

## How to complete a home address check in NHS Jobs user guide

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

A home address is needed to complete the applicant's pre-employment information before they can start their new job.

An applicant can add or change their home address details.

You can add or change the home address details on the applicant's behalf.

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

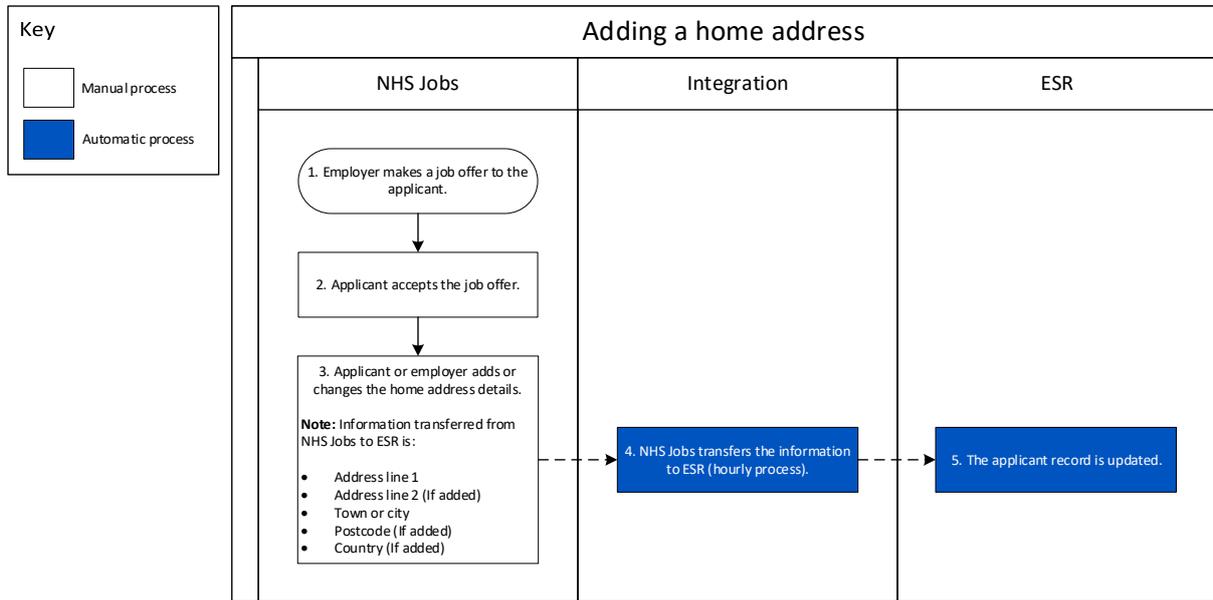
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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## Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for adding a home address.



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.

The screenshot shows the NHSBSA Lee UAT Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT', 'Signed in as Lee Mapes', and 'Sign Out'. A toggle for 'Show tasks for all accounts' is visible. A beta notice states: 'BETA Your feedback will help us to improve this service.'

The main content area is titled 'NHSBSA Lee UAT Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The main content is a list of recruitment stages with counts and progress bars:

Stage	Count	Progress
Draft	11	100% (Green)
Published	2	100% (Green)
Shortlisting	5 - on track 0, overdue 5	0% (Red)
Interviews	8	100% (Green)
Ready to offer	8 - on track 7, overdue 1	87.5% (Green)
Conditional offers	13 - on track 3, overdue 10	23% (Red)
<b>1</b> Pre-employment checks	0	0% (Grey)
Contracts	3	100% (Green)
End recruitment	0	0% (Grey)

On the right side, there are several utility sections:

- 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 information library
  - 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 'Home address' check is outstanding.

Find the applicant and complete the following step:

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 'BETA' notice and a 'Show tasks for all accounts' toggle. The main content area has a 'Go back' link and the title 'Pre-employment checks'. A dropdown menu shows 'Showing tasks for All users'. Below this is a table of pre-employment checks.

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 <span style="border: 1px solid green; padding: 2px;">ON TRACK</span>	References <span style="border: 1px solid red; padding: 2px;">Home address</span> Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

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 also includes '© Crown copyright'.

## 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, 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 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: 'Check pre-employment checklist' (with a yellow circle containing the number '1') and 'Withdraw offer'. A green 'Continue' button (with a yellow circle containing the number '2') is positioned below the options. 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.

## Home address

This page gives you instructions for how to start a home address check.

**Important:** In this example, the status is **COMPLETED** as the applicant's added their home address.

To start a home address check, complete the following step:

1. Select the '[Home address](#)' link.

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 'Go back' link is visible. The main heading is 'Pre-employment checklist for Liam MA'. Below this, there is 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 divided into two sections: 'References' and 'Identity'. Under 'References', there is a link 'References' and a 'COMPLETED' status. Under 'Identity', there are three items: 'Home address' (with a yellow circle containing the number 1 next to it) with a 'COMPLETED' status, 'Identity check' with a 'NOT STARTED' status, and 'Inter Authority Transfer (IAT)' with a 'COMPLETED' status.

## Check home address

This page gives you instructions for how to check the home address.

**Important:** You must check the applicant's home address against any documentation they've given.

To check, edit and confirm the home address, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for pre-employment checks. 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 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 'Liam MA's home address'. Below this, there is a table of address information:

Date received	26 January 2022
Address line 1	111 My House
Address line 2	
Town or city	Morpeth
County	
Postcode	
Country	United Kingdom

Below the table, there is a section titled 'Edit this information?' with two radio buttons: 'Yes' and 'No'. The 'Yes' button is selected. Below this, there is a green 'Continue' button 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'. The footer text is '© Crown copyright'.

## Edit home address

This page gives you instructions for how to edit the home address.

**Important:** You'll only see this page if you're editing the applicant's home address.

To edit the address, complete the following steps:

1. In the **Address line 1** box, enter the details.
2. In the **Address line 2** box, enter the details (optional).
3. In the **Town or city** box, enter the details.
4. In the **County** box, enter the details (optional).
5. In the **Postcode** box, enter the details (optional).
6. In the **Country** box, select an answer from the drop down menu.
7. Select the '[Save and 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

### Enter Liam MA's home address

Address line 1

1

Address line 2 (Optional)

2

Town or city

3

County (Optional)

4

Postcode (Optional)

5

Country

6

7 [Save and continue](#)

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

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## Check the home address status in NHS Jobs

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

**Important:** In this example, the status is **COMPLETED** as you've completed the applicant's home address 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 NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled "Pre-employment checklist for Liam MA" and includes a "Go back" link. Below the title, it states: "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 divided into sections: "References" with a "COMPLETED" status; "Identity" with three items: "Home address" (marked with a yellow circle containing the number 1 and a "COMPLETED" status), "Identity check" (with a "NOT STARTED" status), and "Inter Authority Transfer (IAT)" (with a "COMPLETED" status).

**Tip:** 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.

For users of NHS Jobs and ESR integration, go to the '[Check home address details in ESR](#)' page.

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

## Check the home address details in ESR

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

The screenshot shows the Oracle Applications interface for 'Enter HR Personal Information - Combined'. The 'Address' window is open, showing the following details:

- Name:** Last, First, Title, Prefix, Suffix, Middle
- Gender:** Male
- Style:** United Kingdom
- Address:** United Kingdom|1 Kings Road||Sheffield||S1 1DG|United Kingdom
- Details:**
  - Type:** Home
  - Primary:**
  - Date From:** 10-MAY-2005
  - Date To:** [ ]
- Effective Dates:** From 21-MAY-2007 To [ ] Latest Start Date [ ]
- Buttons:** Address, Contact, Assignment, Special Information, Others...

**Tip:** For more information about ESR, go to the '[ESR User Manual](#)'.

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