

## How to complete a Disclosure and Barring Service (DBS) check in NHS Jobs user guide

This guide gives you instructions for how to complete a [DBS](#) check in the NHS Jobs service.

You'll need to confirm if the applicant requires a DBS check for their role.

A DBS check is part of their pre-employment checks, subject to the role.

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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## Pre-employment checks

This page gives you instructions for how to access an applicant's pre-employment checks.

**Important:** You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access an applicant's pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot displays the NHS BSA Training Dashboard. At the top, it shows the user is signed in as 'NHSBSA Training' and is viewing 'NHS BSA Training'. A toggle switch for 'Show tasks for all accounts' is visible. Below the header, there is a 'BETA' notice and a 'Your feedback will help us to improve this service.' message.

The main content area is titled 'NHS BSA Training Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists several recruitment stages with their respective counts and overdue days, each accompanied by a progress bar:

Stage	Count	Overdue
<a href="#">Draft</a>	99	on track 25, overdue 74
<a href="#">Approvals</a>	1	
<a href="#">Published</a>	10	on track 9, overdue 1
<a href="#">Shortlisting</a>	68	on track 42, overdue 26
<a href="#">Interviews</a>	21	on track 3, overdue 18
<a href="#">Ready to offer</a>	11	on track 7, overdue 4
<a href="#">Conditional offers</a>	5	on track 3, overdue 2
<b>1</b> <a href="#">Pre-employment checks</a>	1	
<a href="#">Contracts</a>	12	on track 8, overdue 4
<a href="#">End recruitment</a>	7	on track 5, overdue 2

On the right side of the dashboard, 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](#)
  - [Criminal convictions and cautions](#)
  - [Welsh listings](#)
  - [Moving applicants to other accounts](#)
- 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](#)

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. A copyright notice '© Crown copyright' is also present.

## Find the applicant

This page gives you instructions for how to find the applicant to start their pre-employment checks.

To find the applicant to start their pre-employment checks, 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 '[View checks or withdraw offer](#)' link.

**NHS** Jobs You're viewing NHS BSA Training [Change](#)  
Signed in as [Liam M1](#) [Sign Out](#)

Show tasks for all accounts

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

[Go back](#)

NHS BSA Training  
**Pre-employment checks**

Showing tasks for

**Pre-employment checks**

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
1 <a href="#">Liam MA</a> AR-210128-00006	2 <a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <span style="background-color: #28a745; color: white; padding: 2px;">ON TRACK</span>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	3 <a href="#">View checks or withdraw offer</a>

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

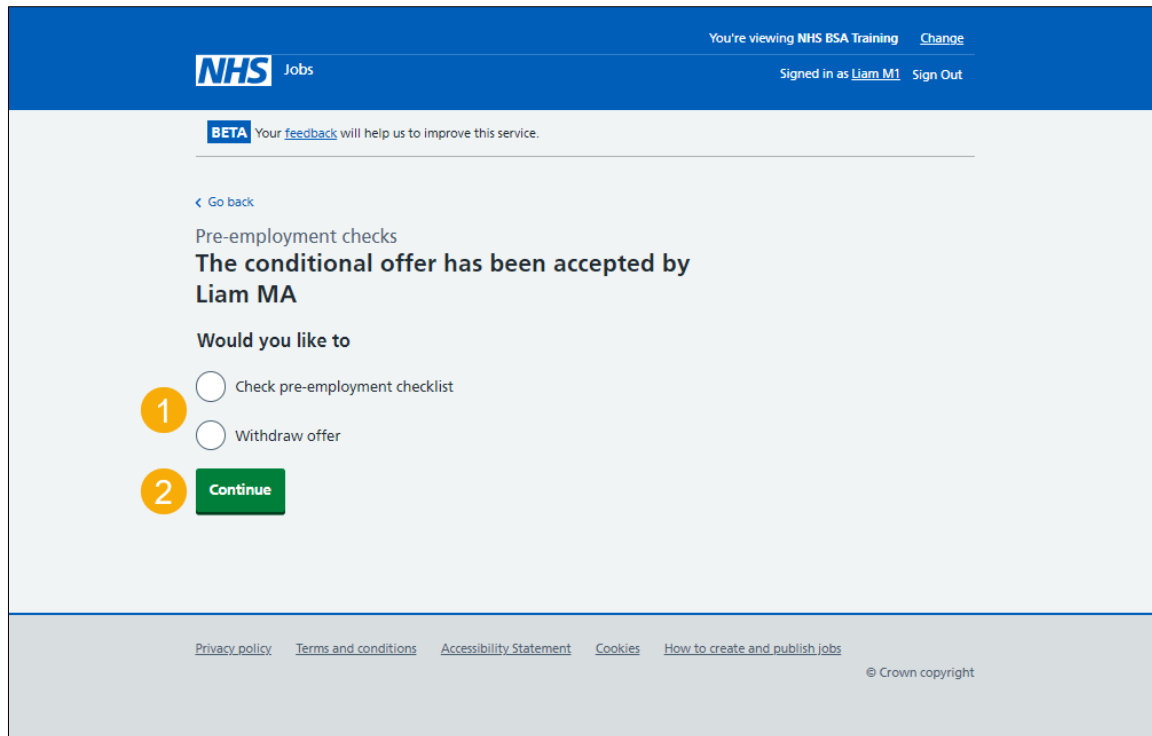
© Crown copyright

## Start pre-employment checks

This page gives you instructions for how to start the applicant's pre-employment checks.

To start the applicant's pre-employment checks, complete the following steps:

1. Select an answer:
  - ['Check pre-employment checklist'](#)
  - or
  - 'Withdraw offer'
2. Select the 'Continue' button.



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

## Disclosure and Barring Service (DBS) check

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

To check the applicant's DBS check, complete the following step:

1. Select the '[Disclosure and Barring Service \(DBS\) check](#)' link.

You're viewing NHSBSA Lee UAT [Change](#)
Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

### Pre-employment checklist for Lee Mapes

The applicant accepted your conditional job offer.  
They now need to give pre-employment information before they can start their new job.

#### References

<a href="#">References</a>	NOT STARTED
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#### Identity

<a href="#">Home address</a>	NOT STARTED
<a href="#">Identity check</a>	NOT STARTED
<a href="#">Inter Authority Transfer (IAT)</a>	COMPLETED

#### Right to work

<a href="#">Right to work in the UK</a>	NOT STARTED
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#### Qualifications and registrations

<a href="#">Qualifications</a>	NOT STARTED
<a href="#">Professional registrations</a>	COMPLETED

#### Background checks

<b>1</b> <a href="#">Disclosure and Barring Service (DBS) check</a>	NOT STARTED
<a href="#">Healthcare Professional Alert Notices (HPANs)</a>	NOT STARTED

## What DBS check does the applicant need?

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

To confirm if the applicant needs a DBS check, complete the following steps:

1. Select an answer:
  - [‘Basic, Standard or Enhanced level’](#)
  - [‘Enhanced with barred list’](#)
  - [‘Not required’](#)
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 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 is titled 'Pre-employment checks' and 'What DBS check does Liam MA need?'. Underneath, it says 'Select the level' and lists five radio button options: 'Basic', 'Standard', 'Enhanced', 'Enhanced with barred list', and 'Not required'. A yellow circle with the number '1' is placed to the left of the 'Enhanced' option. Below the options, the word 'or' is centered. A yellow circle with the number '2' is placed to the left of a green 'Continue' button. 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 reads '© Crown copyright'.

## Which barred list was the DBS check with?

This page gives you instructions for how to confirm the applicant's barred list for the DBS check.

**Important:** You'll only see this page if the applicant needs an 'Enhanced with barred list' DBS check.

To confirm the applicant's barred list for the DBS check, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and the text 'Jobs'. To the right of the header, it says 'You're viewing NHS Training and Support' 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 is titled 'Pre-employment checks' and 'Which barred list was the DBS check with?'. There are three radio button options: 'Adult', 'Children', and 'Both'. A yellow circle with the number '1' is next to the 'Children' option. Below the options is a green 'Continue' button with a yellow circle and the number '2' 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 create and publish jobs', and a copyright notice: '© Crown copyright'.



## When did the applicant last have a DBS check?

This page gives you instructions for how to confirm the applicant's last DBS check date.

**Important:** You'll only see this page if the applicant needs a DBS check.

To confirm the applicant's last DBS check date, 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 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 checks' followed by 'When did Liam MA last have a DBS check?'. Below this, there is explanatory text: 'You'll find this on a copy of the employee's DBS Certificate in their employment file.' and an example: 'For example, 15 03 2012'. 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' 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', along with a copyright notice: '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## When was this document received?

This page gives you instructions for how to confirm when the applicant's document was received.

To confirm when the applicant's document was received, 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 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 checks' followed by 'When was this document received?'. Below this, it says 'For example, 15 03 2012'. 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, there is a yellow circle with the number '2' next to a green 'Continue' button. 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'.

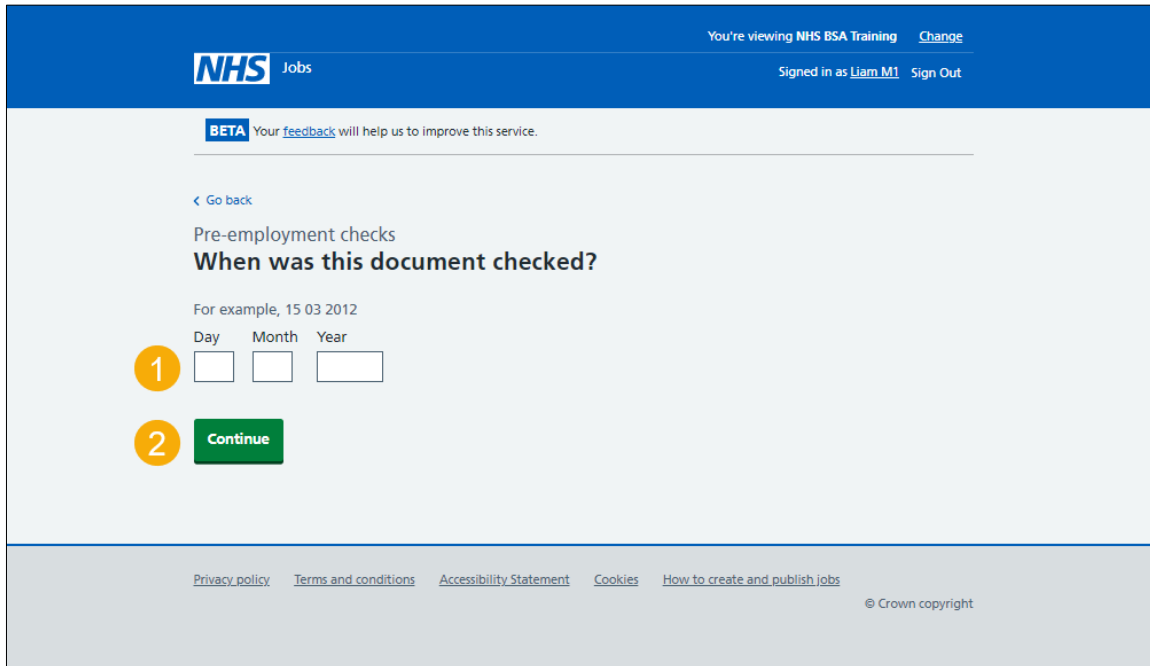
**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## When was this document checked?

This page gives you instructions for how to confirm when the applicant's document was checked.

To confirm when the applicant's document was checked, 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 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 checks' followed by 'When was this document checked?'. Below this, it says 'For example, 15 03 2012'. 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' 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', along with a copyright notice '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## Who checked the DBS status?

This page gives you instructions for how to confirm who checked the applicant's DBS status.

To confirm who checked the applicant's DBS status, 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.

The screenshot shows a web page for NHS Jobs. 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 checks' followed by 'Who checked the DBS status?'. There are two input fields: 'First name' and 'Last name'. The 'First name' field is marked with a yellow circle containing the number '1'. The 'Last name' field is marked with a yellow circle containing the number '2'. Below the 'Last name' field is a green 'Continue' button marked with a yellow circle containing the number '3'. 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 reads '© Crown copyright'.

## Is the DBS check okay?

This page gives you instructions for how to confirm if the applicant's DBS check is okay.

To confirm if the applicant's DBS check is okay, complete the following steps:

1. Select an answer.
2. Select the [Continue](#) button.

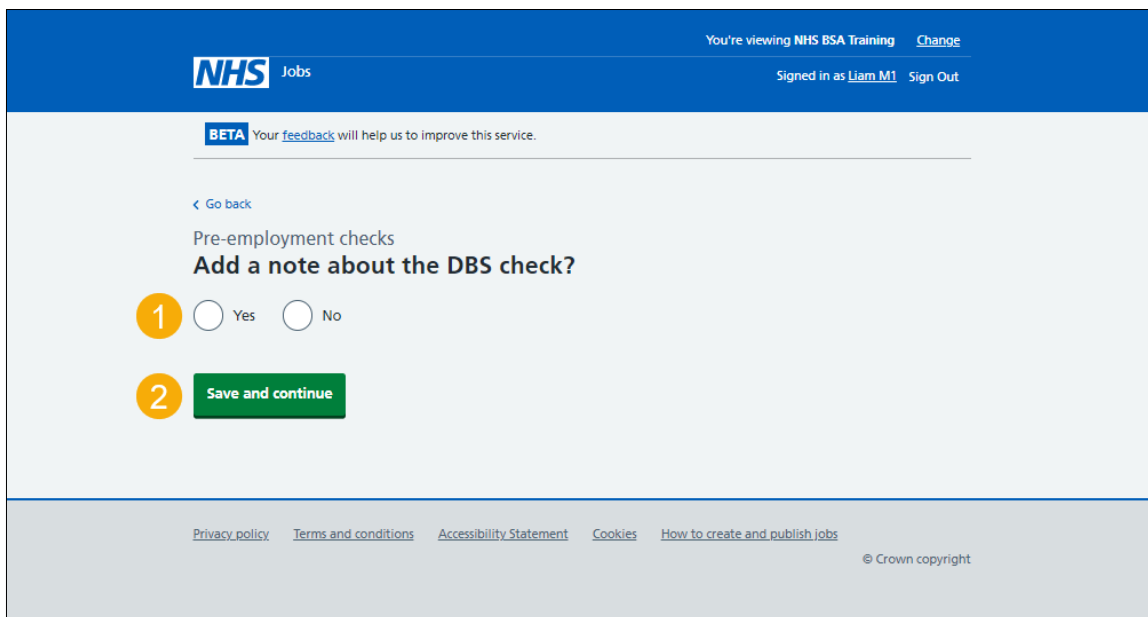
The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, there is a 'Signed in as Liam M1' and 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'Is the DBS check okay?'. There are three radio button options: 'Yes', 'No', and 'Needs further investigation'. A large orange circle with the number '1' is positioned to the left of the 'No' option. Below the radio buttons is a green button labeled 'Save and continue' with a large orange circle containing the number '2' to its left. 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', followed by the text '© Crown copyright'.

## Add a note about the DBS check?

This page gives you instructions for how to confirm if you want to add a note about the applicant's DBS check.

To confirm if you want to add a note about the applicant's DBS check, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select 'Save and continue'.



The screenshot shows a web page from NHS Jobs. 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 grey bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'Add a note about the DBS check?'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, there is a green button labeled 'Save and continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

## Add a note

This page gives you instructions for how to add a note about the applicant's DBS check.

**Important:** You'll only see this page if you're adding a note about the applicant's DBS check.

To add a note about the applicant's DBS check, 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.

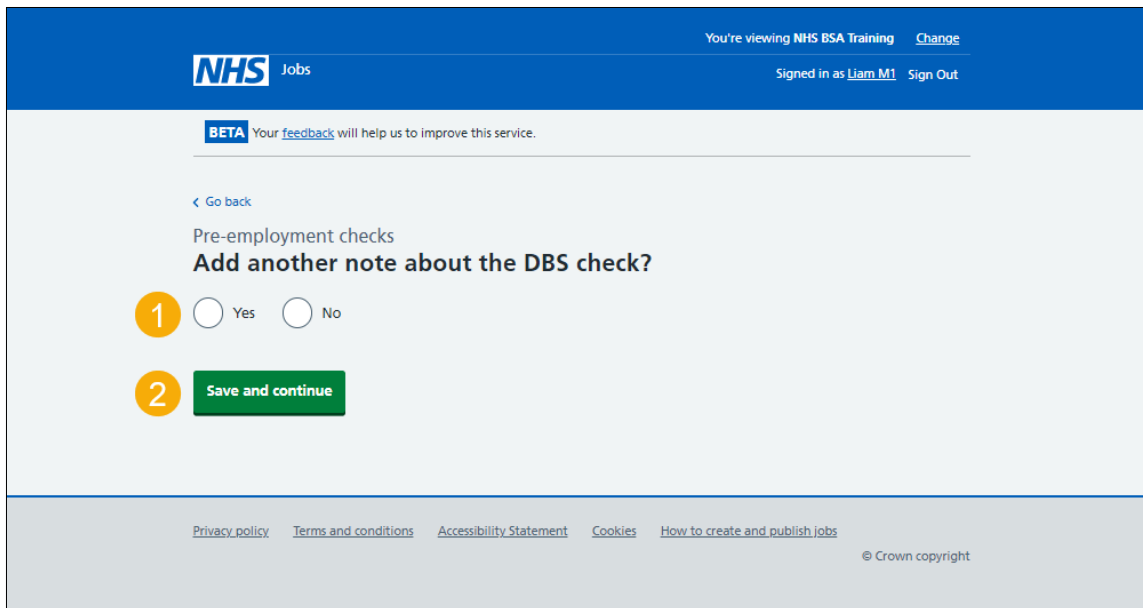
The screenshot shows the NHS Jobs 'Add a note' form. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note'. It contains a 'Subject' label followed by a text input field, which is marked with a yellow circle containing the number '1'. Below that is a 'Detail' label followed by a large text area, marked with a yellow circle containing the number '2'. At the bottom of the form is a green 'Continue' button, marked with a yellow circle containing the number '3'. The footer of the page contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

## Add another note about the DBS check?

This page gives you instructions for how to confirm if you want to add another note about the applicant's DBS check.

To confirm if you want to add another note about the applicant's DBS check, complete the following steps:

1. Select an answer.
  - ['Yes'](#)
  - ['No'](#)
2. Select 'Save and continue'.



The screenshot shows a web page from NHS Jobs. 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 content area is titled 'Pre-employment checks' and 'Add another note about the DBS check?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. 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 reads '© Crown copyright'.



## Check the DBS details

This page gives you instructions for how to check the applicant's DBS details.

To check, edit and confirm the applicant's DBS details, complete the following steps:

1. Select an answer.
  - ['Yes'](#)
  - ['No'](#)
2. Select 'Save and continue'.

**NHS** Jobs You're viewing NHS BSA Training [Change](#)  
Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Pre-employment checks

### Disclosure and Barring Service (DBS) check

Date received	26 January 2022
Date checked	26 January 2022
Checked by	Joe Bloggs
DBS check status	Yes

DBS check level	Basic
Date last completed	26 January 2022
DBS checked	The applicant's DBS is satisfactory.

**Edit this information?**

1  Yes  No

2 [Continue](#)

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

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## DBS check completed

This page shows confirmation you have completed the applicant's DBS check.

To start another pre-employment check, complete the following step:

1. Select a pre-employment check link.

The screenshot shows the 'Pre-employment checklist for Lee Mapes' page. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. Below the header, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Pre-employment checklist for Lee Mapes', followed by a message: '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 organized into sections: References, Identity, Right to work, Qualifications and registrations, and Background checks. Each section contains one or more items with a status indicator.

Section	Item	Status
References	References	NOT STARTED
Identity	Home address	NOT STARTED
	Identity check	NOT STARTED
	Inter Authority Transfer (IAT)	COMPLETED
Right to work	Right to work in the UK	NOT STARTED
Qualifications and registrations	Qualifications	NOT STARTED
	Professional registrations	COMPLETED
Background checks	Disclosure and Barring Service (DBS) check	COMPLETED
	Healthcare Professional Alert Notices (HPANs)	NOT STARTED

**Tip:** To find out how to complete a pre-employment check. Go to the 'Complete pre-employment checks' section of the '[Help and support for employers](#)' webpage.

You've completed the applicant's DBS check and reached the end of this user guide.