

How to give pre-employment details in NHS Jobs user guide

This guide gives you instructions for how to give pre-employment details in the NHS Jobs service.

If you've accepted a conditional job offer, you'll need to give your pre-employment details.

You'll give this information online using the NHS Jobs service:

- references
- home address

You'll give this information offline outside of the NHS Jobs service:

- identity check
- right to work in the UK
- qualifications
- professional registrations
- Disclosure and Barring Service (DBS) check
- Healthcare Professional Alert Notice (HPANs)
- occupational health assessment

Once you've given your details, the employer will complete your pre-employment checks to make sure their satisfactory and you're suitable for the job.

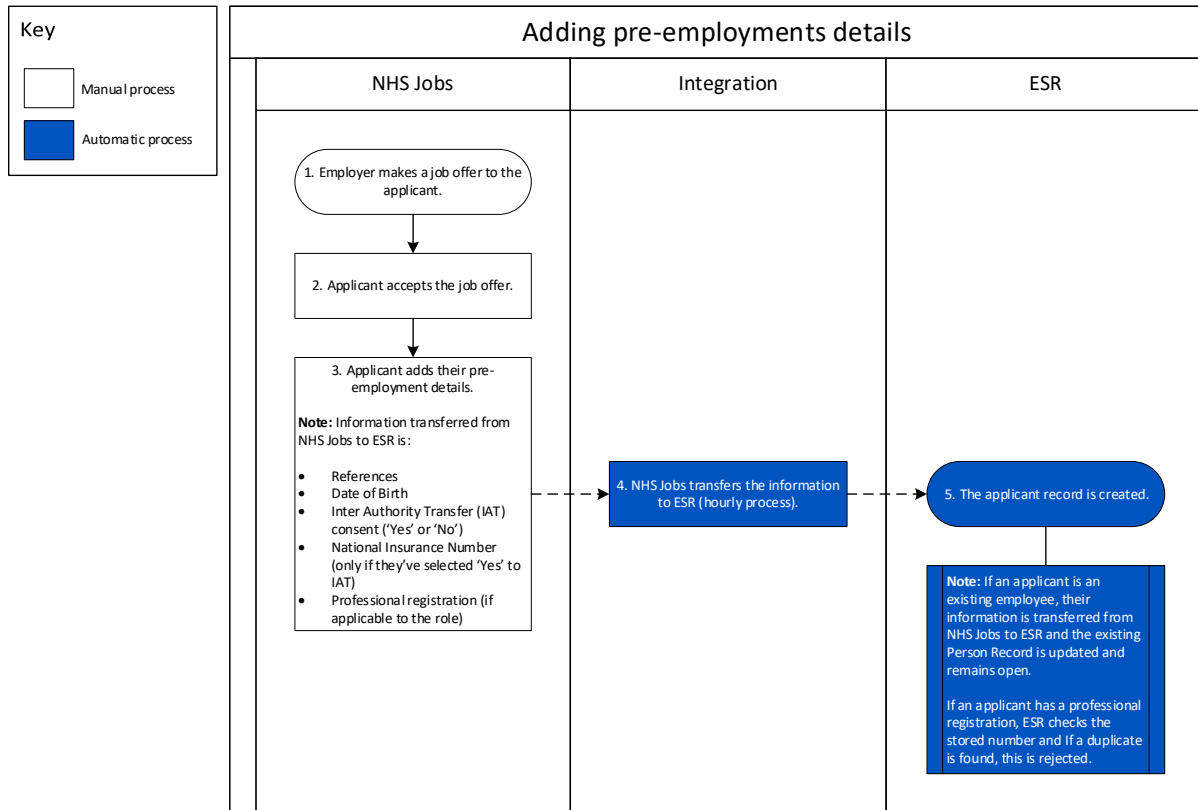
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the ['Process flow diagram'](#) page.

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Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for adding pre-employment details.



Go to the ['Checks to make sure you're suitable for the role'](#) page.

Checks to make sure you're suitable for the role

This page gives you instructions for how to make sure you're suitable for the role.

Important: You'll need to provide documentation offline outside of the NHS Jobs service to complete your pre-employment checks.

Read the information on the page and complete the following step:

1. 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 left, and 'Sign out' and language options 'English | Cymraeg' on the right. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area has a light blue background and features the title 'Checks to make sure you're suitable for the job' in large, bold, black text. Below the title, there is a paragraph explaining that the employer needs to check personal and professional documentation against conditional criteria, and that these checks must be completed before starting a new job. This is followed by a sub-heading 'They'll ask you to provide documentation such as:' and a bulleted list of requirements: references, home address or other proof of address, proof of right to work in the UK, qualifications and professional registration (if needed), Disclosure and Barring Service (DBS) certificate, Healthcare Professional Alert Notices (HPANs), and occupational health record. Another paragraph states that for documentation only the employer can request, they will do so on the user's behalf. A prominent green button with a white circle containing the number '1' and the text 'Continue' is displayed. Below the button is a link: '[Back to your job applications](#)'. The footer of the page is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Pre-employment checklist

This page gives you instructions for how to use the pre-employment checklist to complete your checks.

Important: In this example, the reference and professional registration checks status is **'IN PROGRESS'**.

To use the pre-employment checklist to complete your checks, complete the following steps:

1. Select the '[1st reference](#)' link.
2. Select the '[Home address](#)' link.
3. Select the '[Identity check](#)' link.
4. Select the '[Right to work in UK](#)' link.
5. Select the '[Qualifications](#)' link.
6. Select the '[Professional registrations](#)' link.
7. Select the '[Disclosure and Barring Service \(DBS\)](#)' link.
8. Select '[Healthcare Professional Alert Notices \(HPANs\)](#)' link.
9. Select the '[Health assessment](#)' link.

The screenshot shows the NHS Jobs Pre-employment checklist interface. At the top, there is a blue header with the NHS logo and 'Jobs' text, along with 'Sign out', 'English', and 'Cymraeg' options. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist' with the instruction 'You need to provide the following evidence.' The checklist is organized into several sections:

- References:** Item 1, '[1st reference](#)', is marked as 'IN PROGRESS'.
- Identity:** Items 2, '[Home address](#)', and 3, '[Identity check](#)', are listed.
- Right to work:** Item 4, '[Right to work in UK](#)', is listed.
- Qualifications and registrations:** Item 5, '[Qualifications](#)', and item 6, '[Professional registrations](#)', are listed. Item 6 is marked as 'IN PROGRESS'.
- Background checks:** Items 7, '[Disclosure and Barring Service \(DBS\) check](#)', and 8, '[Healthcare Professional Alert Notices \(HPANs\)](#)', are listed.
- Occupational health:** Item 9, '[Health assessment](#)', is listed.

At the bottom of the checklist, there is a link: '[Back to your job applications](#)'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.


Check 1st reference

This page gives you instructions for how to check the details of your 1st reference.

Important: In this example, you've added a referee. Make sure the details are correct as the employer may request a reference.

Read the information on the page and complete the following step:

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


wayne Liddle Sign out

[English](#) | [Cymraeg](#)

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[< Go back](#)

Pre-employment checks

Reference

Referee received	08 February 2022
------------------	------------------

1st reference

Date started	January 2021
Date ended	January 2022
Organisation	NHS
Reference type	Previous employer
Referee's relationship to you	Manager
Referee's name	Joe Bloggs
Referee's telephone number	
Referee's work email address	joe.bloggs@nhs.net

1

Continue

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What's your home address?

This page gives you instructions for how to confirm your home address.

Important: Once you've added your home address, the employer will check the details against the documentation you provide.

To add your home 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.

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 left, and 'wayne Liddle Sign out' on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Pre-employment checks' and 'What's your home address?'. It contains seven numbered steps corresponding to the instructions: 1. Address line 1 (text input), 2. Address line 2 (Optional) (text input), 3. Town or city (text input), 4. County (Optional) (text input), 5. Postcode (Optional) (text input), 6. Country (dropdown menu with 'United Kingdom' selected), and 7. A green 'Save and continue' button.

NHS Jobs

wayne Liddle Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

< Go back

Pre-employment checks

What's your home address?

Address line 1

1

Address line 2 (Optional)

2

Town or city

3

County (Optional)

4

Postcode (Optional)

5

Country

6

7

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View home address

This page gives you instructions for how to view your home address.

Important: In this example, you've added a home address as the status is **'COMPLETED'**.

To view your home address, complete the following step:

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

[Go back](#)

Pre-employment checklist

You need to provide the following evidence.

References

[1st reference](#) **IN PROGRESS**

Identity

1 [Home address](#) **COMPLETED**

[Identity check](#)

Check home address

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

Important: In this example, an edit has already been made to the home address.

To confirm if you want to edit your home address, complete the following steps:

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

NHS Jobs [Sign out](#)

[English](#) | [Cymraeg](#)

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

[Go back](#)

Pre-employment checks

Ashleigh McFadyen's home address

Date received	23 December 2022
Date edited	23 December 2022

Address line 1	2 The Street
Address line 2	
Town or city	Newcastle
County	
Postcode	NE1 1AA
Country	United Kingdom

Edit this information?

1 Yes No

2 [Continue](#)

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Identification documents

This page gives you instructions for how to give your identification documents.

Important: You'll provide any identification documents offline outside of the NHS Jobs online service. The employer will advise you which documents they'll need.

Read the information on the page and complete the following step:

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

NHS Jobs wayne Liddle Sign out

English | [Cymraeg](#)

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Identification documents

The employer will ask for proof of your identity.

You'll show them either a document or a combination of documents to confirm it.

The employer will advise you which documents they'll need.

1 [Continue](#)

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Right to work in UK

This page gives you instructions for how to give your right to work in the UK documents.

Important: You'll provide any right to work in the UK documents offline outside of the NHS Jobs online service. The employer will tell you which documents you need to show.

Read the information on the page and complete the following step:

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

NHS Jobs wayne Liddle Sign out

English | Cymraeg

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Right to work in UK

You need to provide proof that you have the right to work in the UK. You'll show the employer either a document or a combination of documents to confirm it. This could be a passport, a visa, or immigration documents if you are a non-UK national.

The employer will tell you which documents you need to show.

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Qualifications

This page gives you instructions for how to give your qualification documents.

Important: You'll provide any qualification documents offline outside of the NHS Jobs online service.

Read the information on the page and complete the following step:

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

NHS Jobs wayne Liddle Sign out

English | Cymraeg

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

Qualifications and registrations

You'll need to give evidence to the employer to show you've got the essential qualifications needed for this job.

The employer may also need to see other documents for professional registration and licenses.

1 [Continue](#)

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Professional registrations

This page gives you instructions for how to give your professional registration documents.

Important: You'll provide any professional registration documents offline outside of the NHS Jobs online service.

Read the information on the page and complete the following step:

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

NHS Jobs wayne Liddle Sign out

English | [Cymraeg](#)

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

Qualifications and registrations

You'll need to give evidence to the employer to show you've got the essential qualifications needed for this job.

The employer may also need to see other documents for professional registration and licenses.

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Disclosure and Barring Service (DBS)

This page gives you instructions for how to give your DBS details.

Important: You'll provide any DBS details offline outside of the NHS Jobs online service.

Read the information on the page and complete the following steps:

1. Select the 'Disclosure and Barring Service website' link (optional).
2. Select the 'track the status of your DBS check online' link (optional).
3. Select the [Continue](#) button.



[Dan Moore](#) [Sign out](#)
[English](#) | [Cymraeg](#)

[Search](#) [Your saved searches](#) [Your saved jobs](#) [Your profile](#) [Your applications](#)

Pre-employment checks

Disclosure and Barring Service (DBS)

The employer may request a DBS check depending on your job, its responsibilities and the people you come into contact with. This involves checking to see if you have any criminal convictions.

The employer will be able to advise you on the level of DBS clearance you might need. These are:

- a basic check, which shows unspent convictions and conditional cautions
- a standard check, which shows spent and unspent convictions and/or cautions
- an enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the job
- an enhanced check with barred lists, which shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the job

You can get more information on DBS checks from the [Disclosure and Barring Service website \(opens in a new tab\)](#). 1

You can also [track the status of your DBS check online \(opens in a new tab\)](#). 2

3

Continue

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Healthcare Professional Alert Notices (HPANs)

This page gives you instructions for how to give your HPAN details.

Important: You'll provide any HPAN details offline outside of the NHS Jobs online service.

Read the information on the page and complete the following step:

1. Select the [Continue](#) button.

NHS Jobs wayne Liddle Sign out

English | Cymraeg

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

Healthcare Professional Alert Notices (HPANs)

An alert notice is a way for an NHS employer to make other bodies aware that a healthcare professional may pose a threat to patients or staff.

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Occupational health checks

This page gives you instructions for how to give your occupation health details.

Important: You'll provide any occupational health details offline outside of the NHS Jobs online service.

Read the information on the page and complete the following step:

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

NHS Jobs

wayne Liddle Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

Pre-employment checks

Occupational health checks

You must have an occupational health check before starting a job in the NHS. It is your employer's responsibility to:

- make sure you are medically fit for the job you have applied for
- make any reasonable adjustments if needed

All checks follow equal opportunities legislation and the requirements of the Disability Discrimination Act 1995 (DDA).

1 Continue

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Tip: If your pre-employment checks are satisfactory, you'll need to go to the '**How to respond to a contract of employment in NHS Jobs**' user guide or video from the '**Respond to contract**' section of the '[Help and support for applicants](#)' webpage.

You've given your pre-employment details and reached the end of this user guide.