

How to complete Disclosure and Barring Service user guide

This guide gives instructions for how to complete the applicant's [Disclosure and Barring Service \(DBS\)](#) checks in NHS Jobs. This check is part of the pre-employment checklist.

You will check their DBS using a document or a combination of documents to confirm it.

Once you have reviewed the DBS, you will update the NHS Jobs service to successfully complete the check.

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Applicants you've offered the job to

This page gives instructions for how to start the pre-employment checks for the applicants you have offered the job to.

1. Select the 'Applicant name' link.

The screenshot shows the NHS Jobs portal 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 - GP' and 'Signed in as [redacted] Sign Out'. Below the header, a blue banner reads 'BETA Your feedback will help us to improve this service.' The main content area has a light blue background and contains a link '< Go back to your job listings'. The job title 'Training and Support Manager' is displayed, followed by the heading 'Applicants you've offered the job to'. Below this is a table with two columns: 'Applicant' and 'Status'. The table contains one row with the applicant ID 'AR-201008-00005' and the status 'PRE EMPLOYMENT CHECKS'. A yellow circle with the number '1' is next to the applicant ID. Below the table is a green button labeled 'Offer to another applicant' and a link 'Back to job listings'. 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 copyright notice '© Crown copyright'.

Check pre-employment checklist

This page gives instructions for how to progress with the applicant's job offer.

1. Select 'Check pre-employment checklist'.
2. Select 'Continue'.

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Pre-employment checks

The conditional offer has been accepted

by [redacted]

Would you like to

1 Check pre-employment checklist

Withdraw offer

2

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Disclosure and Barring Service (DBS) check

This page gives instructions for how to add an applicants' DBS check.

1. Select the 'Disclosure and Barring Service (DBS) check' link.

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Pre-employment checklist for

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

References

References	IN PROGRESS
----------------------------	--------------------

Identity

Home address	COMPLETED
Identity check	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	COMPLETED
---	------------------

Qualifications and registrations

Qualifications	COMPLETED
Professional registrations	IN PROGRESS

Background checks

1 Disclosure and Barring Service (DBS) check	
---	--

What DBS check does the applicant need?

This page gives instructions for how to choose if the applicant needs a DBS check and the level they need.

1. Select an answer.
2. Select 'Continue'.

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Pre-employment checks

What DBS check does [redacted] need?

Select the level

Basic

Standard

1 Enhanced

Enhanced with barred list

or

Not required

2

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When did the applicant last have a DBS check?

This page gives instructions for how to add when did the applicant last have a DBS check.

1. Enter the last checked date.
2. Select 'Continue'.

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Pre-employment checks

When did [redacted] last have a DBS check?

You'll find this on a copy of the employee's DBS Certificate in their employment file.

For example, 15 03 2012

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2

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When was this document received?

This page gives instructions for how to add the document received date.

1. Enter the received date.
2. Select 'Continue'.

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Pre-employment checks

When was this document received?

For example, 15 03 2012

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2

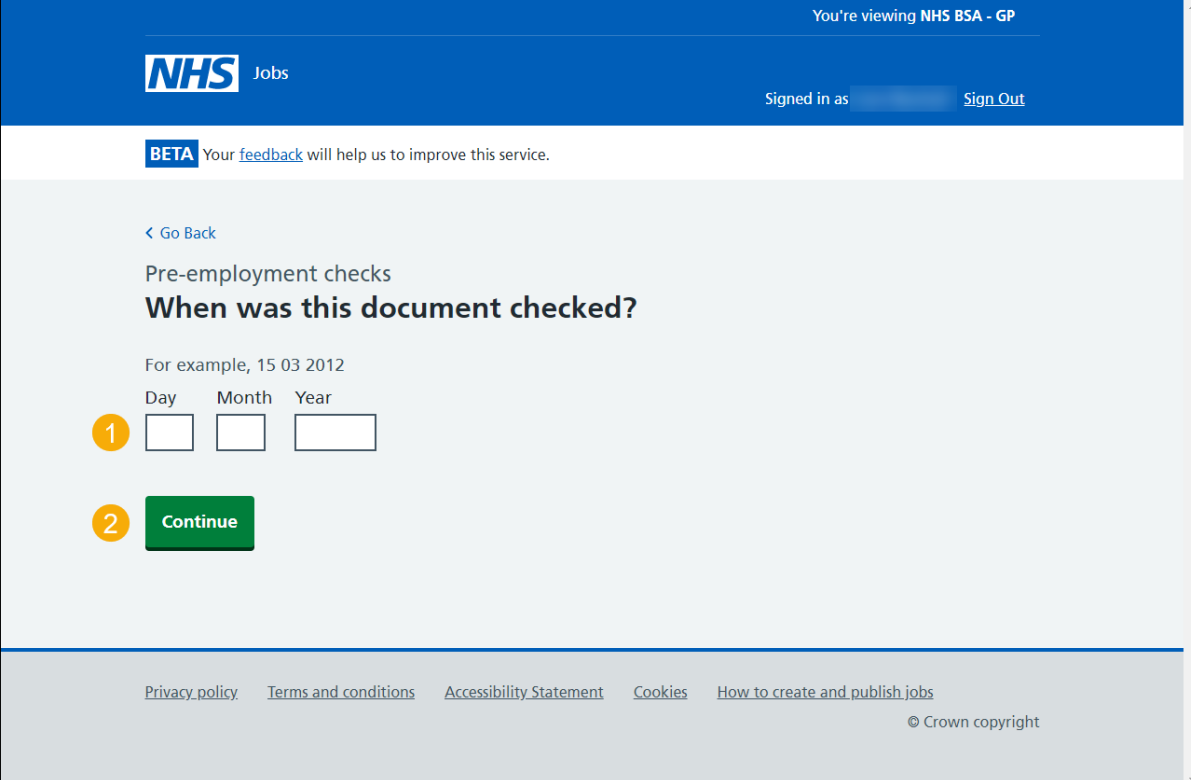
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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When was this document checked?

This page gives instructions for how to add the document checked date.

1. Enter the checked date.
2. Select 'Continue'.



The screenshot shows a web page for NHS Jobs. At the top right, it says "You're viewing NHS BSA - GP". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as" followed by a blurred name and a "Sign Out" link. Below this is a "BETA" banner with the text "Your feedback will help us to improve this service." A "Go Back" link is on the left. The main heading is "Pre-employment checks" followed by "When was this document checked?". Below this, it says "For example, 15 03 2012". There are three input fields labeled "Day", "Month", and "Year". A yellow circle with the number "1" is next to the "Day" field. Below the input fields is a green "Continue" button with a yellow circle and the number "2" next to it. At the bottom, 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".

Who checked the DBS?

This page gives instructions for how to confirm who checked the DBS.

1. Enter the details.
2. Select 'Continue'.

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Pre-employment checks

Who checked the DBS status?

First name

1

Last name

1

2 [Continue](#)

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Is the DBS check okay?

This page gives instructions for how to confirm if the DBS check is okay.

1. Select an answer.
2. Select 'Continue'.

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Pre-employment checks

Is the DBS check okay?

Yes

1 No

or

Needs further investigation

2

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Add a note about the DBS check?

This page gives instructions for how to confirm if you want to add a note about the DBS check.

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

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Pre-employment checks

Add a note about the DBS check?

1 Yes No

2 [Save and continue](#)

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Add a note

This page gives instructions for how to add a note about the DBS.

1. Enter the details.
2. Select 'Save and continue'.

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Pre-employment checks

Add a note

Subject

1

Detail

1

2 [Continue](#)

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Add another note about the DBS check?

This page gives instructions for how to confirm if you want to add another note about the DBS check.

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

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Pre-employment checks

Add another note about the DBS check?

1 Yes No

2 [Save and continue](#)

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Check Disclosure and Baring Service (DBS) status

This page gives instructions for how to check the Disclosure and Barring Service (DBS) status.

The status 'COMPLETED' means the check is complete.

Go back to '[Disclosure and Barring Service \(DBS\)](#)' if the checks are 'IN PROGRESS' or 'REJECTED'.

The screenshot shows the NHS Jobs pre-employment checklist for a user. The page is titled "Pre-employment checklist for [redacted]". It lists several categories of checks with their current status:

- References:** [References](#) (IN PROGRESS)
- Identity:**
 - [Home address](#) (COMPLETED)
 - [Identity check](#) (COMPLETED)
 - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)
- Right to work:**
 - [Right to work in the UK](#) (COMPLETED)
- Qualifications and registrations:**
 - [Qualifications](#) (COMPLETED)
 - [Professional registrations](#) (COMPLETED)
- Background checks:**
 - [Disclosure and Barring Service \(DBS\) check](#) (COMPLETED)

The "COMPLETED" status for the DBS check is highlighted with a red box.

You have reached the **end** of how to complete a Disclosure and Baring Service check in NHS Jobs user guide.