NHS Jobs and ESR integration – Add pre-employment details

This document is for users of NHS Jobs and ESR integration.
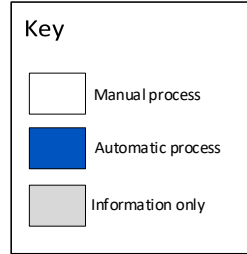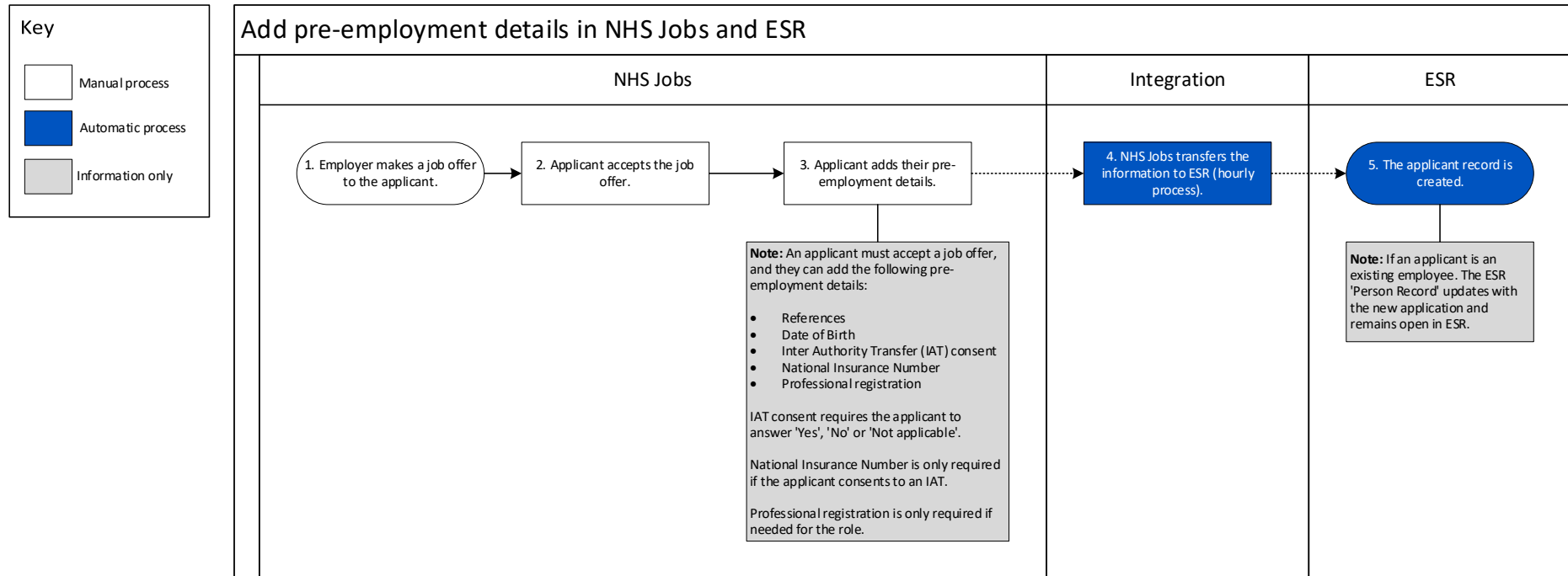
It includes a process flow for an applicant adding their pre-employment details and has links to help and guidance.

Delivered by the NHS Business Services Authority

Contents

Process flow diagram

This page shows the process flow for an applicant adding their pre-employment details in NHS Jobs and ESR.

Key

- Manual process
- Automatic process
- Information only

Add pre-employment details in NHS Jobs and ESR

NHS Jobs	Integration	ESR

1. Employer makes a job offer to the applicant.

2. Applicant accepts the job offer.

3. Applicant adds their pre-employment details.

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

5. The applicant record is created.

Note: An applicant must accept a job offer, and they can add the following pre-employment details:

- References
- Date of Birth
- Inter Authority Transfer (IAT) consent
- National Insurance Number
- Professional registration

IAT consent requires the applicant to answer 'Yes', 'No' or 'Not applicable'.

National Insurance Number is only required if the applicant consents to an IAT.

Professional registration is only required if needed for the role.

Note: If an applicant is an existing employee. The ESR 'Person Record' updates with the new application and remains open in ESR.

Help and guidance

This page gives you access to help and guidance.

Knowledge base: https://faq.nhsbsa.nhs.uk/knowledgebase

Help and support for employers: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-employers

Help and support for applicants: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants

YouTube channel: www.youtube.com/nhsjobsservice

You've reached the end of this document.