

How to give a reference in NHS Jobs user guide

This guide gives you instructions for how to give a reference in the NHS Jobs service.

If you're added as a referee, you'll receive an email asking you to give a reference.

To respond, you'll choose one of the following options:

- yes, you're the correct person to give a reference and you'll use the NHS Jobs online service
- no, you're not the correct person to give a reference and you'll add your reason why and provide details of the correct person (if known)
- yes, but you'll provide it offline outside of the NHS Jobs online service

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Give your reference using the email link

This page gives you instructions for how to give your reference using the email link.

To give your reference using the email link, complete the following steps:

1. Select the '[Online reference](#)' link.

NHS
Jobs

Dear Joe Bloggs

Lee Mapes gave your name and contact details as a reference for a Admin Assistant job at NHSBSA Lee UAT.

We're pleased to let you know that we offered them the job.

What happens next
I'd be grateful if you could complete a reference as soon as you can.

Give your reference using the link:
1 [Online reference](#)

You can also do this by emailing tests@nhs.net
Thank you in advance for your assistance.

Regards,
Lee Mapes

Can you give a reference?

This page gives you instructions for how to confirm if you can give a reference.

Important: You must check you're the correct person to give a reference before responding.

To confirm if you can give a reference, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)or
 - ['Yes, but I'll provide it offline'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs 'Give a reference' form. At the top, there is a blue header with the NHS logo and 'Jobs' text, and links for 'Sign in' and 'Create an account'. Below the header, there is a 'BETA' notice and a language selector for 'English' and 'Cymraeg'. The main content area is titled 'Give a reference' and 'Can you give a reference for wayne Liddle?'. It contains a table with the following information:

Applicant name	wayne Liddle
Date started	January 2021
Date ended	January 2022
Organisation name	NHS
Your relationship to applicant	Manager

Below the table, there is a question: 'Are you the correct person to give a reference for wayne Liddle?'. There are three radio button options: 'Yes', 'No', and 'Yes but I'll provide it offline'. A yellow circle with the number '1' is next to the 'No' 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 are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

You're not giving this reference

This page gives you instructions for how to confirm why you're not giving this reference.

Important: You'll only see this page if you're not giving a reference and adding a reason why.

To add why you're not giving this reference, complete the following steps:

1. In the **Reason** box, enter the details.
2. In the **Referee's email address** box, enter the details (optional).
3. In the **Referee's phone number** box, enter the details (optional).
4. Select the '[Send response](#)' 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 in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area is light grey and contains a 'Go back' link, a 'Give a reference' section, and the title 'You're not giving this reference'. Below the title, there is a prompt: 'Please tell us why and optionally give contact details for right person if possible.' followed by the heading 'Reason you're not the right person to give a reference' and a large text input box labeled '1'. Below this are two smaller input boxes: 'Referee's email address (optional)' labeled '2' and 'Referee's phone number (optional)' labeled '3'. At the bottom of the form is a green 'Send response' button labeled '4'. 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'.

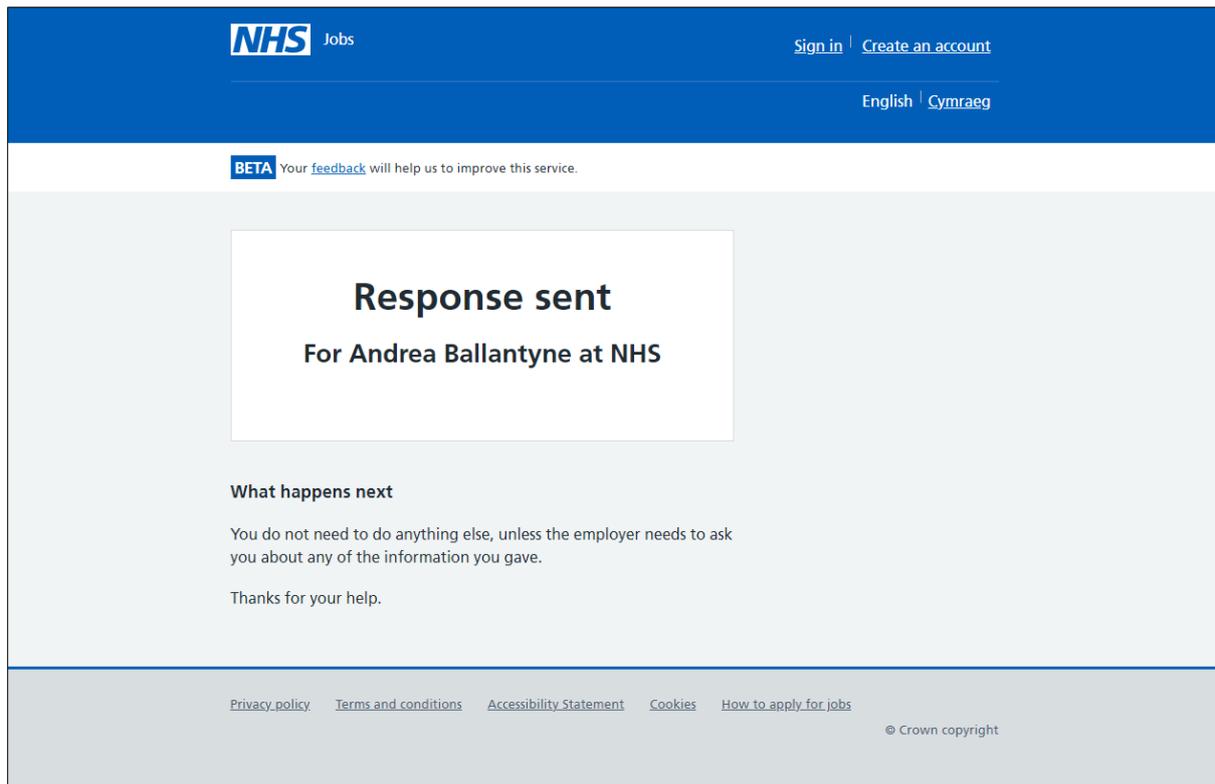
Response sent for not giving this reference

This page shows confirmation your response is sent for not giving this reference.

Important: The employer may contact you to ask about any of the information you gave in your response.

To finish, complete the following step:

1. Close the webpage.



You're not giving this reference and reached the end of this user guide.

Give reference offline

This page gives you instructions for how to give this reference offline.

Important: You'll only see this page if you're giving a reference offline outside of the NHS Jobs online service. Make sure you include all the information in the **Details needed** section.

To give this reference offline, complete the following steps:

1. Use the contact details provided to give the employer a reference.
2. Close the webpage to finish.



[Sign in](#) | [Create an account](#)
[English](#) | [Cymraeg](#)

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

[< Go back](#)

Give a reference

Give reference offline

Applicant details

Applicant name	Lee Mapes
Date started	January 2015
Date ended	January 2023
Organisation name	Lancashire Hospital
Your relationship to applicant	Manager

Details needed

- Most recent job title
- Reason for leaving
- Date started
- Date ended
- Days of absence
- Episodes of absence
- Details of any warnings
- Details of any investigations
- Details of any DBS checks required

1 You can speak to Lee Mapes on 01911111111 quoting the applicants name.

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [Help and guidance](#)

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You're giving this reference offline and reached the end of this user guide.

What was the applicant's role?

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

Important: You'll only see this page if you're giving a reference using the NHS Jobs online service.

To add the role details, complete the following steps:

1. In the **Most recent job title or position** box, enter the details.
2. In the **Why they left** box, enter the details (optional).
3. 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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area is light grey and contains a 'Go back' link, the heading 'Give a reference', and the title 'What was wayne Liddle's role?'. Below the title, there are two input fields: 'Most recent job title or position before they left' (marked with a '1' in a yellow circle) and 'Why they left (optional)' (marked with a '2' in a yellow circle). At the bottom of the form is a green 'Save and continue' button (marked with a '3' in a yellow circle). 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'.

Are the start and end dates correct?

This page gives you instructions for how to confirm if the start and end dates are correct.

To confirm if the start and end dates are correct, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
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 right side of the header, there are links for 'Sign in' and 'Create an account'. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is light grey and contains the question: 'Give a reference Are wayne Liddle's start and end dates correct?'. Below the question, there is a table with two rows: 'Date started' with the value 'January 2021' and 'Date ended' with the value 'January 2022'. Below the table, there are two radio button options: '1 Yes' and 'No'. Below the radio buttons, there is a green button labeled '2 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 apply for jobs'. On the right side of the footer, there is a copyright notice: '© Crown copyright'.

Enter the correct start and end dates

This page gives you instructions for how to confirm the correct start and end dates.

Important: You'll only see this page if you're entering the correct start and end dates. If this is for their current job, leave the date ended empty.

To enter the correct start and end dates, complete the following steps:

1. In the **Date started**, **Month** and **Year** boxes, enter the details.
2. In the **Date ended**, **Month** and **Year** boxes, enter the details (optional).
3. 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 right side of the header, there are links for 'Sign in' and 'Create an account'. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Give a reference' and 'Enter the correct start and end dates'. It asks for the correct dates for 'wayne Liddle's employment, volunteering or duration of study'. There are two date input sections. The first section is for 'Date started' with an example of '3 2010' and input boxes for 'Month' and 'Year'. A yellow circle with the number '1' is next to the 'Month' input box. The second section is for 'Date ended' with an example of '10 2012' and a note that the date should be left empty for current jobs. It also has 'Month' and 'Year' input boxes, with a yellow circle with the number '2' next to the 'Month' input box. A green button labeled 'Save and continue' with a yellow circle and the number '3' is positioned below the second date input section. 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'.

Tip: You must enter the date in the MM-YYYY format. For example, 03 2010.

Days and episodes of absence

This page gives you instructions for how to add any days and episodes of absence.

Important: You must only add days and episodes of absence over the last 2 years of employment, not including annual leave.

To add any days or episodes of absence, complete the following steps:

1. In the **Days of absence** box, enter the details (optional).
2. In the **Episodes of absence** box, enter the details (optional).
3. 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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and a 'Go back' link. The main content area is light grey and contains the title 'Give a reference Days and episodes of absence'. Below the title, there are two questions, each with a numbered orange circle and a text input field: '1 How many days of absence (other than annual leave) did the applicant have during their last 2 years of employment? (optional)' and '2 How many episodes of absence (other than annual leave) did the applicant have during their last 2 years of employment? (optional)'. At the bottom of the form is a green '3 Save and continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Have they got any warnings on their record?

This page gives you instructions for how to confirm if they have any warnings on their record.

Important: You must only add warnings under your employment policies such as conduct or performance. Warnings from regulatory or licensing bodies are checked separately.

To confirm if they have any warnings on their record, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
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 right side of the header, there are links for 'Sign in' and 'Create an account'. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is light blue and contains the following text: 'Give a reference', 'Has wayne Liddle got any warnings on their record?', and 'These are warnings under your employment policies, such as for conduct or performance. Do not add any regulatory or licensing body warnings. We check all applicants for those.' Below this text, there are two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a '2' in a yellow circle next to a green 'Continue' button. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right side of the footer, there is a copyright notice: '© Crown copyright'.

What are the warnings?

This page gives you instructions for how to add the warnings.

Important: You'll only see this page if you're adding warnings. You should include any warnings where the employee left the job before the warning was formally put on their record.

To add the warnings, complete the following steps:

1. In the **Warning details** box, 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 left, and 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area is light grey and contains a 'Go back' link, the heading 'Give a reference What are the warnings?', and a sub-heading 'This includes any warnings where the employee left the job before they were put on their record.' Below this is a large text input field with a yellow circle containing the number '1' to its left. Underneath the input field is a green button with a yellow circle containing the number '2' and the text '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 apply for jobs', along with the text '© Crown copyright'.

Have they got any investigations on their record?

This page gives you instructions to confirm if they have any investigations on their record.

Important: You must only add investigations under your employment policies such as conduct or performance. Investigations from regulatory or licensing bodies are checked separately.

To confirm if they have any investigations on their record, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
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 right side of the header, there are links for 'Sign in' and 'Create an account'. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is light grey and contains the question: 'Has wayne Liddle got any investigations on their record?'. Below the question, there is explanatory text: 'These are investigations under your employment policies, such as for conduct or performance. Do not add any regulatory or licensing body investigations. We check for those if needed.' There are two radio button options: 'Yes' and 'No'. A green 'Continue' button is located below the options. 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'. On the far right of the footer, it says '© Crown copyright'.

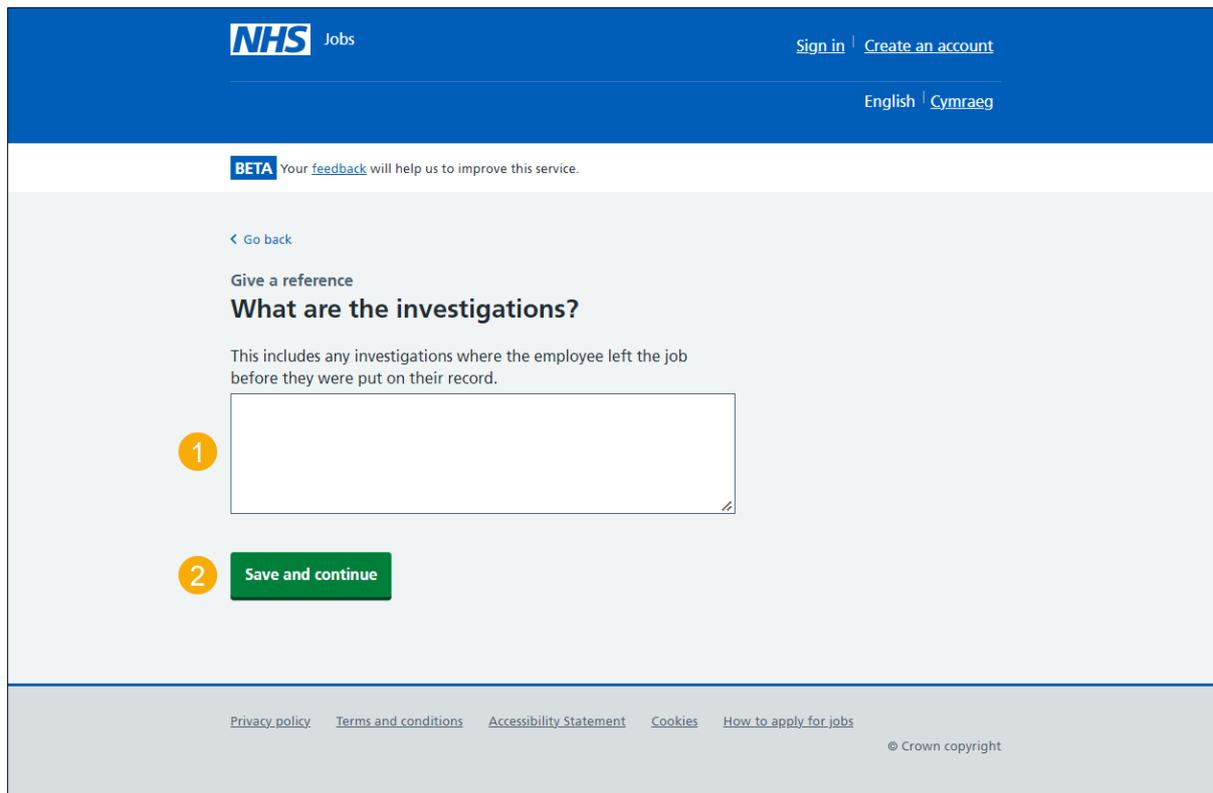
What are the investigations?

This page gives you instructions for how to add the investigations.

Important: You'll only see this page if you're adding investigations. You should include any investigations where the employee left the job before the investigation was formally put on their record.

To add the investigations, complete the following steps:

1. In the **Investigation details** box, enter the details.
2. 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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area is light grey and contains a 'Go back' link, the heading 'Give a reference', and the title 'What are the investigations?'. Below the title is a sub-heading: 'This includes any investigations where the employee left the job before they were put on their record.' There is a large text input field with a yellow circle containing the number '1' to its left. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

Did they need a Disclosure and Barring Service (DBS) check?

This page gives you instructions for how to confirm if they needed a Disclosure and Barring Service (DBS) check.

To confirm if they needed a DBS check, complete the following steps:

1. Select the 'What is a Disclosure and Barring Service (DBS) check?' link (optional).
2. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
3. 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 'Sign in' and 'Create an account' links on the right. Below the header, there is a white bar with a 'BETA' label and a feedback message: 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Give a reference', and the question 'Did Liam MA need a Disclosure and Barring Service (DBS) check?'. Below the question, there is a numbered step 1 with a dropdown menu containing the link 'What is a Disclosure and Barring Service (DBS) check?'. The text below the link explains that the DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Below this text, there are two radio buttons for 'Yes' and 'No', with 'Yes' selected. At the bottom of the form, there is a green 'Continue' button. The footer of the page contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

What was the DBS check level?

This page gives you instructions for how to add the DBS check level.

Important: You'll only see this page if a DBS check was needed.

To add the DBS check level, 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 'Sign in | Create an account' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' On the left side of the main content area, there is a '< Go back' link. The main heading is 'Give a reference' followed by 'What was the DBS check level?'. Below this, it says 'Select which applied' and lists four radio button options: 'Basic', 'Standard', 'Enhanced without barred list', and 'Enhanced with barred list'. A yellow circle with the number '1' is next to the 'Standard' option. Below the options is a green button with a white circle containing the number '2' and the text 'Continue'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

When was their Disclosure and Barring Service (DBS) check last completed? (optional)

This page gives you instructions for how to confirm when their DBS check was last completed.

To add when their DBS check was last completed, complete the following steps:

1. In the **Date**, **Month** and **Year** boxes, enter the details.
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 right side of the header, there are links for 'Sign in' and 'Create an account'. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is light grey and contains the following text: 'Give a reference', 'When was their Disclosure and Barring Service (DBS) check last completed? (optional)', 'You'll find this on a copy of the employee's DBS Certificate in their employment file.', 'For example, 31 03 1980', and a form with three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the form is a green button with a yellow circle and the number '2' and the text '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 apply for jobs', and a copyright notice: '© Crown copyright'.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 31 03 1980.

Declaration and send reference

This page gives you instructions for how to agree to the declaration and send the reference.

To agree to the declaration and send the reference, complete the following steps:

1. Select the 'I agree to the declaration' box.
2. Select the [Send reference](#) button.

NHS Jobs [Sign in](#) | [Create an account](#)

English | [Cymraeg](#)

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

[Go back](#)

Give a reference

Declaration

I've given this information in good faith. It is correct to the best of my knowledge.

1 I agree to the declaration

2 [Send reference](#)

Data Protection

This form contains personal data as defined by the Data Protection Act 2018 (as amended by the General Data Protection Regulation 2018). This data has been requested by the Human Resources/Workforce Department exclusively for the purpose of recruitment. The Human Resources/Workforce Department must protect any information disclosed within this form and ensure that it is not passed to anyone who is not authorised to have this information.

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

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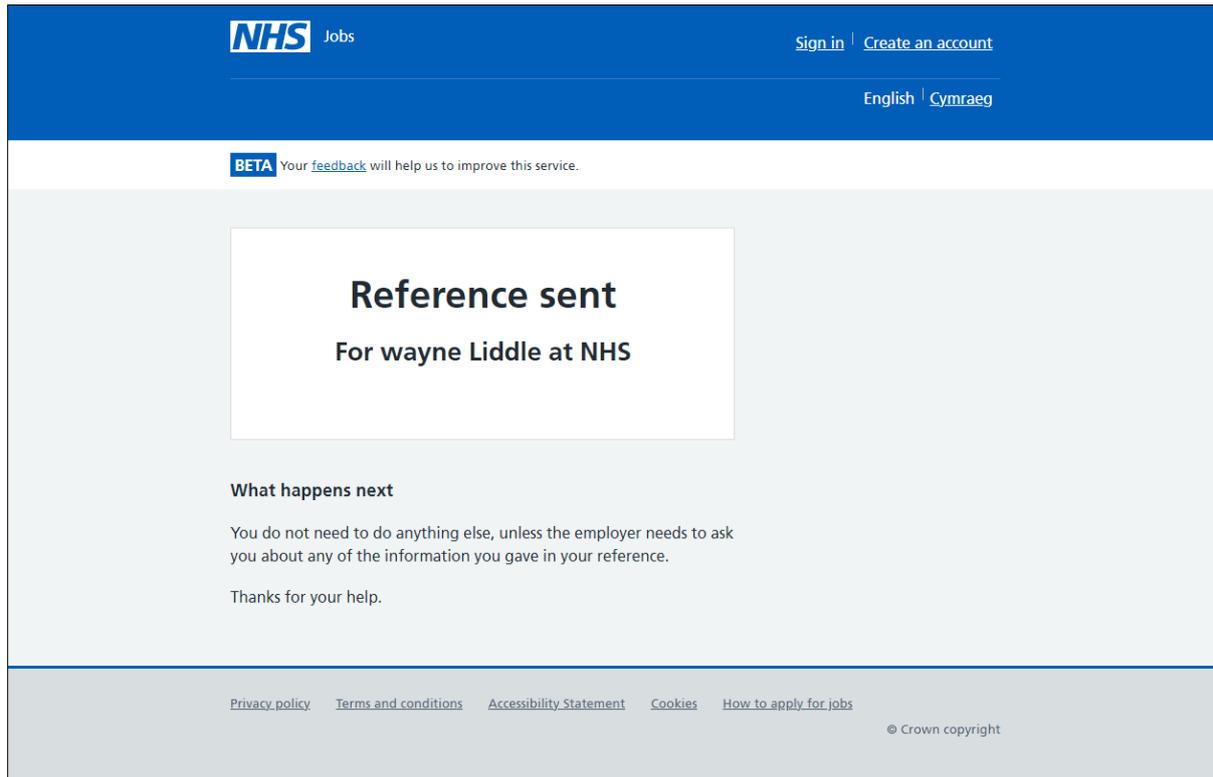
Reference sent online

This page shows confirmation you've sent your reference using the NHS Jobs online service.

Important: The employer may contact you to ask about any of the information you gave in your reference.

To finish, complete the following step:

1. Close the webpage.



You've given a reference online and reached the end of this user guide.