

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.



[Sign out](#)

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

Your applications

Job title	Employer	Job closing date	Application	Task
Training and Support Officer Z0002-21-6517	NHSBSA CCS Training	30 May 2022	View application	Respond to offer

▶ [Contact NHS Jobs if you need any help with your account](#)

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

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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.

NHS Jobs
Sign out

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

[< Go back](#)

Check the details of your conditional job offer

This information is provisional.
Other details will be confirmed after you've provided documentation.

Applicant name	<input type="text"/>
Telephone number	<input type="text"/>
Job title	Training and Support Officer
Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY
Contract type	Permanent
Working pattern	Full-time
Number of hours or sessions a week	30 hours a week
Pay Scheme	Other
Pay	£30,000 a year
Contact	Ashleigh <input type="text"/> 1 ashleigh. @nhs.net
Documents to download	<ul style="list-style-type: none"> • Training and Support Officer conditional offer letter for <input type="text"/> (07 RELEASE, 14 KB) 2

3 Continue

[Back to your applications](#)

[Privacy policy](#)
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[How to apply for jobs](#)

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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.

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 a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. The main content area has a light blue background and features a 'Go back' link. The title 'What do you want to do with this job offer?' is prominently displayed. Below the title, there are three radio button options: 'Accept the offer and give references', 'Get more information or ask questions' (which is selected and marked with a yellow circle containing the number 1), and 'Reject the offer'. Below these options is a green button labeled 'Save and continue' with a yellow circle containing the number 2 next to it. At the bottom of the main content area, there is a link that says 'Back to your applications'. The footer of the page is a light grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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.

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 'Liam MA Sign out' 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 has a light blue background and contains a 'Go back' link, the title 'Accept your conditional offer', and instructions: 'To do this, you'll need to provide information to create your employee record. The employer will need your:'. A bulleted list follows: 'employment or personal references', 'date of birth', 'National Insurance number', and 'consent to your employment history being transferred to your new employer (NHS employees only)'. Below the list, it says 'You might need to have some of this information ready before you continue.' A large green button with a yellow circle containing the number '1' and the text 'Continue' is prominently displayed. 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', along with a copyright notice '© Crown copyright'.

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.

NHS Jobs
wayne Liddle Sign out

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

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

[Go back](#)

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

3

Date ended
For example, 6 2016
If this is your current job, leave the date ended empty.

Month Year

4

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.

5

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.

6

Reference type

7

Referee's relationship to you

8

9 [Find out who a person of some standing is](#)

Referee's first name

10

Referee's last name

11

Referee's phone number (optional)

12

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

13

14 I understand that this referee will be contacted

15

[Save and come back later](#)

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

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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.


Liam MA [Sign out](#)

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

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

[< Go back](#)

Pre-employment checks

View your referees

Referees provided

Name	Organisation	Dates	Actions
Joe Bloggs	NHS	01/2020 - 01/2021	<div style="display: flex; gap: 10px;"> 1 Edit or delete 2 </div>

Add another referee?

3
 Yes
 No

4
Save and continue

[Save and come back later](#)

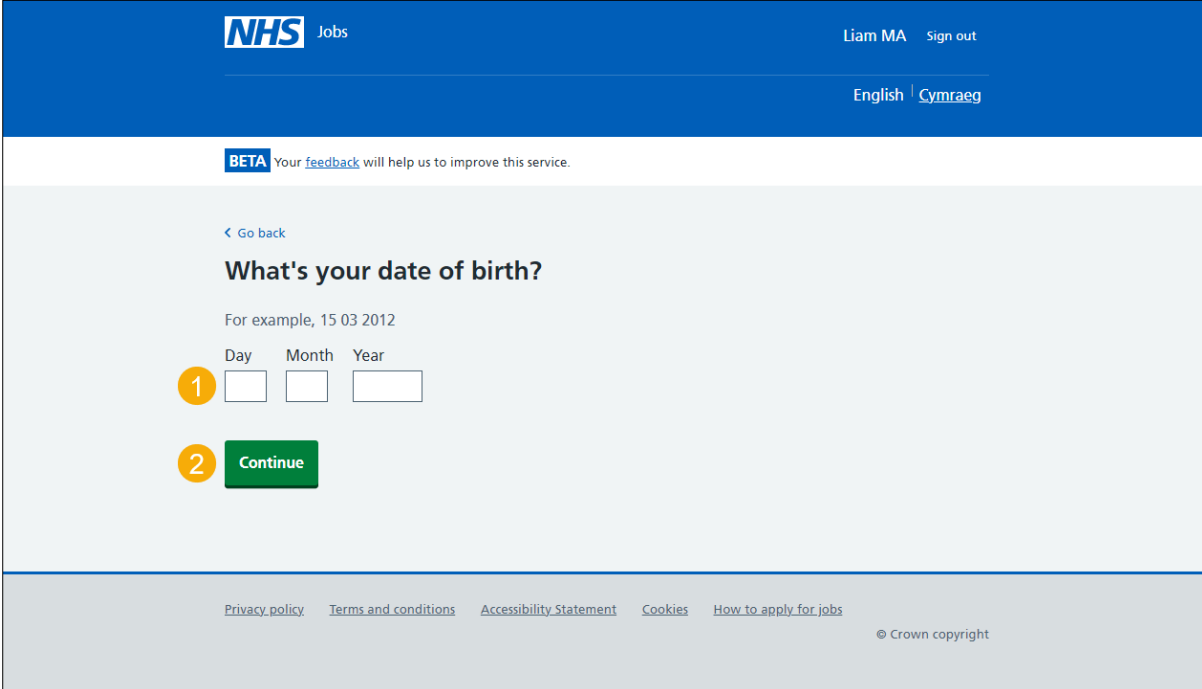
[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)
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What's your date of birth?

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.



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 'Liam MA Sign out' 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 title 'What's your date of birth?', and an example 'For example, 15 03 2012'. Below this, there 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 'Continue' button with a yellow circle containing the number '2'. 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'.

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.

The screenshot shows a web page with a blue header containing the NHS logo and 'Jobs' text. On the right side of the header, it says 'Liam MA Sign out' and 'English | Cymraeg'. 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 heading is 'Do you give consent for us to transfer some of your personal information to your new employer?'. Below this, there is explanatory text: 'This only applies to successful applicants who have worked for an NHS organisation that uses the Electronic Staff Record (ESR). To complete the hiring process with your new employer we will share information such as your: personal details, employment history, immunisation and vaccination records, and statutory and mandatory training. This information will be stored on your ESR and managed by your new employer. It will be automatically shared when you move to a new job or rotate to another NHS organisation, for example, doctors in training. This is to speed up your recruitment and prevent the need for you to have repeated checks.' A warning box states: 'You cannot change your answer after you continue. This is because your ESR information is immediately transferred to the employer.' The form includes three radio button options: 'Yes', 'No', and 'Not applicable', with a '1' in a yellow circle next to the 'No' option. Below these is a '2' in a yellow circle next to a green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

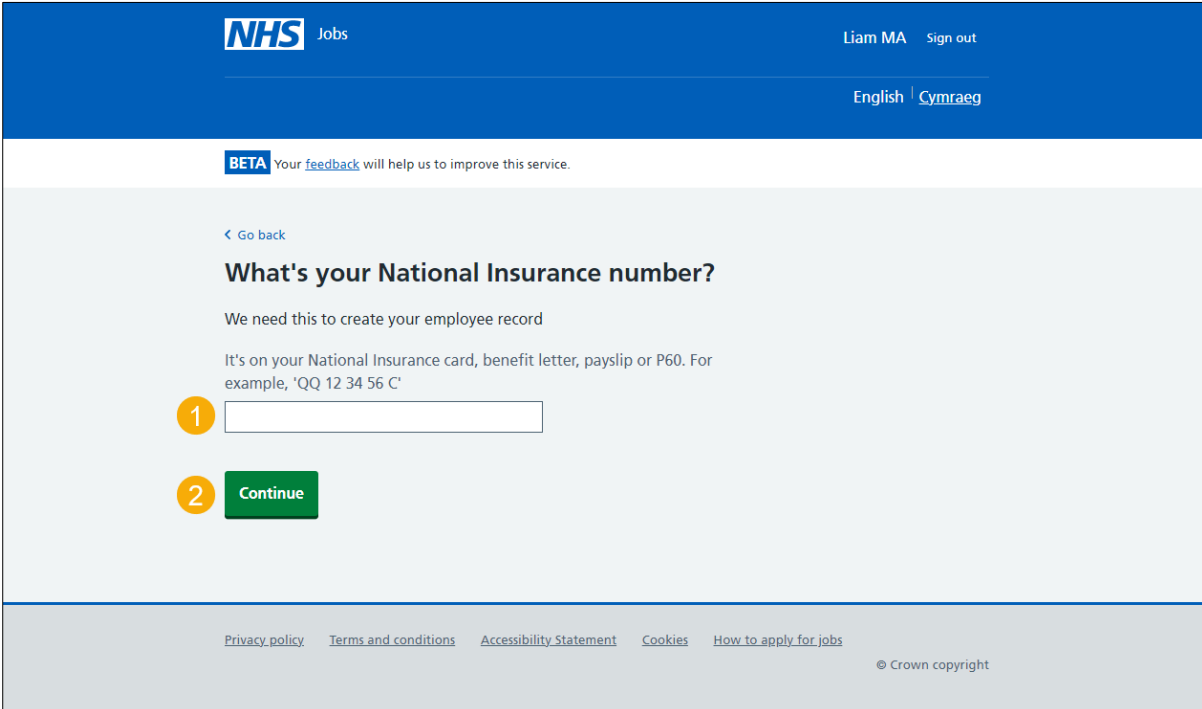
What's your National Insurance number?

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.



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 'Liam MA Sign out' on the right. Below the header, there is a navigation bar with 'English | Cymraeg' options. The main content area has a white background with a blue border. It starts with a 'BETA' badge and a feedback message: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'What's your National Insurance number?'. Underneath, it says 'We need this to create your employee record' and provides instructions: 'It's on your National Insurance card, benefit letter, payslip or P60. For example, 'QQ 12 34 56 C''. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow 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', along with a copyright notice: '© Crown copyright'.

Tip: Your number can be found on your National Insurance card, benefit letter, payslip or P60.

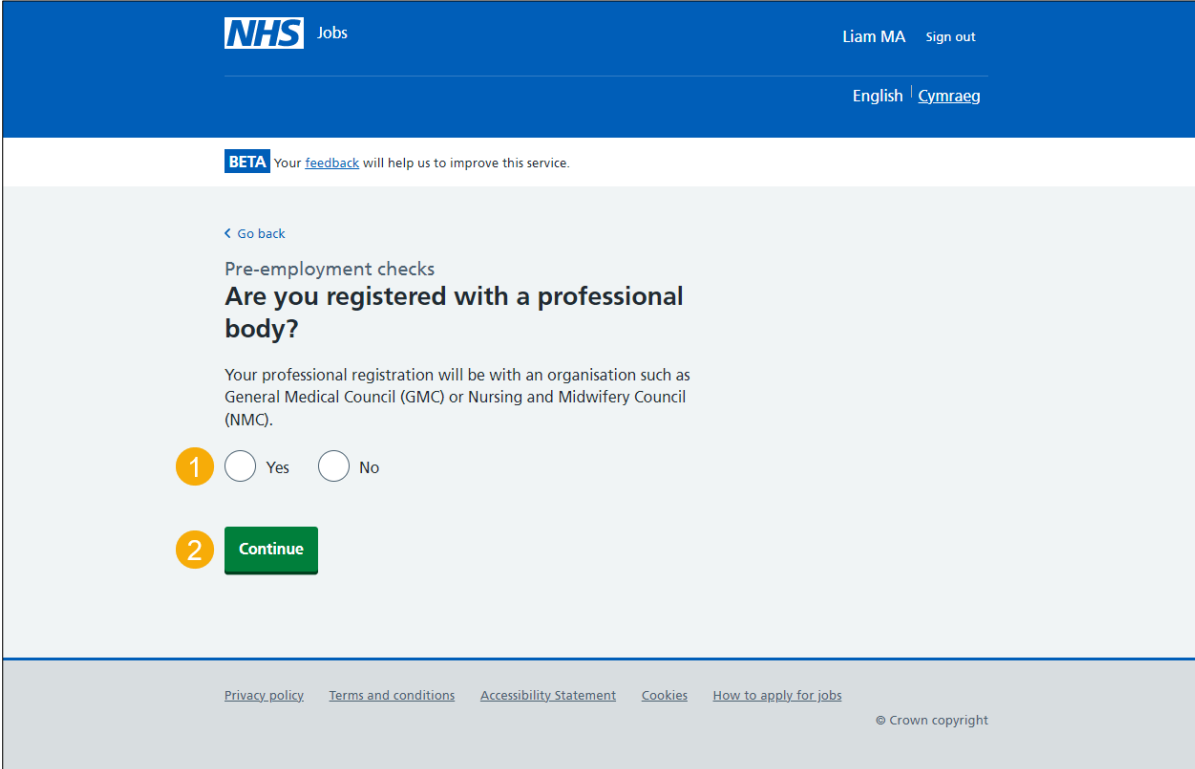
Are you registered with a professional body?

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.



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 'Liam MA Sign out' on the right. Below the header, there is a language selector for 'English | Cymraeg'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Pre-employment checks' and asks 'Are you registered with a professional body?'. It provides instructions: 'Your professional registration will be with an organisation such as General Medical Council (GMC) or Nursing and Midwifery Council (NMC)'. There are two radio button options: '1 Yes' and 'No'. A green 'Continue' button is positioned below the options, with a '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 apply for jobs', along with a copyright notice '© Crown copyright'.

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.

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 'Liam MA Sign out' 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 title 'Pre-employment checks What membership do you have?', and a list of radio button options: 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 Professionals Council (HCPC), Nursing and Midwifery Council (NMC), Other, Social Care Wales (SCW), and Social Work England (SWE). A yellow circle with the number '1' is next to the 'General Optical Council (GOC)' option. At the bottom of the list is a green 'Continue' button with a yellow circle containing the number '2'. 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'.

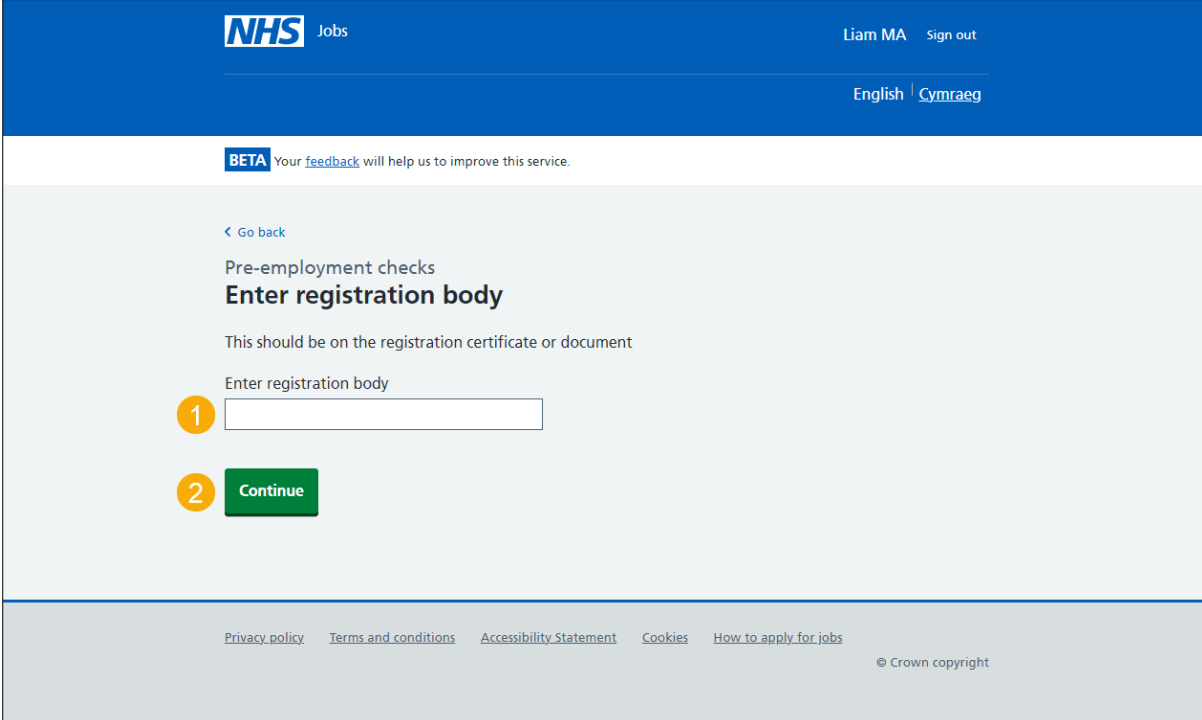
Enter registration body

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.



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 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the text 'Pre-employment checks', and the heading 'Enter registration body'. Below this, it says 'This should be on the registration certificate or document'. There is a text input field labeled 'Enter registration body' with a yellow circle containing the number '1' next to it. Below the input field is a green button labeled 'Continue' with a yellow circle containing 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', and a copyright notice: '© Crown copyright'.

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.

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 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and a feedback link. The main content area is light grey and contains a 'Go back' link, the text 'Pre-employment checks', and the title 'Enter registration type'. A form field labeled 'Registered body' contains the value '1234567'. Below this field, there is a note: 'This should be on the registration certificate or document'. A numbered list indicates the steps: '1' next to the input field and '2' next to a green 'Continue' button. 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: 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.

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 'Liam MA Sign out' 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 'Pre-employment checks', and the title 'Enter your Medical Professional registration number'. Below the title, there is a form with two rows: 'Registered body' with the value 'Medical Professional' and 'Licence type' with the value 'Consultant'. Below the form, there is a text prompt: 'You'll find this on your registration certificate or document.' followed by a label 'Registration number' and a text input field. To the left of the input field is a yellow circle with the number '1'. Below the input field is a green button with a yellow circle containing the number '2' and the text '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', and a copyright notice '© Crown copyright'.

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.

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Pre-employment checks

Enter the date your registration expires

Registered body Medical Professional

Licence type Consultant

You'll find this on your registration certificate or document.

For example, 15 3 2020

Day Month Year

1

2 [Continue](#)

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

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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.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'Liam MA Sign out' and 'English Cymraeg'. Below the header, there's a white area with a 'BETA' badge and a feedback message. The main content area is titled 'Pre-employment checks' and 'Your professional registration'. It features a table of professional registrations:

Professional body	Registration number	What you can do
Medical Professional	1234567	Edit or Delete

Below the table, there's a question: 'Do you want to add a 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 apply for jobs', along with a copyright notice: '© Crown copyright'.

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.

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 a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. The main content area has a light blue background and features a '< Go back' link. The title 'Get more information or ask questions' is prominently displayed. Below the title, the text reads: 'You can speak to Ashleigh [redacted] by emailing ashleigh.[redacted]@nhs.net, quoting the job reference Z0002-21-6517.' A green button with a yellow circle containing the number '1' is labeled 'Go to your applications'. 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'.

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.

NHS Jobs Sign out

English | Cymraeg

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

[Go back](#)

Reject the job offer

Why are you rejecting this job offer?

1

2 **Reject offer**

[Go to your applications](#)

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

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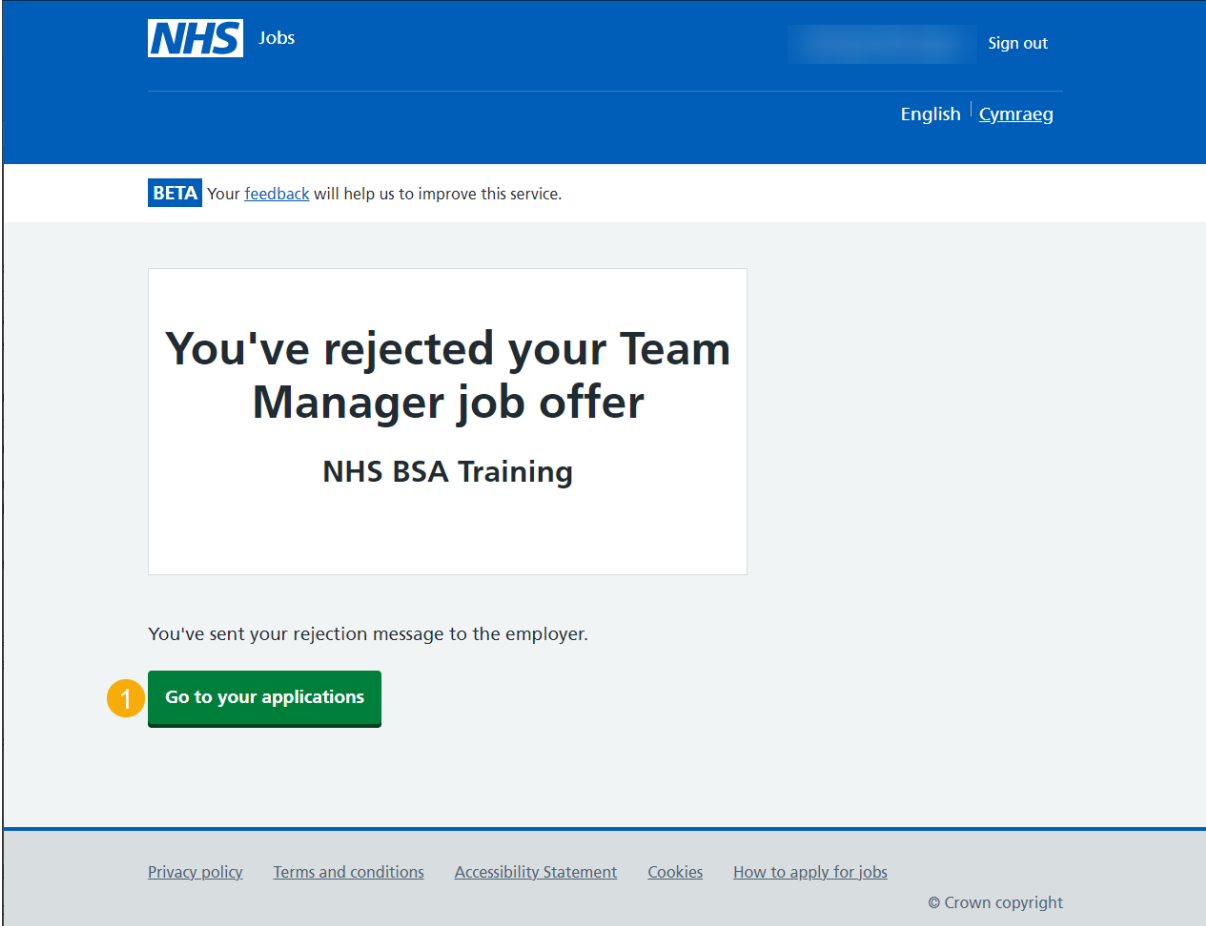
You've rejected your job offer

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.



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 a 'Sign out' button on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area features a large white box with the heading 'You've rejected your Team Manager job offer' and the employer name 'NHS BSA Training'. Below this, a message states 'You've sent your rejection message to the employer.' A prominent green button with a yellow '1' icon and the text 'Go to your applications' is displayed. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

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