

How to respond to a job offer in NHS Jobs user guide

This guide gives you instructions for how to respond to a job offer in the NHS Jobs service.

If you receive a conditional job offer, you'll download and save your offer letter and read through it and make sure it's correct.

To confirm your response, you'll choose one of the following options:

- Accept the job offer and give references.
- Get more information or ask questions about the job offer.
- Reject the job offer and add your reason why.

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Respond to job offer

This page gives you instructions for how to respond to your job offer.

To respond to your offer, complete the following steps:

1. Select the 'View application' link (optional).
2. Select the [Respond to offer](#) link.

NHS Jobs Liam MA [Sign out](#)

[English](#) | [Cymraeg](#)

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

Your applications

Job title	Employer	Job closing date	Application	Task
IT Trainer T0111-22-5186	NHS Training and Support	23 February 2022	View application 1	Respond to offer 2

Check the details of your conditional job offer

This page gives you instructions for how to check the details of your conditional job offer.

Important: In this example, a conditional offer letter and organisation chart documents are added.

To check the details of your conditional offer, complete the following steps:

1. Use the email address to contact the employer (optional).
2. Select the 'Conditional offer letter' link to download the document.
3. Select the 'Organisation chart' link to download the document.
4. Select the '[Continue](#)' button.

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English | [Cymraeg](#)

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[Go back](#)

Check the details of your conditional job offer

This information is provisional.
Other details will be confirmed after you've provided documentation.

Applicant name	Liam MA
Telephone number	
Job title	IT Trainer
Job location	Nhs Property Services Ltd Goldcrest Way Newcastle Upon Tyne NE158NY
Contract type	Permanent
Working pattern	Full-time
Number of hours or sessions a week	37.5 hours a week
Pay Scheme	Agenda for change
Band	Band 5
Pay	From £25,655 to £31,534 a year
Contact	Joe Bloggs joe.bloggs@nhs.net 1
Documents to download	<ul style="list-style-type: none"> • IT Trainer conditional offer letter for Liam MA (PDF, 4 KB) 2 • NHS Jobs Organisation Chart (DOCX, 516 KB) 3

4 [Continue](#)

[Back to your applications](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Tip: The offer letter document is downloaded in a portable document format (PDF).

What do you want to do with this job offer?

This page gives you instructions for how to respond to this job offer.

To respond to this offer, complete the following steps:

1. Select an answer:
 - [‘Accept the offer and give references’](#)
 - [‘Get more information or ask questions’](#)
 - [‘Reject the job offer’](#)
2. Select the ‘Save and continue’ button.

NHS Jobs Liam MA [Sign out](#)

[English](#) | [Cymraeg](#)

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

[Go back](#)

What do you want to do with this job offer?

Accept the offer and give references

1 Get more information or ask questions

Reject the offer

2 [Save and continue](#)

[Back to your applications](#)

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

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Accept your conditional offer

This page gives you instructions for how to accept your conditional offer.

Important: You'll only see this page if you're accepting the conditional offer.

Read the information on the page and complete the following step:

1. Select the [Continue](#) button.

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 'Liam MA Sign out' and 'English | Cymraeg' on the right. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and features a '< Go back' link. The title 'Accept your conditional offer' is prominently displayed. Below the title, the text states: 'To do this, you'll need to provide information to create your employee record. The employer will need your:' followed by a bulleted list: '• employment or personal references', '• date of birth', '• National Insurance number', and '• consent to your employment history being transferred to your new employer (NHS employees only)'. Below the list, it says 'You might need to have some of this information ready before you continue.' At the bottom of the main content area, there is a green button with a white '1' in a yellow circle and the text 'Continue'. The footer of the page is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Provide your references

This page gives you instructions for how to provide your references.

Important: You must only give personal email addresses for character references.

To provide your references, complete the following steps:

1. Select this [link](#) if you've been unemployed or have gaps in your career (optional).
2. Select this [link](#) if you've worked in different job that were ball in the NHS (optional).
3. In the **Date started Month** and **Year** boxes, enter the details.
4. In the **Date ended Month** and **Year** boxes, enter the details.
5. In the **Organisation name or what you were doing** box, enter the details.
6. In the **If you were not in work, education, or training** box, enter the details (optional).
7. In the **Reference type** box, select an option from the drop-down menu.
8. In the **Referee's relationship to you** box, select an option from the drop-down menu.
9. Select this [link](#) to find out who a person of some standing (optional).
10. In the **Referee's first name** box, enter the details.
11. In the **Referee's last name** box, enter the details.
12. In the **Referee's contact number** box, enter the details (optional).
13. In the **Referee's work email** box, enter the details.
14. Select the **'I understand that this referee will be contacted'** box.
15. Select the ['Save and continue'](#) button.

Go to the ['next page'](#) to see an image of these steps.

NHS Jobs
wayne Liddle Sign out

[English](#) | [Cymraeg](#)

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

[< Go back](#)

Pre-employment checks

Provide your references

You'll need to give references covering your last 3 years of work, education or training.

- 1 [▶ What's accepted if you've been unemployed or have gaps in your employment](#)
- 2 [▶ If you've worked in different jobs that were all in the NHS](#)

Referee 1

Date started
For example, 3 2015

Month Year

3

Date ended
For example, 6 2016
If this is your current job, leave the date ended empty.

Month Year

4

Organisation name or what you were doing
For example, Healthcare Assistant at Northumbria Healthcare, Studied at University of Reading, Gap year to travel, or Unemployed.

5

If you were not in work, education or training, give details of what you were doing (optional)
For example, Unemployed for a year and looking for work, Full-time parent, Voluntary work overseas.

6

Reference type

7

Referee's relationship to you

8

9 [▶ Find out who a person of some standing is](#)

Referee's first name

10

Referee's last name

11

Referee's phone number (optional)

12

Referee's work email address
Only give personal email addresses for character references

13

14 I understand that this referee will be contacted

15 Save and continue

[Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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View your referees

This page gives you instructions for how to view your referees.

Important: If you delete a referee, you won't be able to recover this information.

To view your referees, complete the following steps:

1. Select the ['Edit'](#) link (optional).
2. Select the ['delete'](#) link (optional).
3. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
4. Select the ['Save and continue'](#) button.


Liam MA [Sign out](#)

[English](#) | [Cymraeg](#)

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

[< Go back](#)

Pre-employment checks

View your referees

Referees provided

Name	Organisation	Dates	Actions
Joe Bloggs	NHS	01/2020 - 01/2021	1 Edit or delete 2

Add another referee?

3
 Yes
 No

4
Save and continue

[Save and come back later](#)

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

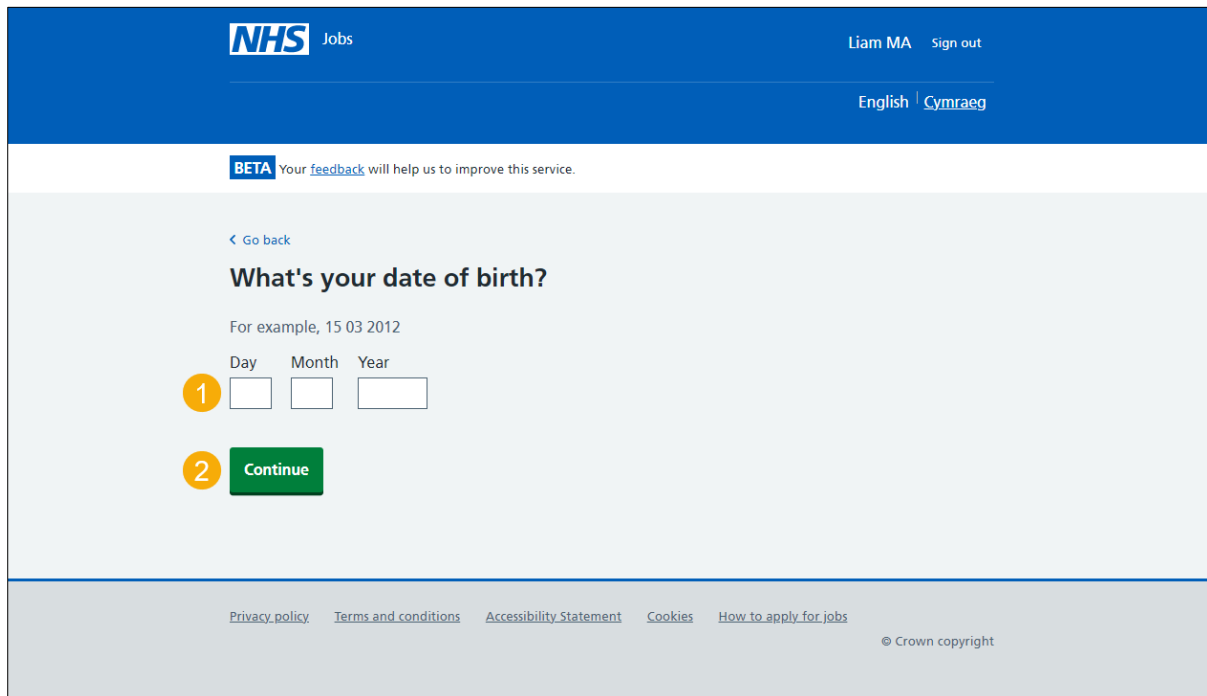
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What's your date of birth?

This page gives you instructions for how to confirm your date of birth.

To add your date of birth, complete the following steps:

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



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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area is light grey and contains a 'Go back' link, the title 'What's your date of birth?', and an example 'For example, 15 03 2012'. Below this, there are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

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

Do you give consent for us to transfer some of your personal information to your new employer?

This page gives you instructions for how to confirm if you give consent for us to transfer some of your personal information to your new employer.

Important: This only applies to successful applicants who've worked for an NHS organisation that uses the Electronic Staff Record (ESR). You cannot change your answer after you continue. This is because your ESR information is immediately transferred to the employer.

To confirm if you give consent for us to transfer some of your personal information to your new employer, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)or
 - ['Not applicable'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Liam MA Sign out' on the right. Below the header, there is a blue bar with 'English | Cymraeg' on the right. The main content area has a white background with a blue border. At the top of this area, there is a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main heading is 'Do you give consent for us to transfer some of your personal information to your new employer?'. Below the heading, there is a paragraph explaining that this only applies to successful applicants who have worked for an NHS organisation that uses the Electronic Staff Record (ESR). Another paragraph states that to complete the hiring process, the NHS will share information such as personal details, employment history, immunisation and vaccination records, and statutory and mandatory training. A third paragraph explains that this information will be stored on the applicant's ESR and managed by their new employer. A fourth paragraph states that this is to speed up recruitment and prevent the need for repeated checks. Below this, there is a warning box with a blue border and a vertical line on the left, containing the text: 'You cannot change your answer after you continue. This is because your ESR information is immediately transferred to the employer.' Below the warning box, there are three radio button options: 'Yes', 'No', and 'Not applicable'. The 'No' option is selected, and a yellow circle with the number '1' is next to it. Below the radio buttons, there is a green button with the text 'Continue' and a yellow circle with the number '2' next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

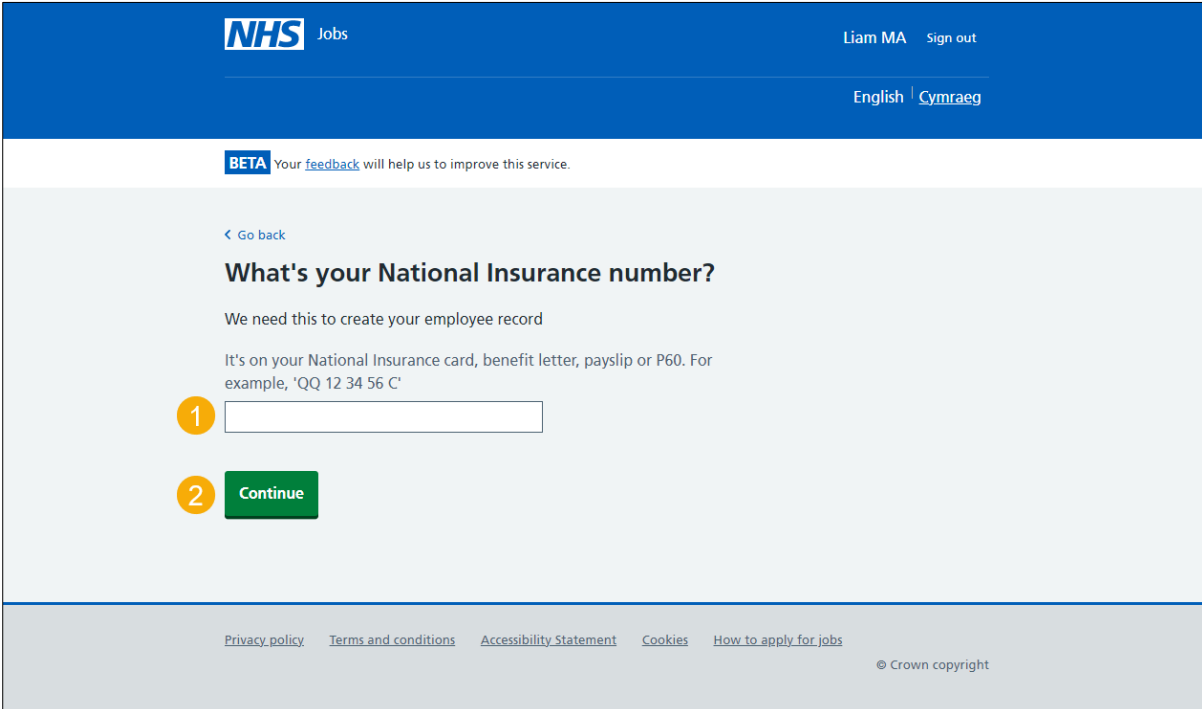
What's your National Insurance number?

This page gives you instructions for how to confirm your National Insurance number.

Important: You'll only see this page if you've given consent for us to transfer some of your personal information to your new employer. Your National Insurance number is used to create your employee record.

To add your National Insurance number, complete the following steps:

1. In the **National Insurance number** box, enter the details.
2. Select the '[Continue](#)' button.



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 'Liam MA Sign out' on the right. Below the header, there is a navigation bar with 'English | Cymraeg' options. The main content area has a white background with a blue border. It starts with a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this is a '< Go back' link. The main heading is 'What's your National Insurance number?'. Underneath, it says 'We need this to create your employee record' and 'It's on your National Insurance card, benefit letter, payslip or P60. For example, 'QQ 12 34 56 C''. There is a text input field with a '1' in a yellow circle to its left. Below the input field is a green 'Continue' button with a '2' in a yellow circle to its left. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

Tip: Your number can be found on your National Insurance card, benefit letter, payslip or P60.

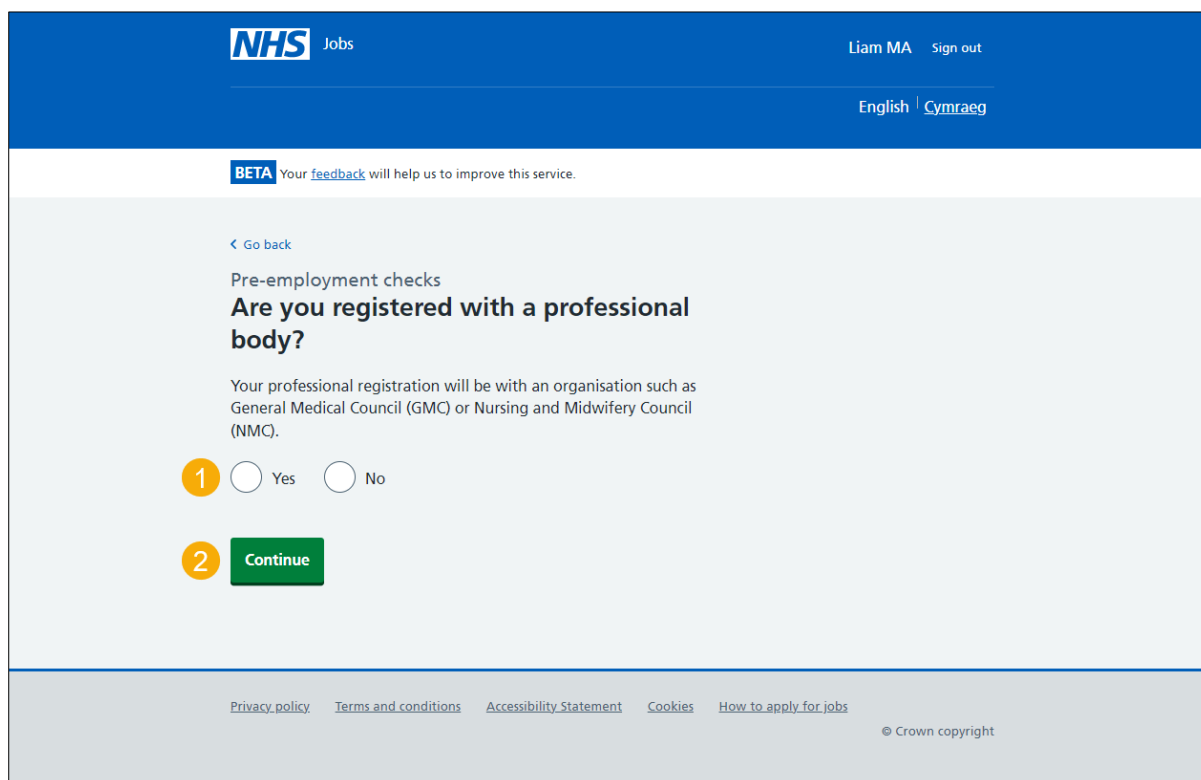
Are you registered with a professional body?

This page gives you instructions for how to confirm if you're registered with a professional body.

Important: Your registration will be with an organisation such as the General Medical Council (GMC) or Nursing and Midwifery Council (NMC).

To confirm if you're registered with a professional body, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 left, and 'Liam MA Sign out' on the right. Below the header, there is a navigation bar with 'English | Cymraeg'. A banner below the navigation bar says 'BETA Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checks' and 'Are you registered with a professional body?'. It includes the text: 'Your professional registration will be with an organisation such as General Medical Council (GMC) or Nursing and Midwifery Council (NMC)'. There are two radio button options: '1 Yes' and 'No'. Below the radio buttons is a green 'Continue' button with a '2' in a yellow circle. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

If you've accepted the conditional job offer, go to the **'How to give pre-employment details in NHS Jobs'** user guide or video from the **'Give pre-employment details'** section of the ['Help and support for applicants'](#) webpage.

If a professional registration isn't needed, you've reached the end of this user guide.

What membership do you have?

This page gives you instructions for how to confirm what membership you have.

Important: You'll only see this page if you're adding a professional registration.

To add what membership you have, complete the following steps:

1. Select an answer:
 - [‘A membership name’](#)
 - [‘Other’](#)
2. Select the ‘Continue’ button.

NHS Jobs Liam MA Sign out

English | Cymraeg

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

[Go back](#)

Pre-employment checks

What membership do you have?

- Association of Chartered Certified Accountants (ACCA)
- British Psychological Society (BPS)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Personnel and Development (CIPD)
- General Chiropractic Council (GCC)
- General Dental Council (GDC)
- General Medical Council (GMC)
- 1** General Optical Council (GOC)
- General Osteopathic Council
- General Pharmaceutical Council (GPhC)
- Health and Care Professionals Council (HCPC)
- Nursing and Midwifery Council (NMC)
- Other
- Social Care Wales (SCW)
- Social Work England (SWE)

2

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Enter registration body

This page gives you instructions for how to confirm your registration body.

Important: You'll only see this page if you're adding a professional registration and you've selected 'Other' as your membership.

To add your registration body, complete the following steps:

1. In the **Enter registration body** box, enter the details.
2. Select the [Continue](#) button.

NHS Jobs

Liam MA Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

< Go back

Pre-employment checks

Enter registration body

This should be on the registration certificate or document

Enter registration body

1

2 [Continue](#)

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

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Tip: The registration body should be on the registration certificate or document.

Enter registration type

This page gives you instructions for how to confirm your registration type.

Important: You'll only see this page if you're adding a professional registration and you've selected 'Other' as your membership.

To add your registration type, complete the following steps:

1. In the **Enter registration type** box, enter the details.
2. Select the [Continue](#) button.

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 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and a feedback link. The main content area is light grey and contains a 'Go back' link, the text 'Pre-employment checks', and the title 'Enter registration type'. A form field labeled 'Registered body' contains the value '1234567'. Below this field, there is a note: 'This should be on the registration certificate or document'. A yellow circle with the number '1' points to an empty input field. A green button with a yellow circle and the number '2' and the text 'Continue' is positioned below the input field. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Tip: The registration type should be on the registration certificate or document.

Enter your registration number

This page gives you instructions for how to confirm your registration number.

Important: You'll only see this page if you're adding a professional registration.

To add your registration number, complete the following steps:

1. In the **Registration number** box, enter the details.
2. Select the '[Continue](#)' button.

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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and 'English | Cymraeg' on the right. The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Pre-employment checks' and the main heading 'Enter your Medical Professional registration number'. Below this, there are two input fields: 'Registered body' with 'Medical Professional' entered, and 'Licence type' with 'Consultant' entered. A blue vertical bar is on the left of these fields. Below the fields, it says 'You'll find this on your registration certificate or document.' followed by 'Registration number' and a text input field with a yellow circle containing the number '1' to its left. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Continue'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

Tip: You'll find the registration number on your registration certificate or document.

Enter the date your registration expires

This page gives you instructions for how to confirm the date your registration expires.

Important: You'll only see this page if you're adding a professional registration.

To add the date your registration expires, complete the following steps:

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

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Pre-employment checks

Enter the date your registration expires

Registered body	Medical Professional
Licence type	Consultant

You'll find this on your registration certificate or document.

For example, 15 3 2020

Day Month Year

1

2 [Continue](#)

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Tip: You'll find the expiry date on your registration certificate or document. You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Check your professional registration

This page gives you instructions for how to check your professional registration.

Important: You'll only see this page if you're adding a professional registration. If you delete it, you won't be able to recover this information.

To check your professional registration, complete the following steps:

1. Select the 'Professional body' link to view it.
2. Select the ['Edit'](#) link (optional).
3. Select the 'delete' link (optional).
4. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
5. Select the 'Continue' button.

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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

[Go back](#)

Pre-employment checks

Your professional registration

Professional registrations

Professional body	Registration number	What you can do
1 Medical Professional	1234567	2 Edit or Delete 3

Do you want to add a professional registration?

4 Yes No

5 [Continue](#)

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If you've accepted the conditional job offer, go to the **'How to give pre-employment details in NHS Jobs'** user guide or video from the **'Give pre-employment details'** section of the ['Help and support for applicants'](#) webpage.

If you've added all your professional registrations, you've reached the end of this user guide.

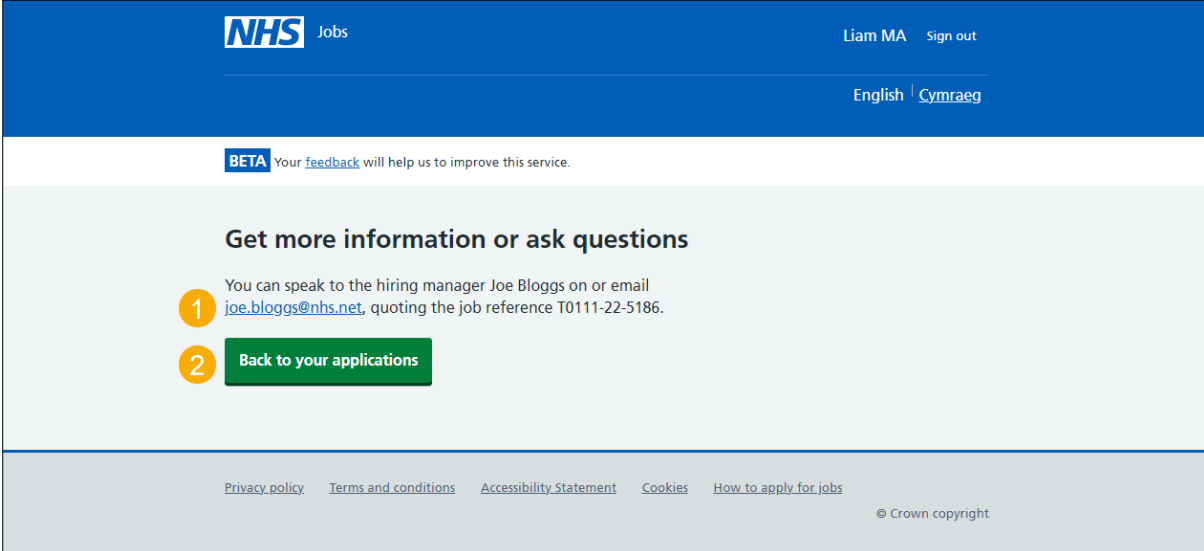
Get more information or ask questions

This page gives you instructions for how to get more information or ask questions about the job offer.

Important: You'll only see this page if you need more information about the offer. If you need to contact the hiring manager, you can use their email address and quote the job reference.

To get more information or ask questions about the offer, complete the following steps:

1. Use the 'Email address' link to contact the hiring manager.
2. Select the 'Back to your applications' button.



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 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and is titled 'Get more information or ask questions'. It contains a numbered list: '1 You can speak to the hiring manager Joe Bloggs on or email joe.bloggs@nhs.net, quoting the job reference T0111-22-5186.' and '2 Back to your applications' with a green button. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Once the hiring manager has responded, you'll need to accept or reject the job offer from the ['What do you want to do with this job offer?'](#) page.

Reject the job offer

This page gives you instructions for how to confirm why you're rejecting the job offer.

Important: You'll only see this page if you're rejecting the job offer. The hiring manager will see your response.

To add why you're rejecting the job offer, complete the following steps:

1. In the **Reject reason** box, enter the details.
2. Select the ['Reject offer'](#) button.

NHS Jobs Sign out

English | Cymraeg

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

[Go back](#)

Reject the job offer

Why are you rejecting this job offer?

1

2 [Reject offer](#)

[Go to your applications](#)

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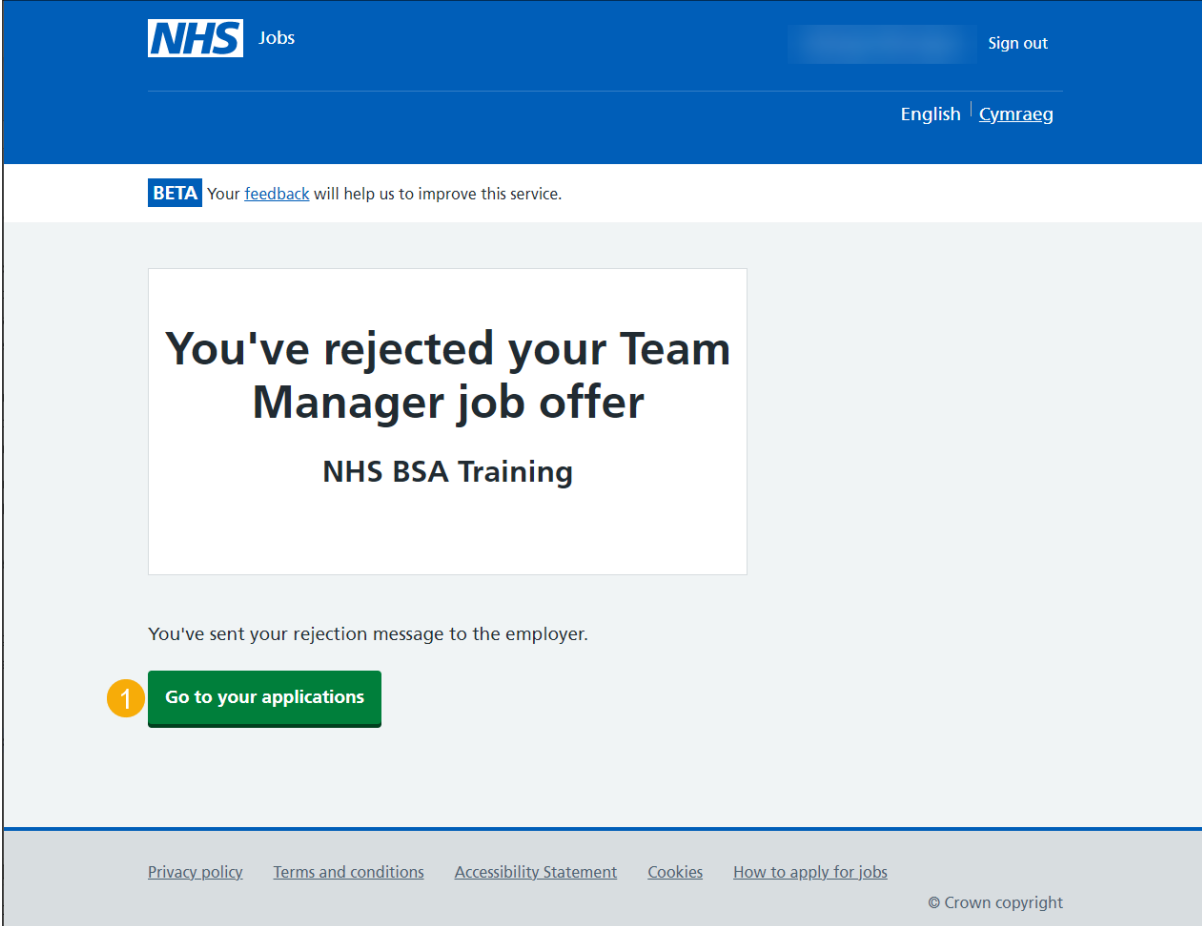
You've rejected your job offer

This page shows confirmation you've rejected your job offer.

Important: You've sent your rejection message to the employer.

To go to your applications, complete the following step:

1. Select the 'Go to your applications' button.



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 a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area features a large white box with the heading 'You've rejected your Team Manager job offer' and the employer name 'NHS BSA Training'. Below this, a message states 'You've sent your rejection message to the employer.' A prominent green button with a yellow '1' icon and the text 'Go to your applications' is displayed. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

You've rejected the job offer and reached the end of this user guide.