

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.

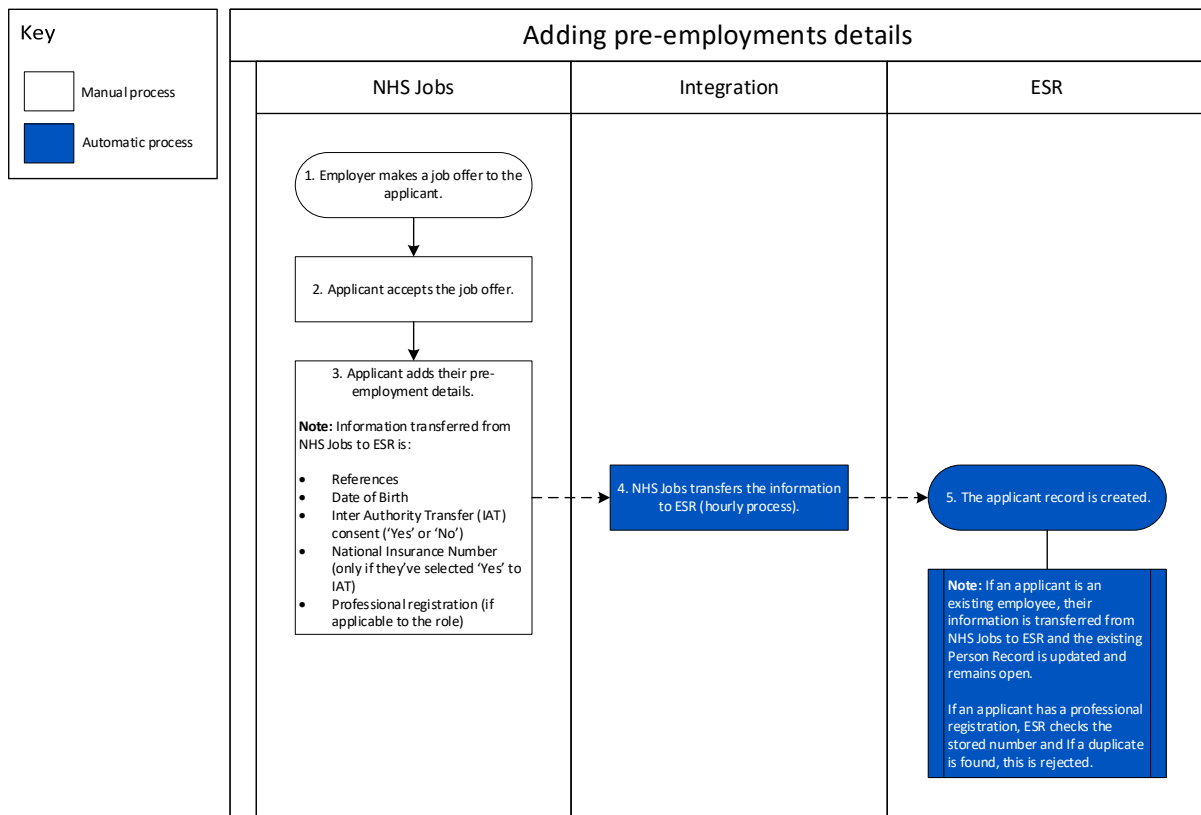
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the ['Process flow diagram'](#) page.

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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.

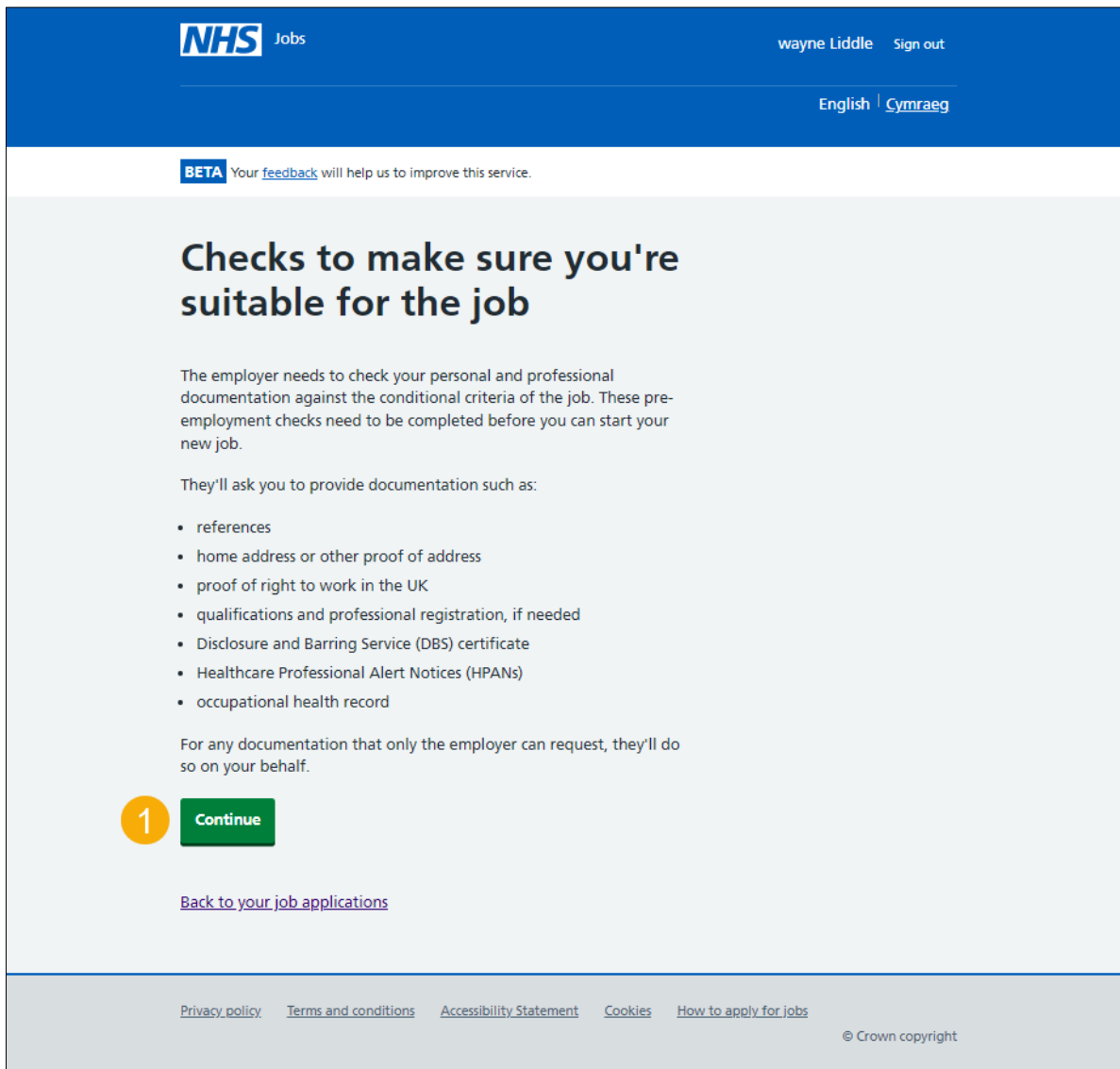
Checks to make sure you're suitable for the role

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 the user name 'wayne Liddle' and 'Sign out' link on the right. Below the header, there is a language selector showing 'English' and 'Cymraeg'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area has a title 'Checks to make sure you're suitable for the job' and a paragraph explaining that the employer needs to check personal and professional documentation against conditional criteria. A list of required documents is provided, including references, address proof, right to work, qualifications, DBS certificate, HPANs, and occupational health records. A '1 Continue' button is highlighted with a yellow circle. A link 'Back to your job applications' is located below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

NHS Jobs

wayne Liddle Sign out

English | Cymraeg

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Checks to make sure you're suitable for the job

The employer needs to check your personal and professional documentation against the conditional criteria of the job. These pre-employment checks need to be completed before you can start your new job.

They'll ask you to provide documentation such as:

- 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)
- occupational health record

For any documentation that only the employer can request, they'll do so on your behalf.

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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 page. At the top, there is a blue header with the NHS logo, the user's name 'wayne Liddle', and a 'Sign out' link. Below the header, there is a 'BETA' notice and a 'Go back' link. The main content area is titled 'Pre-employment checklist' and includes the instruction 'You need to provide the following evidence.' The checklist is organized into several sections:

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

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a 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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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

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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?

1 Address line 1

2 Address line 2 (Optional)

3 Town or city

4 County (Optional)

5 Postcode (Optional)

6 Country

7 [Save and continue](#)

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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.

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 the user's name 'wayne Liddle' and 'Sign out' link on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Pre-employment checklist' and states 'You need to provide the following evidence.' Under the 'References' section, there is a link for '1st reference' with an 'IN PROGRESS' status indicator. Under the 'Identity' section, there are two items: 'Home address' and 'Identity check'. The 'Home address' item is marked with a yellow circle containing the number '1' and a blue 'COMPLETED' status indicator, which is highlighted with a red rectangular box.

Check home address

This page gives you instructions for how to check your 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.

The screenshot shows the NHS Jobs interface for checking a home address. At the top, the NHS logo and 'Jobs' are on the left, and the user name 'wayne Liddle' with a 'Sign out' link is on the right. Below this is a language selector for 'English' and 'Cymraeg'. A blue banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the heading 'Pre-employment checks wayne Liddle's home address'. Below the heading is a form with the following fields: 'Date received' (08 February 2022), 'Address line 1' (1), 'Address line 2', 'Town or city' (Morpeth), 'County', 'Postcode', and 'Country' (United Kingdom). Below the form is the question 'Edit this information?' with two radio button options: '1 Yes' and 'No'. A green 'Continue' button is located below the radio buttons, 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 apply for jobs', followed by the copyright notice '© Crown copyright'.

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.

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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

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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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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.

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English | [Cymraeg](#)

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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.


wayne Liddle [Sign out](#)

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

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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, cautions, reprimands and final warnings
- 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

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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.

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 the user name 'wayne Liddle' and 'Sign out' on the right. Below the header, there are language options 'English | Cymraeg'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'Healthcare Professional Alert Notices (HPANs)' and contains the text: '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.' Below this text is a large green button with a white circle containing the number '1' and the word 'Continue' in white text. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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

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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).

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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.