

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

Tip: For more information about ESR, go to the 'ESR User Manual'.

You've checked the DBS details in ESR and reached the end of this user guide.