

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 '[Pre-employment checks](#)' link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and is viewing 'NHS BSA Training'. 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	Track	Overdue
Draft	99	- on track 25	overdue 74
Approvals	1		
Published	10	- on track 9	overdue 1
Shortlisting	68	- on track 42	overdue 26
Interviews	21	- on track 3	overdue 18
Ready to offer	11	- on track 7	overdue 4
Conditional offers	5	- on track 3	overdue 2
1 Pre-employment checks	1		
Contracts	12	- on track 8	overdue 4
End recruitment	7	- on track 5	overdue 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](#). A copyright notice '© Crown copyright' is also present.

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. 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' banner with the text 'Your feedback will help us to improve this service.' A '< Go back' link is present. 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: '1 Check pre-employment checklist' and 'Withdraw offer'. A green 'Continue' button is highlighted with a '2' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

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.

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 'You're viewing NHS BSA - UAT', 'Signed in as Mike Wardman', and 'Sign Out' on the right. Below the header, a 'BETA' badge is followed by 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, a message 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 sections: 'References' and 'Identity'. Under 'References', there is a link 'References' and a 'COMPLETED' status box. Under 'Identity', there are three items: '1 Home address' with a 'COMPLETED' status box, 'Identity check' with a 'NOT STARTED' status box, and 'Inter Authority Transfer (IAT)' with a 'COMPLETED' status box.

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

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.

NHS Jobs 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

Liam MA's home address

Date received	26 January 2022
Address line 1	111 My House
Address line 2	
Town or city	Morpeth
County	
Postcode	
Country	United Kingdom

Edit this information?

1 Yes No

2 [Continue](#)

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

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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.

The screenshot shows the NHS Jobs website interface for editing a home address. At the top, there is a blue header with the NHS logo, the text 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' badge and a message 'Your feedback will help us to improve this service.' are visible. The main content area is titled 'Pre-employment checks' and 'Enter Liam MA's home address'. It contains seven numbered steps corresponding to the instructions: 1. Address line 1 (input: 111 My House), 2. Address line 2 (Optional) (empty), 3. Town or city (input: Morpeth), 4. County (Optional) (empty), 5. Postcode (Optional) (empty), 6. Country (dropdown: United Kingdom), and 7. A green 'Save and continue' button. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface for a pre-employment checklist. At the top, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman'. Below the NHS logo, there's a 'BETA' notice: '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 items are:

- References**: [References](#) (COMPLETED)
- Identity**:
 - 1** [Home address](#) (COMPLETED)
 - [Identity check](#) (NOT STARTED)
 - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)

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 home address check and reached the end of this user guide.