

## 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.

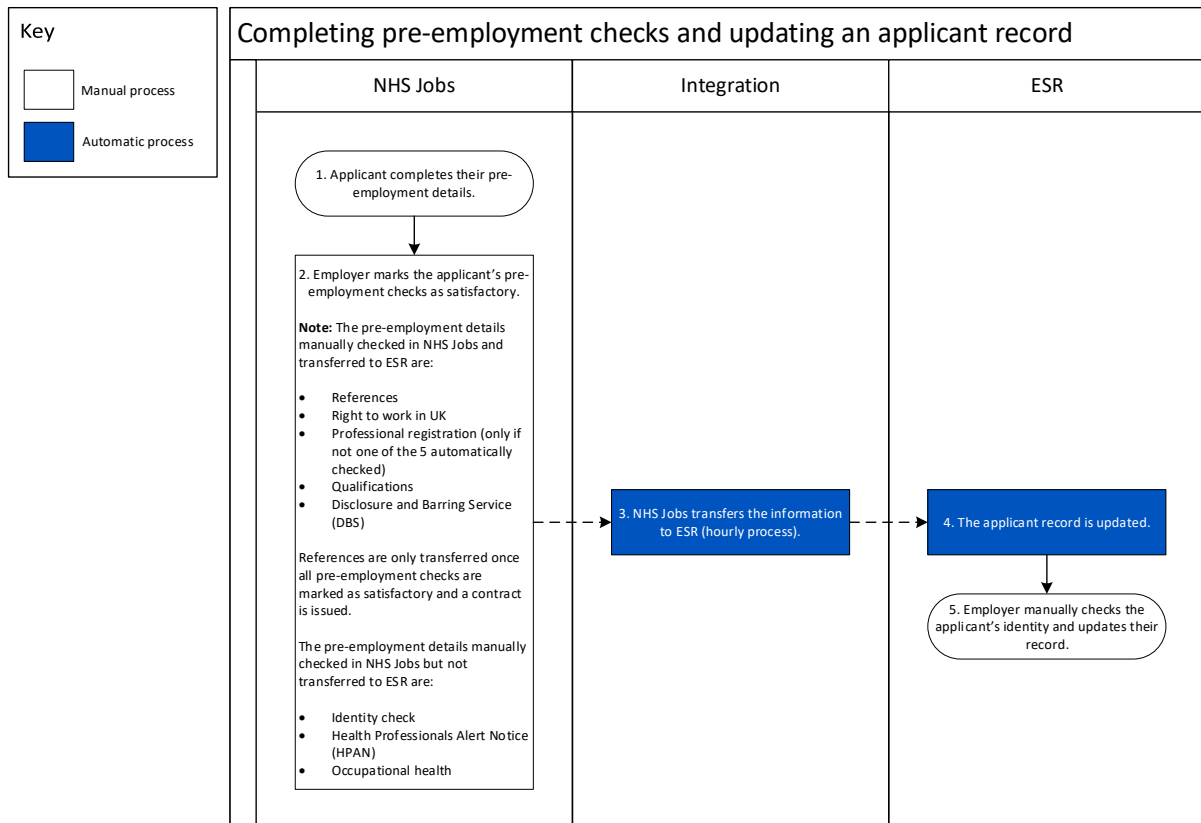
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

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](#).

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## Process flow diagram



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.

**NHS Jobs** You're viewing Change  
Signed in as NHS BSA Training Sign Out

Show tasks for all accounts

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

### NHS Business Services Authority Dashboard

Tasks by stage | Listings by user

Showing tasks for: All users

<a href="#">Draft</a>	386 - on track 22, overdue 364
<a href="#">Approvals</a>	3 - on track 1, overdue 2
<a href="#">Published</a>	4
<a href="#">Shortlisting</a>	8 - on track 1, overdue 7
<a href="#">Interviews</a>	1 - on track 0, overdue 1
<a href="#">Ready to offer</a>	42 - on track 16, overdue 26
<a href="#">Conditional offers</a>	22 - on track 5, overdue 17
<b>1</b> <a href="#">Pre-employment checks</a>	24 - on track 4, overdue 20
<a href="#">Contracts</a>	57 - on track 11, overdue 46
<a href="#">End recruitment</a>	7 - on track 4, overdue 3

#### 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

- [Overview of your organisation](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)

#### Help and information

- [The employer hub](#)
- [Roles and permissions](#)
- [Contact your super users](#)

#### Reporting

- [Run a report](#)

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## 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.

The screenshot shows the NHS BSA Training 'Pre-employment checks' page. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. Below that, there's a 'Show tasks for all accounts' toggle. The main content area has a 'BETA' notice and a 'Go back' link. The page title is 'NHS BSA Training Pre-employment checks'. There's a dropdown menu for 'Showing tasks for' set to 'All users'. Below that, there's a table of pre-employment checks. The table has five columns: Applicant, Job title, Deadline, Outstanding checks, and What needs doing next. The first row shows an applicant named 'Liam MA' with ID 'AR-2110128-00006' and job title 'Learning Consultant' with ID 'T2020-21-4641'. The deadline is '01 Apr 2022' with a green 'ON TRACK' badge. The 'Outstanding checks' list includes References, Home address, Identity check, Right to work in the UK, Qualifications, Professional registrations, DBS (highlighted in red), HPANs, and Health assessment. The 'What needs doing next' column has a link 'View checks or withdraw offer'. Three yellow circles with numbers 1, 2, and 3 are overlaid on the page: 1 is over the Applicant link, 2 is over the Job title link, and 3 is over the 'View checks or withdraw offer' link. 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'.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-2110128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <b>ON TRACK</b>	References Home address Identity check Right to work in the UK Qualifications Professional registrations <b>DBS</b> HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

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## 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.

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 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 navigation link '< Go back' is visible. The main content area displays 'Pre-employment checks' and a large heading: '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 positioned below the radio buttons, 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'.

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.

**Important:** 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 '[Disclosure and Barring Service \(DBS\) check](#)' link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. The main heading is 'Pre-employment checklist for Liam MA'. Below this, there's a note: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into several sections:

- References:** [References](#) (COMPLETED)
- Identity:**
  - [Home address](#) (COMPLETED)
  - [Identity check](#) (COMPLETED)
  - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)
- Right to work:**
  - [Right to work in the UK](#) (NOT STARTED)
- Qualifications and registrations:**
  - [Qualifications](#) (NOT STARTED)
  - [Professional registrations](#) (STARTED)
- Background checks:**
  - 1** [Disclosure and Barring Service \(DBS\) check](#) (NOT STARTED)
  - [Healthcare Professional Alert Notices \(HPANs\)](#) (COMPLETED)

## 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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The user is signed in as 'Liam M1' with a 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Pre-employment checks' with the specific question 'What DBS check does Liam MA need?'. Below this, it asks to 'Select the level' and provides five radio button options: 'Basic', 'Standard', 'Enhanced', 'Enhanced with barred list', and 'Not required'. A yellow circle with the number '1' is placed next to the 'Enhanced' option. Below the options is an 'or' separator and 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'.



## 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.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and the word 'Jobs'. To the right of the logo, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below that, it says '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.' Below this, there is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'Which barred list was the DBS check with?'. There are three radio button options: 'Adult', 'Children', and 'Both'. The 'Children' option is selected, indicated by a yellow circle with the number '1' next to it. Below the options, there is a green 'Continue' button with a yellow circle with 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 create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

## 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:** 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.

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 'When did Liam MA last have a DBS check?'. Below this, there is explanatory text: 'You'll find this on a copy of the employee's DBS Certificate in their employment file.' and an example: '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 'Continue' button with a large orange circle containing the number '2' to its left. 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 text '© Crown copyright'.

**Tip:** 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.

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 'When was this document received?'. Below this, it says 'For example, 15 03 2012' and shows 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'.

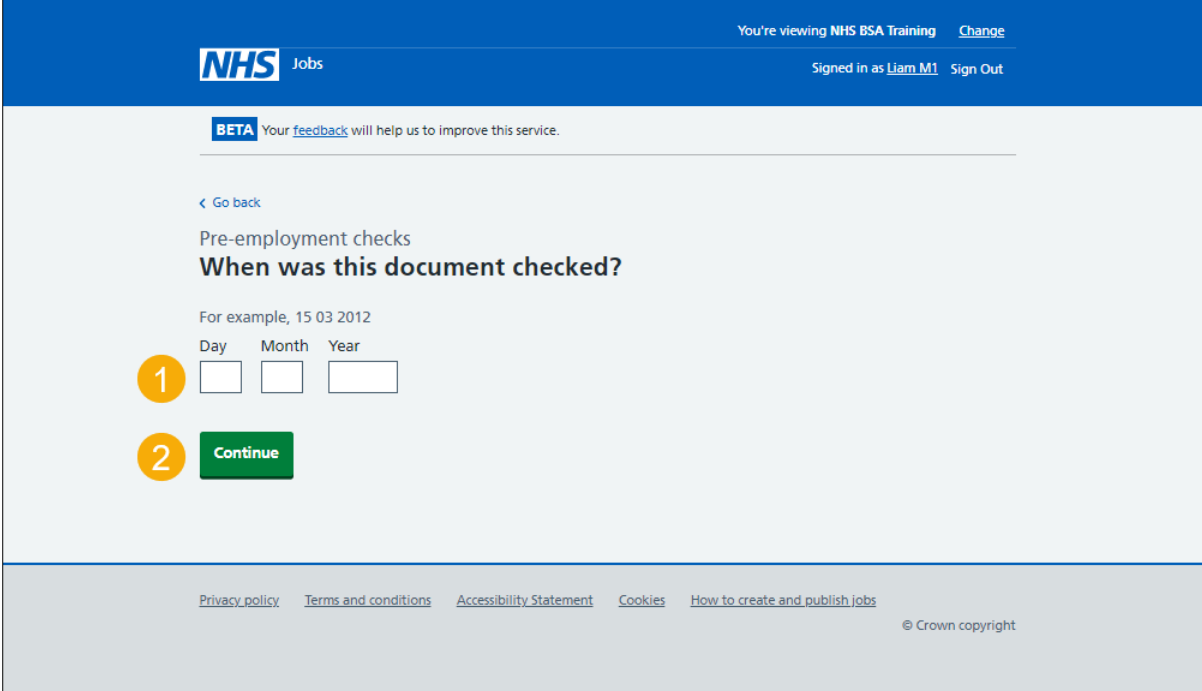
**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## 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.



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 'When was this document checked?'. Below this, it says 'For example, 15 03 2012' and shows 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 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.

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 user information 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, there is a 'Signed in as Liam M1' and 'Sign Out' link. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the title 'Pre-employment checks Who checked the DBS status?'. There are three numbered steps: 1. 'First name' with an input field, 2. 'Last name' with an input field, and 3. 'Continue' with a green 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'.

## 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.

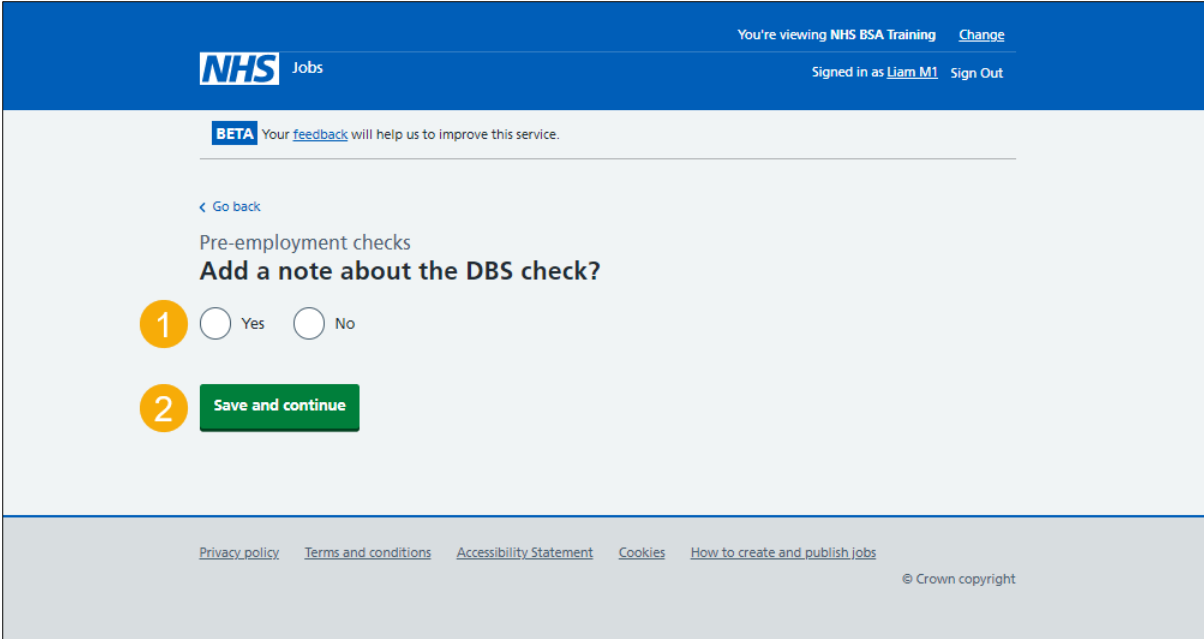
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam M1' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Pre-employment checks' followed by 'Is the DBS check okay?'. There are three radio button options: 'Yes', 'No', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the options is a green button with a white circle containing the number '2' and the text 'Save and 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'.

## 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’.



The screenshot shows a web interface for NHS Jobs. 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 feedback 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 'Add a note about the DBS check?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the copyright notice '© Crown copyright'.

## Add a note

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

**Important:** 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.

The screenshot shows the NHS Jobs interface for adding a note. 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 'Add a note'. It features a 'Subject' label above a text input field, which is marked with a yellow circle containing the number '1'. Below that is a 'Detail' label above a larger text area, marked with a yellow circle containing the number '2'. At the bottom of the form is a green 'Continue' button, marked with a yellow circle containing the number '3'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© 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 about the DBS check, complete the following steps:

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

The screenshot shows a web interface for NHS Jobs. 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 'Add another note about the DBS check?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. 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'.

## 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’.

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

## Disclosure and Barring Service (DBS) check

Date received	26 January 2022
Date checked	26 January 2022
Checked by	Joe Bloggs
DBS check status	Yes

DBS check level	Basic
Date last completed	26 January 2022
DBS checked	The applicant's DBS is satisfactory.

**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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## Check the DBS status in NHS Jobs

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

**Important:** 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.

The screenshot shows the 'Pre-employment checklist for Liam MA' page. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. Below the NHS logo, there's a 'BETA' notice. The main heading is 'Pre-employment checklist for Liam MA' with a sub-note: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections:

- References:** 'References' link with a 'COMPLETED' status.
- Identity:** 'Home address', 'Identity check', and 'Inter Authority Transfer (IAT)' links, all with 'COMPLETED' status.
- Right to work:** 'Right to work in the UK' link with a 'NOT STARTED' status. A yellow circle with the number '1' is next to the link.
- Qualifications and registrations:** 'Qualifications' link with 'NOT STARTED' status (yellow circle with '1'), and 'Professional registrations' link with 'STARTED' status (yellow circle with '1').
- Background checks:** 'Disclosure and Barring Service (DBS) check' link with 'COMPLETED' status (highlighted with a red box), and 'Healthcare Professional Alert Notices (HPANs)' link with 'COMPLETED' status.

**Tip:** 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.

The screenshot shows the Oracle Applications interface for ESR. The main window is titled 'Extra Person Information' and displays the following details for an applicant:

- Name:** Enter HR Extra Information(Admin09, Mr. Anthony)
- Type of DBS Disclosure:** Enhanced
- Date DBS Form Sent to Person:** 10-JAN-2021
- DBS Form Ref No:** 100003454345B
- DBS Administrator 1:** Admin23, Mr. Anthony
- DBS Requested by VPD:** 504 (504 ESR Training)
- Cert of Good Standing Received From:** (Empty)
- Date DBS Form Returned:** 23-JAN-2021
- ID Documents Verified:** Route 1
- DBS Form Correct:** Yes
- DBS Administrator 2:** (Empty)
- Date DBS/CoGS Requested:** (Empty)
- Date DBS/CoGS Received:** (Empty)
- DBS Disclosure Issue Date:** (Empty)
- DBS Website Check:** 13-JAN-2021
- DBS Website Match:** Yes
- DBS Unique Number:** 667783762
- DBS Check Outcome:** Post To Be Offered
- Childrens Barred List Check Requested:** Yes
- Adults Barred List Check Requested:** No
- AdultsFirst Requested:** (Empty)
- AdultsFirst Received:** (Empty)
- Permission to Check DBS Status:** Yes
- E-Rec Vacancy Ref:** 504-Matron08 (Modern Matron)

**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.