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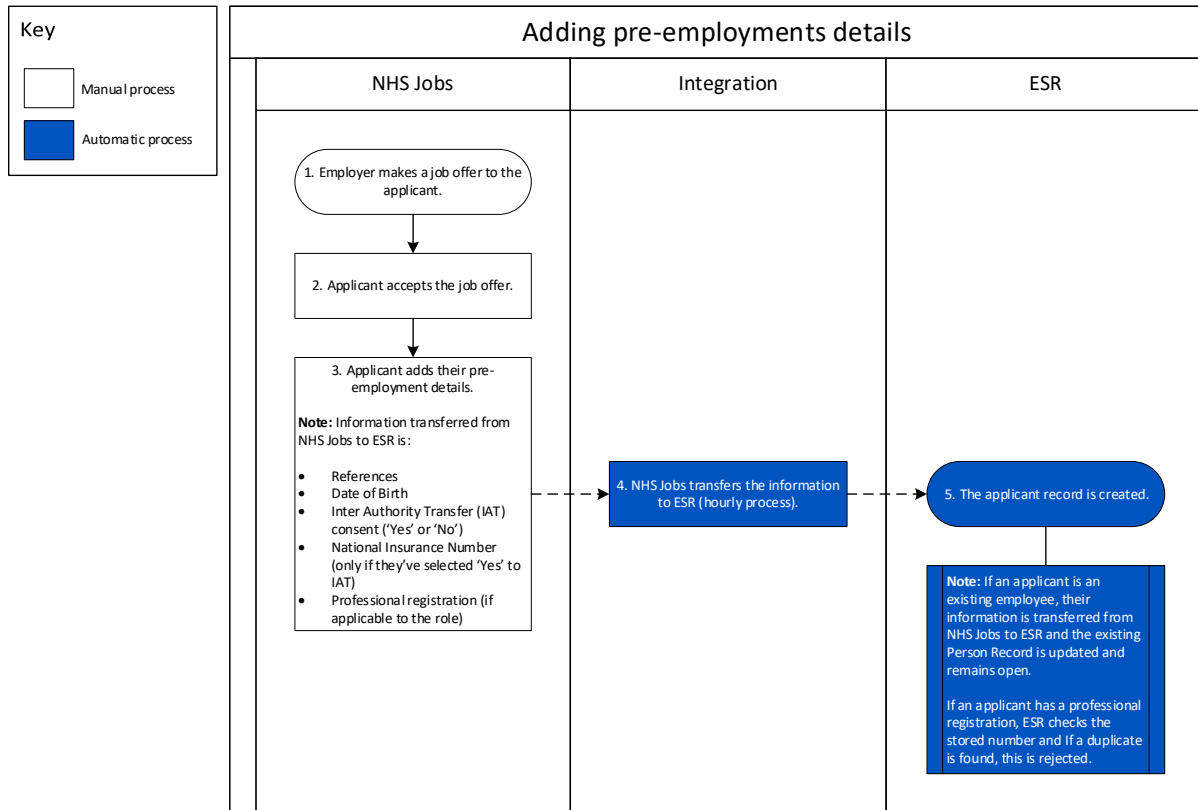
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

Delivered by the NHS Business Services Authority

Contents

Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for adding pre-employment details.

Key		Adding pre-employments details		
☐ Manual process		NHS Jobs	Integration	ESR
■ Automatic process				

NHS Jobs

1. Employer makes a job offer to the applicant.

2. Applicant accepts the job offer.

3. Applicant adds their pre-employment details.

Note: Information transferred from NHS Jobs to ESR is:

- References
- Date of Birth
- Inter Authority Transfer (IAT) consent ('Yes' or 'No')
- National Insurance Number (only if they've selected 'Yes' to IAT)
- Professional registration (if applicable to the role)

Integration

4. NHS Jobs transfers the information to ESR (hourly process).

ESR

5. The applicant record is created.

Note: If an applicant is an existing employee, their information is transferred from NHS Jobs to ESR and the existing Person Record is updated and remains open.

If an applicant has a professional registration, ESR checks the stored number and If a duplicate is found, this is rejected.

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.

<mark>Important:</mark> 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.

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.

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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 '<u>Continue</u>' button.

NHS Jobs

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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 Continue

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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.

View home address

This page gives you instructions for how to view your home address.

<mark>Important:</mark> 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.

Check home address

This page gives you instructions for how to check your home address.

Important: In this example, an edit has already been made to the 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.

NHS Jobs

Sign out

English | Cymraeg

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Pre-employment checks
Ashleigh McFadyen's home address

| Date received | 23 December 2022 |
| Date edited | 23 December 2022 |

Address line 1	2 The Street
Address line 2	
Town or city	Newcastle
County	
Postcode	NE1 1AA
Country	United Kingdom

Edit this information?

1 ◯ Yes   ◯ No

2 Continue

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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 '<u>Continue</u>' button.

<u>NHS</u> Jobs   wayne Liddle   **Sign out**

English | <u>Cymraeg</u>

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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.

1 Continue

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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 '<u>Continue</u>' button.

<u>NHS</u> Jobs | wayne Liddle   Sign out

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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.

1 [Continue]

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Qualifications

This page gives you instructions for how to give your qualification documents.

<mark>Important:</mark> 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 '<u>Continue</u>' button.

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.

NHS Jobs

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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.

1 Continue

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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.

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 '<u>Continue</u>' button.

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 '<u>Continue</u>' button.

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 '<u>Help and support for applicants</u>' webpage.

You've given your pre-employment details and reached the end of this user guide.