NHS Jobs

How to complete an identity check in NHS Jobs user guide

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

You'll confirm if the applicant needs an identity 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.

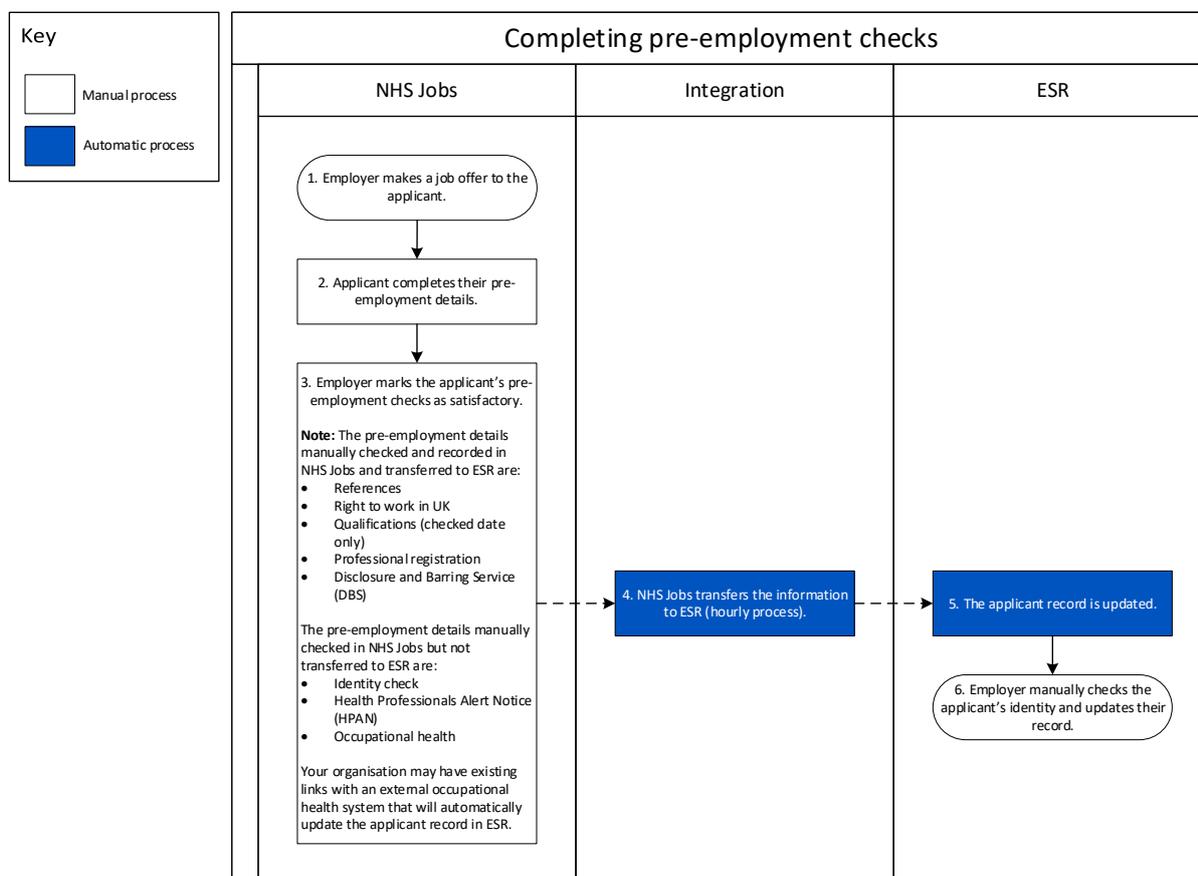To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

Delivered by the NHS Business Services Authority

Contents

Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for completing an identify check.

Key	Completing pre-employment checks		
	NHS Jobs	Integration	ESR

Key
- ☐ Manual process
- ⬛ Automatic process

NHS Jobs

1. Employer makes a job offer to the applicant.

2. Applicant completes their pre-employment details.

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

Note: The pre-employment details manually checked and recorded in NHS Jobs and transferred to ESR are:
- References
- Right to work in UK
- Qualifications (checked date only)
- Professional registration
- Disclosure and Barring Service (DBS)

The pre-employment details manually checked in NHS Jobs but not transferred to ESR are:
- Identity check
- Health Professionals Alert Notice (HPAN)
- Occupational health

Your organisation may have existing links with an external occupational health system that will automatically update the applicant record in ESR.

Integration

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

ESR

5. The applicant record is updated.

6. 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.

<mark>Important:</mark> 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 'Identity 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 '<u>View checks or withdraw offer</u>' link.

Conditional offer accepted

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.

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
The conditional offer has been accepted by Liam MA

Would you like to

1️⃣ ⭕ Check pre-employment checklist

   ⭕ Withdraw offer

2️⃣ **Continue**

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If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

Identity check

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

Important: In this example, the status is **NOT STARTED** as you haven't started the applicant's identity check.

To start the applicant's identity check, complete the following step:
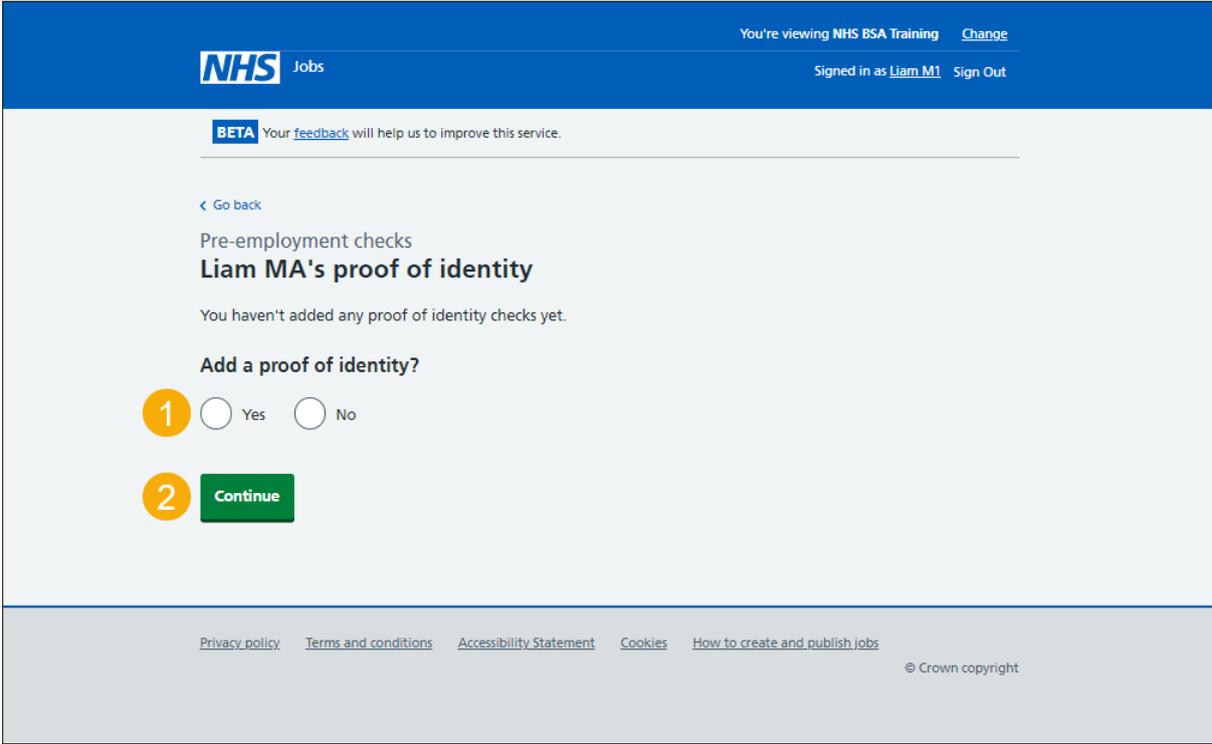
1. Select the 'Identity check' link.

Add a proof of identity

This page gives you instructions for how to confirm if the applicant needs a proof of identity check.

Important: In this example, you haven't added any proof of identity checks yet.

To confirm if the applicant needs a proof of identity check, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

What identification is given?

This page gives you instructions for how to confirm the identification given.

Important: You'll only see this page if the applicant needs a proof of identity check.

To confirm the identification given, complete the following steps:

1. Select an answer:
   - 'Proof of identity'
   - 'Proof of address'
2. Select the 'Continue' button.

You're viewing NHS BSA Training   Change
Signed in as Liam M1   Sign Out

NHS Jobs

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‹ Go back
Pre-employment checks
What identification did Liam MA give?

1 ◯ Proof of identity
  ◯ Proof of address

2 Continue

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Does this identification contain a photo?

This page gives you instructions for how to confirm if the identification contains a photo.

To confirm if the identification contains a photo, complete the following steps:

1. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
2. Select the 'Continue' button.

What photo identity document is given?

This page gives you instructions for how to confirm the photo identity document given.

<mark>Important:</mark> You'll only see this page if you're adding a proof of identification that contains a photo.

To confirm the photo identity document given, complete the following steps:

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

What identity document is given that doesn't contain a photo?

This page gives you instructions for how to confirm the photo identity document that doesn't contain a photo.

<mark>Important:</mark> You'll only see this page if you're adding a proof of identification that doesn't contain a photo.

To confirm the photo identity document that doesn't contain a photo, complete the following steps:

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

What proof of address is given?

This page gives you instructions for how to confirm the proof of address given.

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

To confirm the proof of address given, complete the following steps:

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

When was this document received?

This page gives you instructions for how to confirm the document received date.

==Important:== In this example, a UK or EU Passport is being checked.

To confirm the document received date, 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 the document checked date.

To confirm the document checked date, 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.

Who checked the document?

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

To confirm who checked the document, 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 identification document acceptable?

This page gives you instructions for how to confirm if the identification document is acceptable.

To confirm if the identification document is acceptable, complete the following steps:

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

Add a note about the identification document?

This page gives you instructions for how to confirm if you want to add a note about the identification document.

To confirm if you want to add a note about the identification document, complete the following steps:

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

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 identification document.

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.

Add another note about the identification document?

This page gives you instructions for how to confirm if you want to add another note about the identification document.

To confirm if you want to add another note about the identification document, complete the following steps:

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

Check the identity details

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

<mark>Important:</mark> If you delete an identity document, you won't be able to recover the details.

To check the identity details, complete the following steps:

1. Select the 'Proof of identity' link (optional).
2. Select the 'Edit' link (optional).
3. Select the 'Delete' link (optional).
4. Select an answer:
   - 'Yes'
   - 'No'
5. Select the 'Continue' button.

Do you accept the identity check documents?

This page gives you instructions for how to confirm if you accept the identity check documents.

To confirm if you accept the identity check documents, complete the following steps:

1. Select an answer.
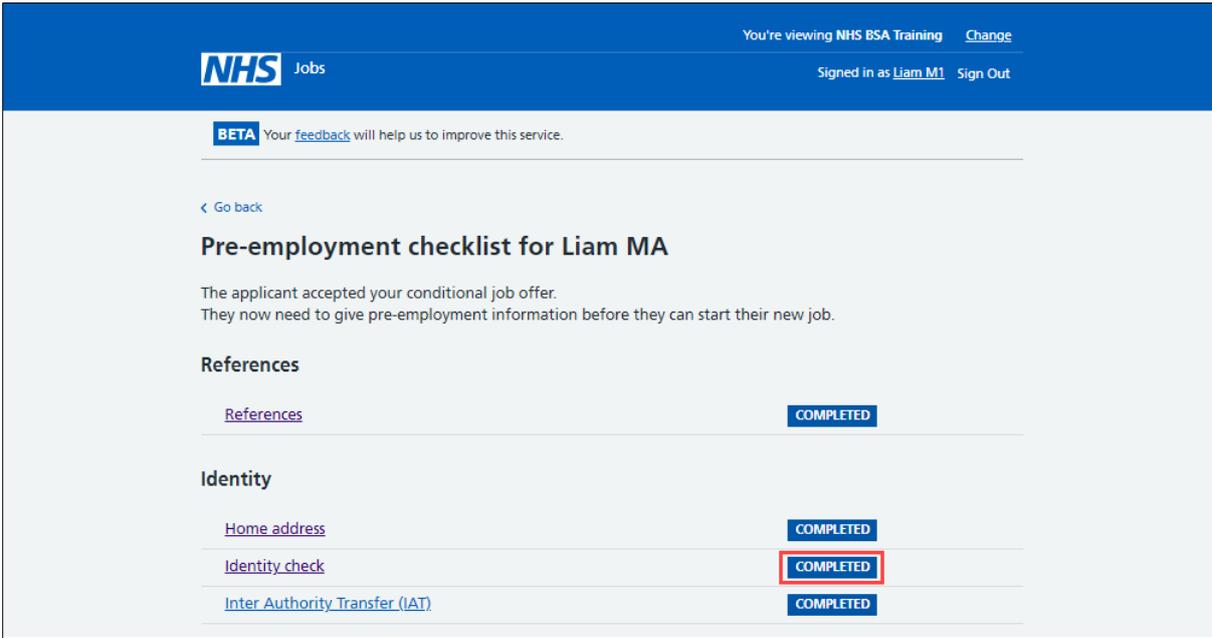2. Select the 'Save and continue' button.

Check the identity status

This page gives you instructions for how to check the identity status.

<mark>Important:</mark> In this example, the status is **COMPLETED** as you've completed the applicant's identity 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 pre-employment checks'** section of the '[Help and support for employers'](#) webpage.

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