

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 need to check the applicant's identity as part of their pre-employment checks.

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 NHS logo and 'Jobs' navigation. The user is logged in as 'NHSBSA Training' and is viewing the 'NHS BSA Training Dashboard'. A 'BETA' notice is present. The dashboard is divided into several sections:

- Tasks by stage / Listings by user:** A toggle switch is set to 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'.
- Task Summary Table:**

Stage	Count	On Track	Overdue
Draft	99	25	74
Approvals	1		
Published	10	9	1
Shortlisting	68	42	26
Interviews	21	3	18
Ready to offer	11	7	4
Conditional offers	5	3	2
1 Pre-employment checks	1		
Contracts	12	8	4
End recruitment	7	5	2
- 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, there are links for [Privacy policy](#), [Terms and conditions](#), [Accessibility Statement](#), [Cookies](#), and [Help and guidance](#). The footer also includes '© Crown copyright'.

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
<p>1 Liam MA AR-210128-00006</p>	<p>2 Learning Consultant T2020-21-4641</p>	<p>01 Apr 2022 ON TRACK</p>	<p>References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment</p>	<p>3 View checks or withdraw offer</p>

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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.

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 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 displays 'Pre-employment checks' and a bold message: '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' and 'Withdraw offer'. A yellow circle with the number '1' is next to the first option. A green 'Continue' button is positioned below the options, with a yellow 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', along with a copyright notice: '© Crown copyright'.

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

Identity check

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

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

1. Select the '[Identity check](#)' link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman Sign Out'. Below that is a 'BETA' banner with the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist for Thomas Ship'. Below this, 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 two sections: 'References' and 'Identity'. Under 'References', there is a link 'References' and a 'COMPLETED' status. Under 'Identity', there are three items: 'Home address' (COMPLETED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED). A yellow circle with the number '1' is placed to the left of the 'Identity check' link.

Section	Item	Status
References	References	COMPLETED
Identity	Home address	COMPLETED
	1 Identity check	NOT STARTED
	Inter Authority Transfer (IAT)	COMPLETED

Add a proof of identity

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

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.

The screenshot shows the NHS Jobs 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 content area is titled 'Pre-employment checks' and 'Liam MA's proof of identity'. Below this, it states 'You haven't added any proof of identity checks yet.' The question 'Add a proof of identity?' is followed by two radio button options: 'Yes' and 'No'. A green 'Continue' button 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', along with a copyright notice: '© Crown copyright'.

What identification is given?

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

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

To confirm the applicant's identification given, complete the following steps:

1. Select an answer:
 - ['Proof of identity'](#)
 - ['Proof of address'](#)
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 '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 'What identification did Liam MA give?'. There are two radio button options: 'Proof of identity' and 'Proof of address'. A yellow circle with the number '1' is next to the 'Proof of identity' option. Below these options is a yellow circle with the number '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 create and publish jobs', followed by '© Crown copyright'.

Does this identification contain a photo?

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

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

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 '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' notice: '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 'Does this identification contain a photo?'. There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' option. Below the radio buttons, there is a green 'Continue' button with a yellow circle containing 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'.

What photo identity document is given?

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

Important: You'll only see this page if you're adding an applicant's proof of identification that contains a photo.

To confirm the applicant's photo identity document given, 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 '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 navigation link '< Go back' is visible. The main content area is titled 'Pre-employment checks' and 'What identity document did Liam MA give?'. There are six radio button options: 'UK or EU passport', 'Non-EU passport', 'Photo card driving licence', 'Proof of Age Standards Scheme ID (PASS)', 'Biometric Residence permit (UK)', and 'HM Forces photo card'. A yellow circle with the number '1' is next to the 'Photo card driving licence' option. Below the options 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'. A copyright notice '© Crown copyright' is also present.

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

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

Important: You'll only see this page if you're adding an applicant's proof of identification that doesn't contain a photo.

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

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

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

What identity document did Liam MA give?

- Divorce, dissolution or annulment papers for UK and Channel Islands
- Full birth certificate for the UK and Channel Islands
- Full birth certificate issued by the UK authorities overseas
- UK full old-style paper driving licence
- Work permit or residency permit for the UK, valid up to an expiry date
- Adoption Certificate for the UK and Channel Islands applicants
- Marriage or Civil Partnership Certificate for UK and Channel Islands applicants
- 1** Gender recognition certificate
- Deed Poll Certificate
- Firearms Certificate or Licence for the UK, Channel Islands and Isle of Man applicants
- Police registration certificate
- Certificate of Employment in the HM Forces for a UK applicant
- Benefit statement, book or card or original notification letter from DWP
- Document from a local or central government authority or local authority giving entitlement
- Most recent HMRC Tax Notification

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What proof of address is given?

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

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

To confirm the applicant's proof of address given, 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 'Jobs' on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. 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 heading is 'Pre-employment checks' followed by 'What proof of address has been provided by Liam MA?'. There is a list of radio button options: 'UK credit union statement', 'Current UK driving licence', 'Entry on electoral register', 'Financial statement (UK and EEA)', 'HMRC tax notification', 'Local council tax bill', 'Recent mortgage statement', 'Recent utility bill', 'Rent card or tenancy agreement', and 'Right to benefits document'. A yellow circle with the number '1' is next to the 'HMRC tax notification' option. Below the list 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'.

When was this document received?

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

To confirm the applicant's document received 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 was this document received?'. Below this, it specifies 'UK or EU Passport'. An example date '15 3 2020' is provided. There are three input fields labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' field. Below the input fields, 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'. The footer text reads '© 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 the applicant's document checked date.

To confirm the applicant's document checked 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 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 heading is 'Pre-employment checks' followed by 'When was this document checked?'. Below this, there is a vertical bar and the text 'UK or EU Passport'. An example date 'For example, 15 3 2020' is shown. 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 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'. The footer text is '© Crown copyright'.

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 applicant's document.

To confirm who checked the applicant's 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.

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 document?'. Below this, there is a vertical bar with 'UK or EU Passport' text. The form contains three numbered steps: 1. 'First name' with an input field; 2. 'Last name' with an input field; 3. 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'.

Is the identification document acceptable?

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

To confirm if the applicant's identification document is acceptable, 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 '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 'Is the identification document acceptable?'. Below this, there is a vertical bar on the left and the text 'UK or EU Passport'. There are three radio button options: 'Yes', 'No', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the radio buttons, 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'. The footer text is '© Crown copyright'.

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 applicant's identification document.

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

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

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 a note about the identification document?'. 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'. A copyright notice '© Crown copyright' is also present.

Add a note

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

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

To add a note about the applicant's identity document, 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 interface for adding a note. 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 three numbered steps: 1. 'Subject' with a text input field. 2. 'Detail' with a larger text area. 3. 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'.

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 applicant's identification document.

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

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

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 identification document?'. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons is a green button labeled 'Save and continue' 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'. A copyright notice '© Crown copyright' is also present.

Check the identity details

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

Important: If you delete an applicant's identity document, you won't be able to recover the details.

To check the applicant's 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.

The screenshot shows the 'Proof of identity' page for Liam MA. The page header includes the NHS logo and 'Jobs' text. The user is signed in as Liam M1. The page content includes a 'BETA' notice, a 'Go back' link, and the title 'Pre-employment checks Liam MA's proof of identity'. Below this is a table with the following structure:

Type	Document	What you can do
Proof of identity	UK or EU Passport	Edit or Delete

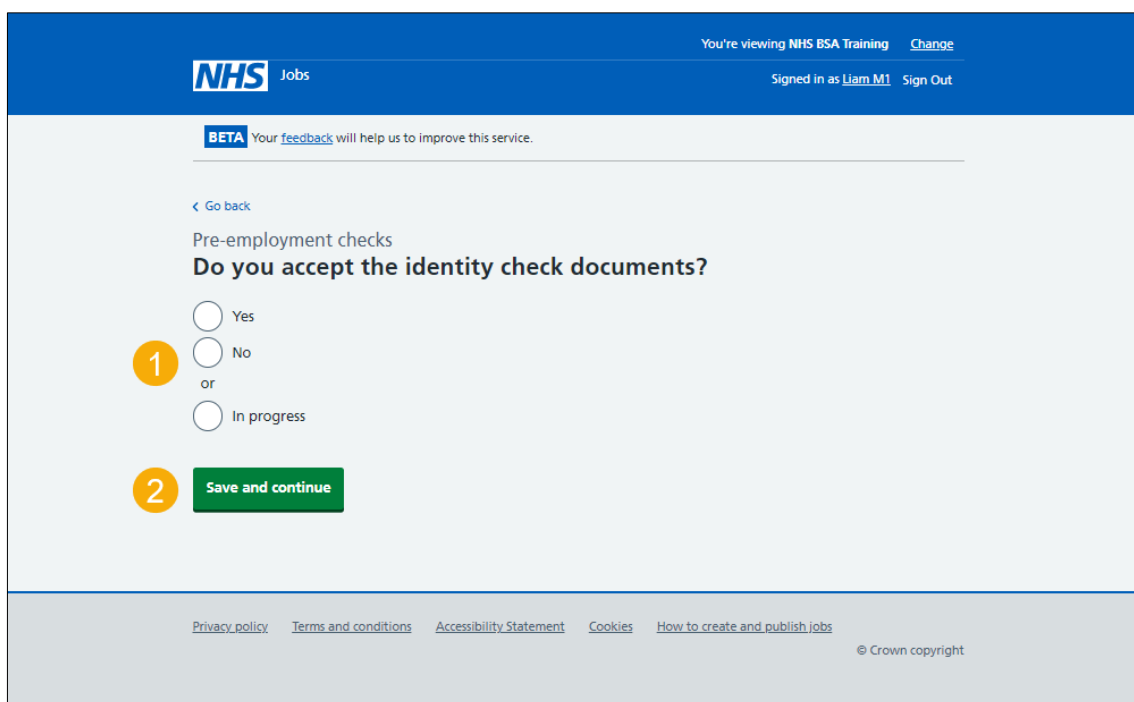
Below the table, there is a section 'Add another document?' with two radio buttons: 'Yes' and 'No'. At the bottom of the main content area is a green 'Continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Do you accept the identity check documents?

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

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

1. Select an answer.
2. Select the '[Save and continue](#)' button.



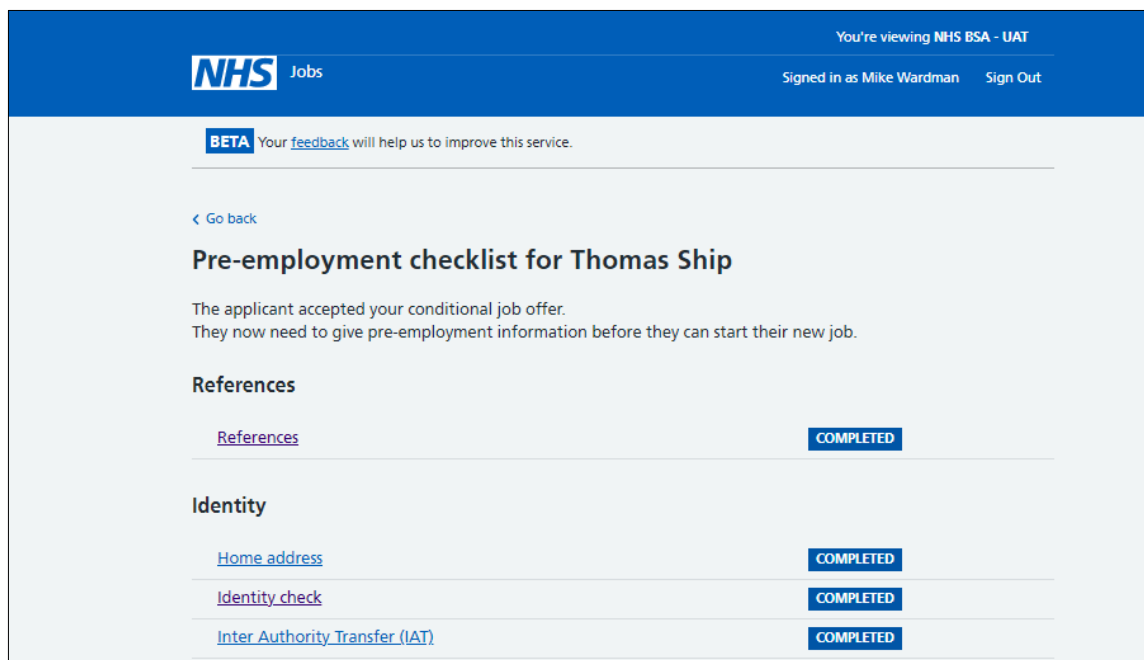
The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A blue box with 'BETA' and 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the text 'Pre-employment checks'. The question 'Do you accept the identity check documents?' is displayed. There are three radio button options: 'Yes', 'No', and 'In progress'. A yellow circle with the number '1' is next to the 'No' option. Below the options is a green button with 'Save and continue' and a yellow circle with the number '2' next to it. At the bottom, 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'.

Identify check completed

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

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

1. Select a pre-employment check link.



The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman Sign Out'. Below the NHS logo, 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 Thomas Ship'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' There are two main sections: 'References' and 'Identity'. Under 'References', there is a link 'References' and a 'COMPLETED' status. Under 'Identity', there are three items: 'Home address', 'Identity check', and 'Inter Authority Transfer (IAT)', each with a 'COMPLETED' status.

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 identity check and reached the end of this user guide.