How to complete a home address check in NHS Jobs user guide

This guide gives you instructions for how to complete a home address check in the NHS Jobs service.

You'll need to check the applicant's home address 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 '<u>Pre-employment checks</u>' link.

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 '<u>View checks or withdraw offer</u>' link.

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:
   - '<u>Check pre-employment checklist</u>'
     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.

Home address

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

To check the applicant's home address, complete the following step:

1. Select the 'Home address' link.

View home address

This page gives you instructions for how to view the applicant's home address.

To check, edit and confirm the home address, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

Edit home address

This page gives you instructions for how to edit the applicant's home address.

Important: You'll only see this page if you're editing the applicant's home address.

To edit the applicant's 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 option from the drop down menu.
7. Select the 'Save and continue' button.

Home address check complete

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

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

1. Select a pre-employment check link.

Tip: To find out how to complete a pre-employment check. Go to the '**Complete pre-employment checks'** section of the '<ins>Help and support for employers'</ins> webpage.

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