

## How to complete an occupational health check in NHS Jobs user guide

This guide gives you instructions for how to complete an occupational health check in the NHS Jobs service.

You'll need to check the applicant's occupational health check as part of their identity 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 provides options to 'Change' or 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main heading is 'NHS BSA Training Dashboard'. Below this, there are two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content area displays a list of task stages with counts and progress bars:

Task Stage	Count	Track	Overdue
<a href="#">Draft</a>	99	- on track 25	overdue 74
<a href="#">Approvals</a>	1		
<a href="#">Published</a>	10	- on track 9	overdue 1
<a href="#">Shortlisting</a>	68	- on track 42	overdue 26
<a href="#">Interviews</a>	21	- on track 3	overdue 18
<a href="#">Ready to offer</a>	11	- on track 7	overdue 4
<a href="#">Conditional offers</a>	5	- on track 3	overdue 2
<b>1</b> <a href="#">Pre-employment checks</a>	1		
<a href="#">Contracts</a>	12	- on track 8	overdue 4
<a href="#">End recruitment</a>	7	- on track 5	overdue 2

On the right side, there are several utility sections:

- 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.

The screenshot shows the NHS BSA Training Pre-employment checks page. 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 'Show tasks for all accounts' toggle switch. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'NHS BSA Training Pre-employment checks'. Below this, there is a 'Showing tasks for' dropdown menu set to 'All users'. The main content is a table of pre-employment checks. The table has five columns: Applicant, Job title, Deadline, Outstanding checks, and What needs doing next. The first row shows an applicant named 'Liam MA' with ID 'AR-210128-00006' and job title 'Learning Consultant' with ID 'T2020-21-4641'. The deadline is '01 Apr 2022' with a green 'ON TRACK' status. The outstanding checks include References, Home address, Identity check, Right to work in the UK, Qualifications, Professional registrations, DBS, HPANs, and Health assessment. The 'What needs doing next' column contains a link 'View checks or withdraw offer'. Three yellow circles with numbers 1, 2, and 3 are overlaid on the screenshot to highlight the 'Applicant' link, the 'Job title' link, and the 'View checks or withdraw offer' link respectively. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-210128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <b>ON TRACK</b>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

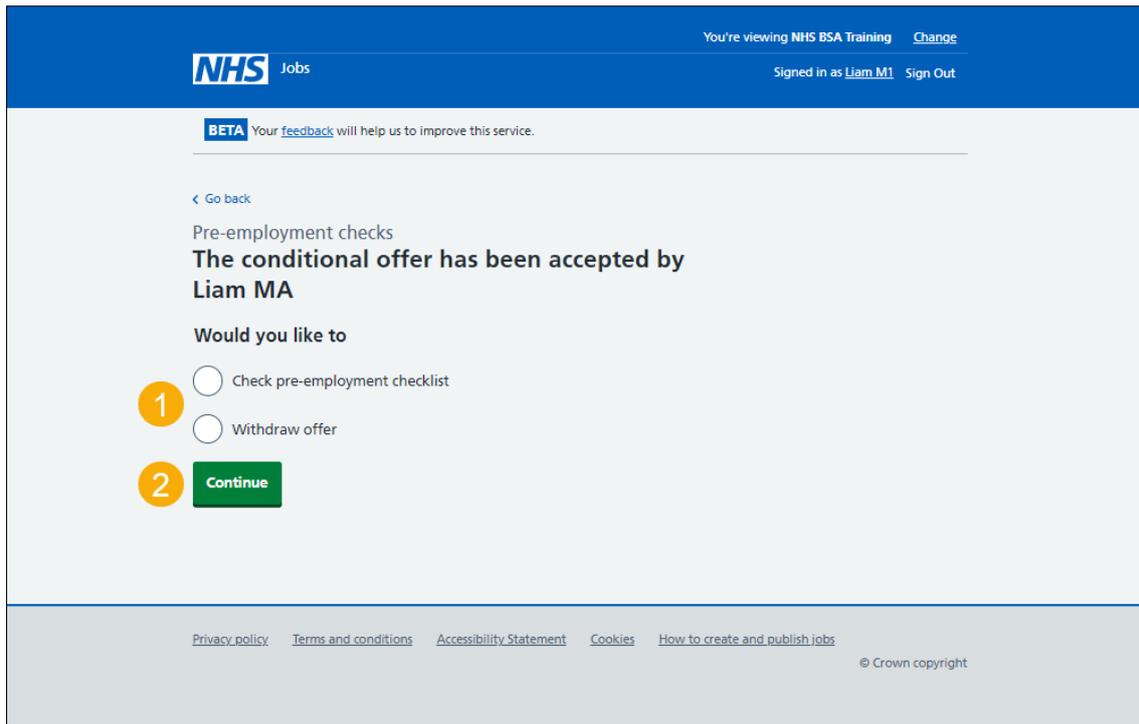
© Crown copyright

## 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.



If you withdraw the applicant's job offer, you have reached the end of this user guide.

## Health assessment

This page gives you instructions for how to start the applicant's health assessment check.

To start the applicant's health assessment check, complete the following step:

1. Select the '[Health assessment](#)' link.

You're viewing **NHSBSA Lee UAT** [Change](#)
Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

### Pre-employment checklist for Lee Mapes

The applicant accepted your conditional job offer.  
They now need to give pre-employment information before they can start their new job.

**References**

<a href="#">References</a>	NOT STARTED
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**Identity**

<a href="#">Home address</a>	NOT STARTED
<a href="#">Identity check</a>	NOT STARTED
<a href="#">Inter Authority Transfer (IAT)</a>	COMPLETED

**Right to work**

<a href="#">Right to work in the UK</a>	NOT STARTED
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**Qualifications and registrations**

<a href="#">Qualifications</a>	NOT STARTED
<a href="#">Professional registrations</a>	COMPLETED

**Background checks**

<a href="#">Disclosure and Barring Service (DBS) check</a>	COMPLETED
<a href="#">Healthcare Professional Alert Notices (HPANs)</a>	COMPLETED

**Occupational health**

<b>1</b> <a href="#">Health assessment</a>	NOT STARTED
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**Continue**

[Go back to your dashboard](#)

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

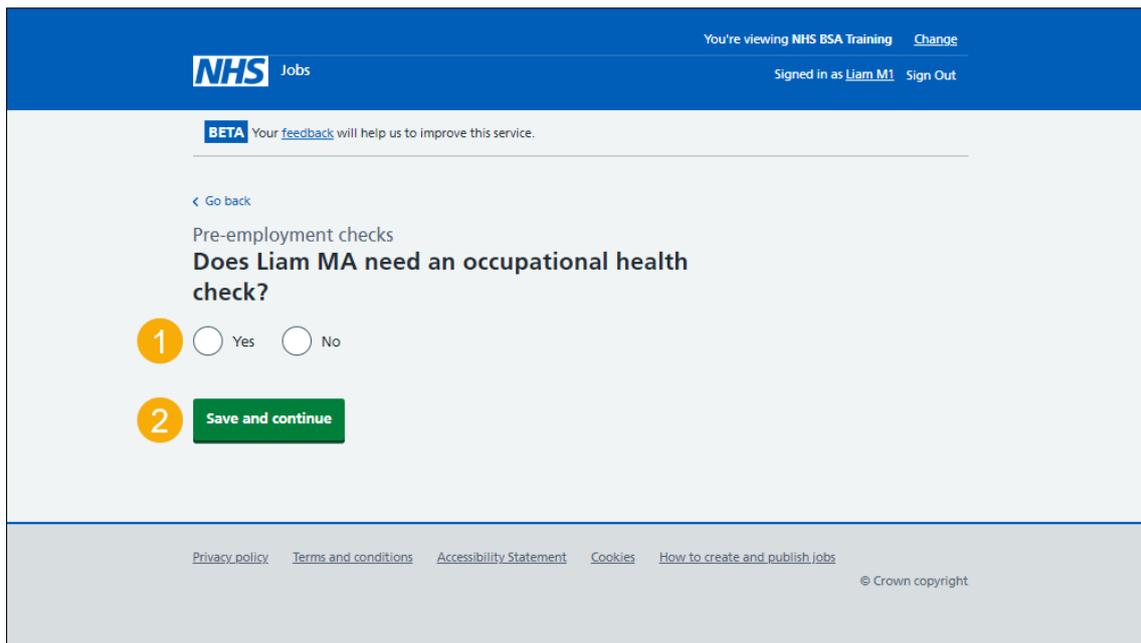
© Crown copyright

## Does the applicant need an occupational health check?

This page gives you instructions for how to confirm if the applicant needs an occupational health check.

To confirm if the applicant needs an occupational health check, complete the following steps:

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



The screenshot shows a web form for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and asks 'Does Liam MA need an occupational health check?'. There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons 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 are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

## When did you send the occupational health form?

This page gives you instructions for how to confirm the applicant's occupational health form sent date.

**Important:** You'll only see this page if the applicant needs an occupational health check.

To confirm the applicant's occupational health form sent date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the [Continue](#) button.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'When did you send the occupational health form to Liam MA?'. Below this, it says 'For example, 15 03 2012' and 'Day Month Year'. There are three input boxes for Day, Month, and Year, with a '1' in a yellow circle next to the Day box. Below the input boxes is a '2' in a yellow circle next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

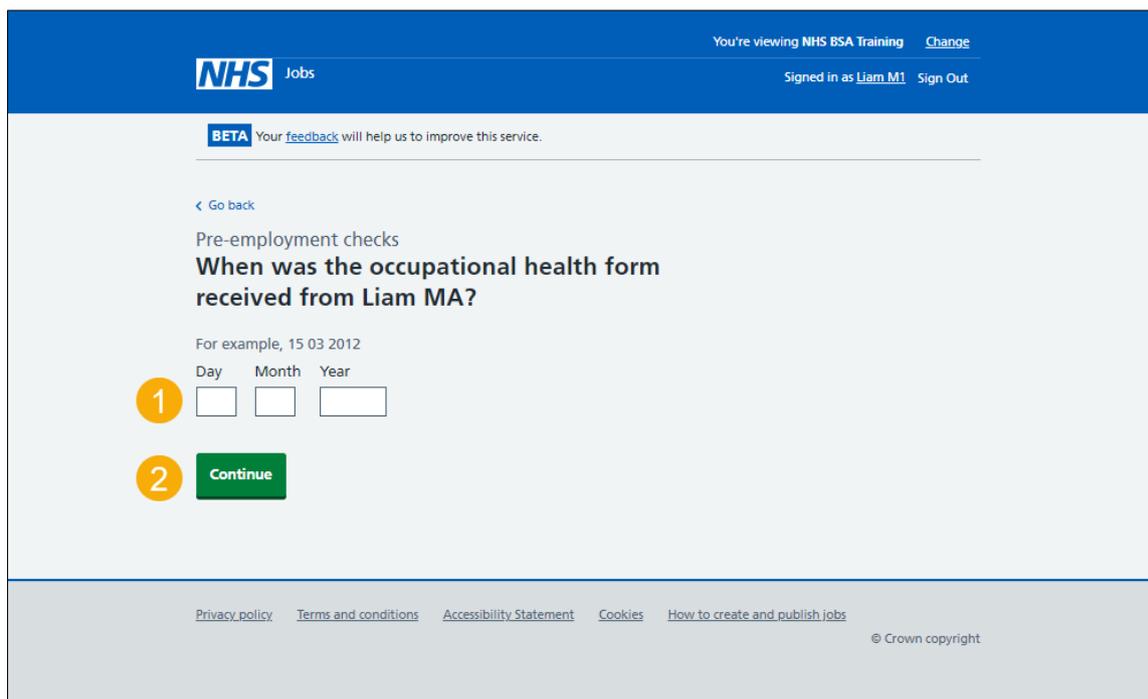
**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## When did you receive the occupational health form?

This page gives you instructions for how to confirm the applicant's occupational health form received date.

To confirm the applicant's occupational health form received date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.



The screenshot shows a web form titled "When was the occupational health form received from Liam MA?". The form is part of a "Pre-employment checks" section. It includes a "Go back" link, a "BETA" notice, and a "Continue" button. The date input fields are labeled "Day", "Month", and "Year", with an example date "15 03 2012" provided. The "Continue" button is highlighted with a green background and a white border. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with a copyright notice "© Crown copyright".

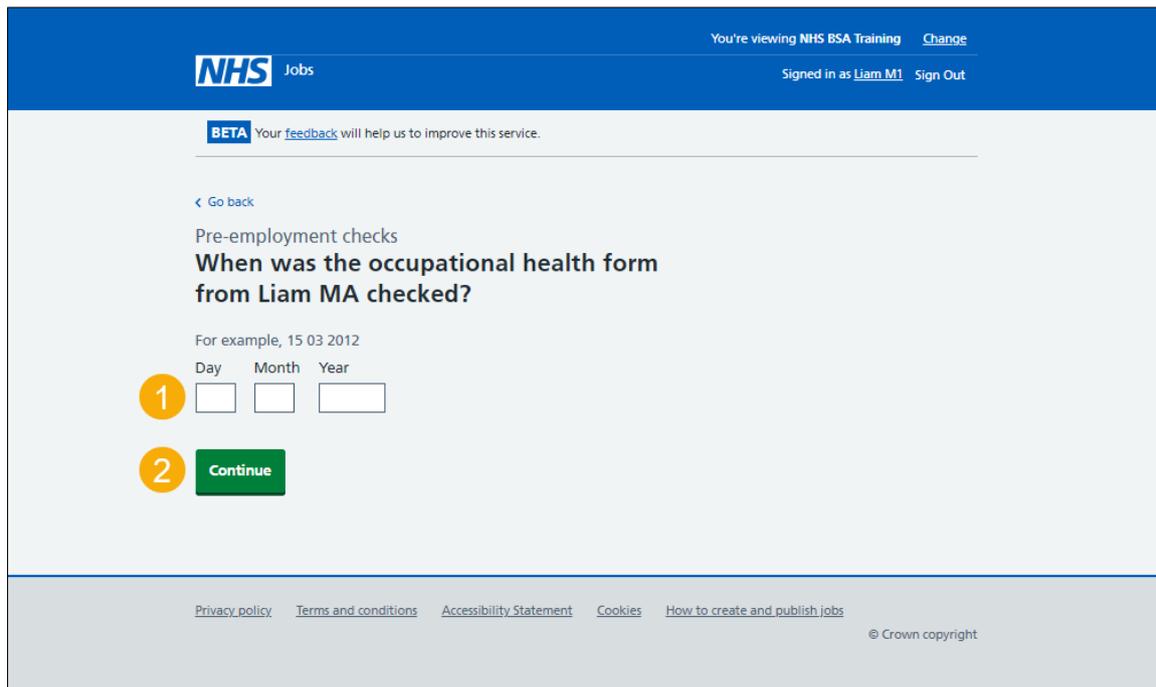
**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## When was the occupational health form checked?

This page gives you instructions for how to confirm the applicant's occupational health form checked date.

To confirm the applicant's occupational health form checked date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.



The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'When was the occupational health form from Liam MA checked?'. Below this, it says 'For example, 15 03 2012' and 'Day Month Year'. There are three input boxes for Day, Month, and Year, with a '1' in a yellow circle next to the Day box. Below the input boxes is a '2' in a yellow circle next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## Who checked the form?

This page gives you instructions for how to confirm who checked the applicant's form.

To confirm who checked the applicant's form, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. 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

### Who checked the form?

First name

1

Last name

2

3 [Continue](#)

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

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## Is the applicant fit to work?

This page gives you instructions for how to confirm if the applicant is fit to work.

To confirm if the applicant is fit to work, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Is Liam MA fit to work?'. There are four radio button options: 'Yes', 'Yes but with restrictions', 'No', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the options, there is a green button labeled 'Save and continue' with a yellow circle containing 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 create and publish jobs'. The footer text reads '© Crown copyright'.

## Add a note about the occupational check?

This page gives you instructions for how to confirm if you want to add a note about the applicant's occupational check.

To confirm if you want to add a note about the applicant's occupational check, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select 'Save and continue'.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The title of the form is 'Add a note about the occupational health check?'. Below the title, there are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1' next to it. Below the radio buttons, there is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom of the page, there are several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

## Add a note

This page gives you instructions for how to add a note about the applicant's occupational health check.

**Important:** You'll only see this page if you're adding a note about the applicant's occupational health check.

To add a note about the applicant's occupational health check, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select '[Save and continue](#)'.

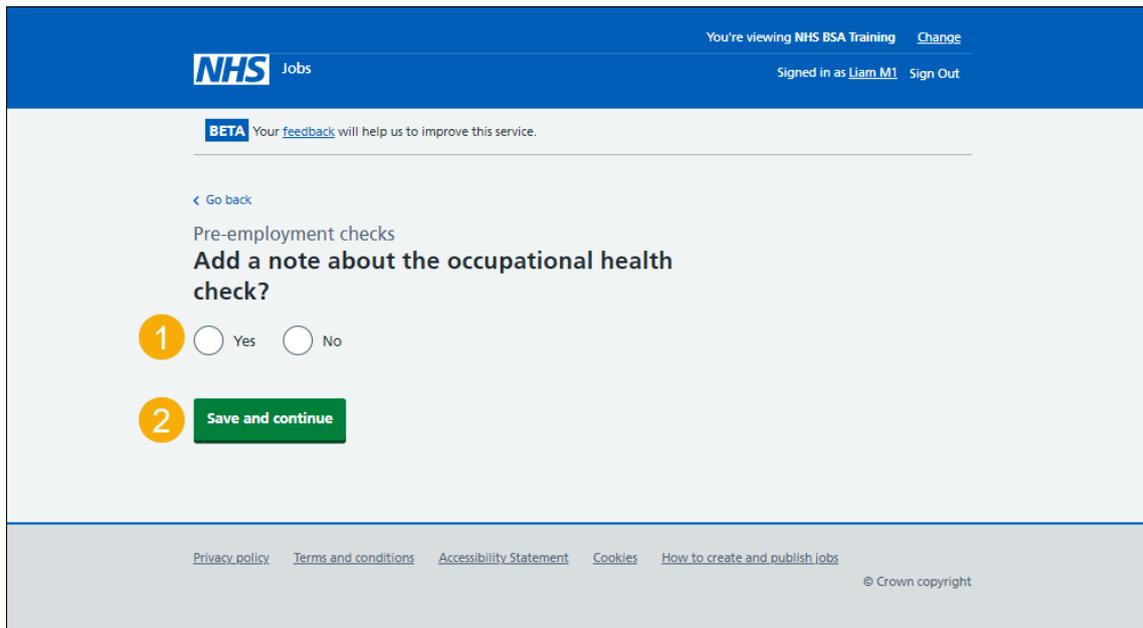
The screenshot shows the NHS Jobs 'Add a note' form. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note'. There are three numbered steps: 1. A 'Subject' label above a text input field. 2. A 'Detail' label above a large text area. 3. A green 'Save and continue' button. At the bottom of the page, 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 text '© Crown copyright'.

## Add another note about the occupational health check?

This page gives you instructions for how to confirm if you want to add another note about the applicant's occupational health check.

To confirm if you want to add another note about the applicant's occupational health check, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the 'Save and 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' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note about the occupational health check?'. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. 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 a copyright notice: '© Crown copyright'.

## Check the occupational health details

This page gives you instructions for how to check the applicant's occupational health details.

To check the applicant's occupational health details, complete the following steps:

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

The screenshot shows the NHS Jobs interface for pre-employment checks. 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' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Liam MA's occupational health checks'. Below this is a table with the following data:

Date received	26 January 2022
Date checked	26 January 2022
Checked by	Joe Bloggs
Status	Yes

Below the table, there is a section titled 'Edit this information?' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below this is a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

## Occupational health check completed

This page shows confirmation you have completed the applicant's occupational health check.

To start another pre-employment check or finish the applicant's checks, complete one of the following steps:

1. Select a pre-employment check link.  
or
2. Select the '[Continue](#)' button.

The screenshot shows the 'Pre-employment checklist for Lee Mapes' page. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. Below the header, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Pre-employment checklist for Lee Mapes' with a sub-heading 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: References, Identity, Right to work, Qualifications and registrations, Background checks, and Occupational health. Each item has a status indicator: 'NOT STARTED' or 'COMPLETED'. A 'Continue' button is highlighted with a '2' in a yellow circle, indicating it's the next step. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Section	Item	Status
References	References	NOT STARTED
Identity	Home address	NOT STARTED
	Identity check	NOT STARTED
	Inter Authority Transfer (IAT)	COMPLETED
Right to work	Right to work in the UK	NOT STARTED
Qualifications and registrations	Qualifications	NOT STARTED
	Professional registrations	COMPLETED
Background checks	Disclosure and Barring Service (DBS) check	COMPLETED
	Healthcare Professional Alert Notices (HPANs)	COMPLETED
Occupational health	Health assessment	NOT STARTED
		<b>Continue</b>

**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 occupational health check and reached the end of this user guide.