How to respond to a job offer in NHS Jobs user guide

This guide gives you instructions for how to respond to a job offer in the NHS Jobs service.

If you receive a conditional job offer, you’ll download and save your offer letter and read through it to make sure it’s correct.

To confirm your response, you’ll choose one of the following options:

- accept the job offer and give references
- get more information or ask questions about the job offer
- reject the job offer and add your reason why
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**Respond to job offer**
This page gives you instructions for how to respond to your job offer.

To respond to your offer, complete the following steps:

1. Select the ‘View application’ link (optional).
2. Select the ‘Respond to offer’ link.
Check the details of your conditional job offer

This page gives you instructions for how to check the details of your conditional job offer.

**Important:** In this example, a conditional offer letter has been added.

To check the details of your conditional offer, complete the following steps:

1. Use the email address to contact the employer (optional).
2. Select the ‘Conditional offer letter’ link to download the document.
3. Select the ‘Continue’ button.

**Tip:** The offer letter document is downloaded in a portable document format (PDF).
What do you want to do with this job offer?

This page gives you instructions for how to respond to this job offer.

To respond to this offer, complete the following steps:

1. Select an answer:
   - ‘Accept the offer and give references’
   - ‘Get more information or ask questions’
   - ‘Reject the job offer’
2. Select the ‘Save and continue’ button.
Accept your conditional offer
This page gives you instructions for how to accept your conditional offer.

**Important:** You’ll only see this page if you’re accepting the conditional offer.

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

1. Select the ‘Continue’ button.
Provide your references
This page gives you instructions for how to provide your references.

Important: You must only give personal email addresses for character references.

To provide your references, complete the following steps:

1. Select this link if you've been unemployed or have gaps in your career (optional).
2. Select this link if you've worked in different job that were ball in the NHS (optional).
3. In the Date started Month and Year boxes, enter the details.
4. In the Date ended Month and Year boxes, enter the details.
5. In the Organisation name or what you were doing box, enter the details.
6. In the If you were not in work, education, or training box, enter the details (optional).
7. In the Reference type box, select an option from the drop-down menu.
8. In the Referee’s relationship to you box, select an option from the drop-down menu.
9. Select this link to find out who a person of some standing (optional).
10. In the Referee’s first name box, enter the details.
11. In the Referee’s last name box, enter the details.
12. In the Referee’s contact number box, enter the details (optional).
13. In the Referee’s work email box, enter the details.
14. Select the 'I understand that this referee will be contacted' box.
15. Select the ‘Save and continue’ button.

Go to the ‘next page’ to see an image of these steps.
Pre-employment checks

Provide your references

You’ll need to give references covering your last 3 years of work, education or training.

1. What’s accepted if you’ve been unemployed or have gaps in your employment
2. If you’ve worked in different jobs that were all in the NHS

Referee 1

Date started
For example, 3/2015
Month Year

Date ended
For example, 6/2016
If this is your current job, leave the date-ended empty
Month Year

Organisation name or what you were doing
For example, Healthcare Assistant at Northumbria Healthcare, Studied at University of Reading, Gap year to travel, or Unemployed.

If you were not in work, education or training, give details of what you were doing (optional).
For example, Unemployed for a year and looking for work, Full-time parent, Voluntary work overseas.

Reference type
Choose an option

Referee’s relationship to you:
Choose an option

Find out who a person of some standing is

Referee’s first name

Referee’s last name

Referee’s phone number (optional)

Referee’s work email address
Only give personal email addresses for character references

I understand that this referee will be contacted

Save and continue

Save and come back later
View your referees

This page gives you instructions for how to view your referees.

Important: If you delete a referee, you won’t be able to recover this information.

To view your referees, complete the following steps:

1. Select the ‘Edit’ link (optional).
2. Select the ‘delete’ link (optional).
3. Select an answer:
   - ‘Yes’
   - ‘No’
4. Select the ‘Save and continue’ button.
What’s your date of birth?
This page gives you instructions for how to confirm your date of birth.

To add your date of birth, 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.
Do you give consent for us to transfer some of your personal information to your new employer?

This page gives you instructions for how to confirm if you give consent for us to transfer some of your personal information to your new employer.

**Important:** This only applies to successful applicants who’ve worked for an NHS organisation that uses the Electronic Staff Record (ESR). You cannot change your answer after you continue. This is because your ESR information is immediately transferred to the employer.

To confirm if you give consent for us to transfer some of your personal information to your new employer, complete the following steps:

1. Select an answer:
   - ‘Yes’
   - ‘No’
   or
   - ‘Not applicable’
2. Select the 'Continue' button.
What’s your National Insurance number?
This page gives you instructions for how to confirm your National Insurance number.

Important: You’ll only see this page if you’ve given consent for us to transfer some of your personal information to your new employer. Your National Insurance number is used to create your employee record.

To add your National Insurance number, complete the following steps:

1. In the National Insurance number box, enter the details.
2. Select the ‘Continue’ button.

Tip: Your number can be found on your National Insurance card, benefit letter, payslip or P60.
Are you registered with a professional body?
This page gives you instructions for how to confirm if you’re registered with a professional body.

**Important:** Your registration will be with an organisation such as the General Medical Council (GMC) or Nursing and Midwifery Council (NMC).

To confirm if you’re registered with a professional body, complete the following steps:

1. Select an answer:
   - ‘**Yes**’
   - ‘**No**’
2. Select the ‘Continue’ button.

**Tip:** If you’ve accepted the conditional job offer, go to the ‘How to give pre-employment details in NHS Jobs’ user guide or video from the ‘Give pre-employment details’ section of the ‘Help and support for applicants’ webpage.

If a professional registration isn’t needed, you’ve reached the end of this user guide.
**What membership do you have?**
This page gives you instructions for how to confirm what membership you have.

**Important:** You’ll only see this page if you’re adding a professional registration.

To add what membership you have, complete the following steps:

1. Select an answer:
   - ‘A membership name’
   - ‘Other’
2. Select the ‘Continue’ button.

**Pre-employment checks**

**What membership do you 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)
- General Medical Council (GMC)
- General Optical Council (GOC)
- General Osteopathic Council
- General Pharmaceutical Council (GPhC)
- Health and Care Professions Council (HCPC)
- Nursing and Midwifery Council (NMC)
- Other
- Social Care Wales (SCW)
- Social Work England (SWE)

2. Continue
Enter registration body
This page gives you instructions for how to confirm your registration body.

Important: You’ll only see this page if you’re adding a professional registration and you’ve selected ‘Other’ as your membership.

To add your registration body, complete the following steps:

1. In the Enter registration body box, enter the details.
2. Select the ‘Continue’ button.

Tip: The registration body should be on the registration certificate or document.
Enter registration type
This page gives you instructions for how to confirm your registration type.

**Important:** You’ll only see this page if you’re adding a professional registration and you’ve selected ‘Other’ as your membership.

To add your registration type, complete the following steps:

1. In the **Enter registration type** box, enter the details.
2. Select the ‘**Continue**’ button.

**Tip:** The registration type should be on the registration certificate or document.
Enter your registration number
This page gives you instructions for how to confirm your registration number.

**Important:** You’ll only see this page if you’re adding a professional registration.

To add your registration number, complete the following steps:

1. In the **Registration number** box, enter the details.
2. Select the ‘**Continue**’ button.

**Tip:** You’ll find the registration number on your registration certificate or document.
Enter the date your registration expires
This page gives you instructions for how to confirm the date your registration expires.

Important: You’ll only see this page if you’re adding a professional registration.

To add the date your registration expires, complete the following steps:

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

Tip: You’ll find the expiry date on your registration certificate or document. You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.
Check your professional registration
This page gives you instructions for how to check your professional registration.

Important: You’ll only see this page if you’re adding a professional registration. If you delete it, you won’t be able to recover this information.

To check your professional registration, complete the following steps:

1. Select the ‘Professional body’ link to view it.
2. Select the ‘Edit’ link (optional).
3. Select the ‘delete’ link (optional).
4. Select an answer:
   - ‘Yes’
   - ‘No’
5. Select the ‘Continue’ button.

Tip: If you’ve accepted the conditional job offer, go to the ‘How to give pre-employment details in NHS Jobs’ user guide or video from the ‘Give pre-employment details’ section of the ‘Help and support for applicants’ webpage.

If you’ve added all your professional registrations, you’ve reached the end of this user guide.
Get more information or ask questions
This page gives you instructions for how to get more information or ask questions about the job offer.

**Important:** You'll only see this page if you need more information about the offer. If you need to contact the hiring manager, you can use their email address and quote the job reference.

To get more information or ask questions about the offer, complete the following steps:

1. Use the ‘Email address’ link to contact the hiring manager.
2. Select the ‘Back to your applications’ button.

Once the hiring manager has responded, you’ll need to accept or reject the job offer from the ‘What do you want to do with this job offer?’ page.
Reject the job offer
This page gives you instructions for how to confirm why you’re rejecting the job offer.

Important: You’ll only see this page if you’re rejecting the job offer. The hiring manager will see your response.

To add why you’re rejecting the job offer, complete the following steps:

1. In the Reject reason box, enter the details.
2. Select the ‘Reject offer’ button.
You've rejected your job offer
This page shows confirmation you've rejected your job offer.

Important: You've sent your rejection message to the employer.

To go to your applications, complete the following step:

1. Select the 'Go to your applications' button.

You've rejected the job offer and reached the end of this user guide.