**NHS Jobs**

# 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.

A home address is needed to complete the applicant's pre-employment information before they can start their new job.

On accepting a job offer, the applicant can add and change their home address.

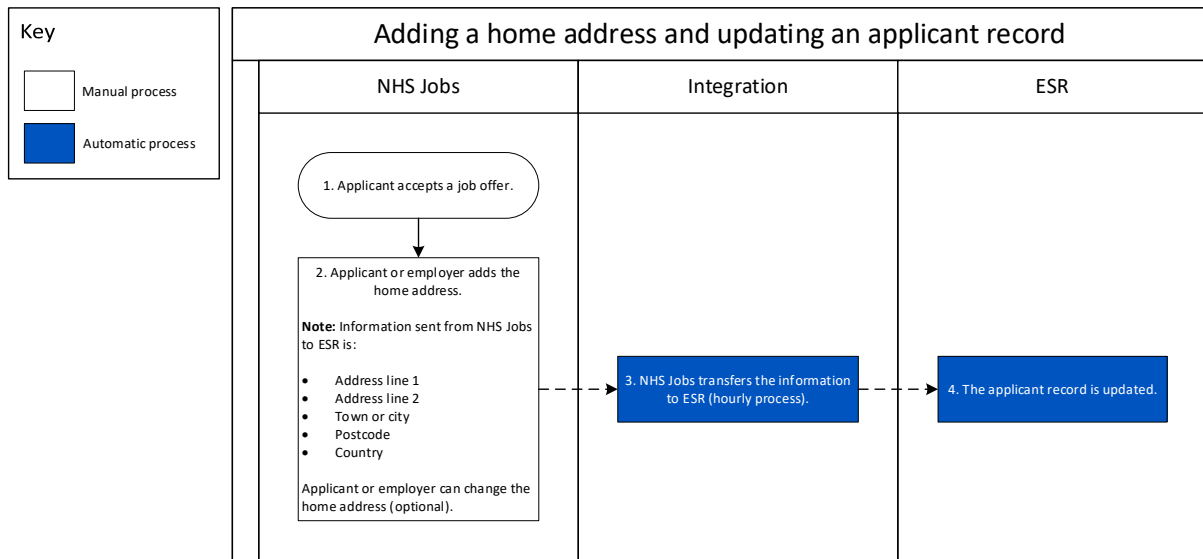You can add or change the home address on the applicant's behalf.

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

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.

# Contents

## Process flow diagram

| Key | | Adding a home address and updating an applicant record | | |
|---|---|---|---|---|
| | | NHS Jobs | Integration | ESR |

Key:
- Manual process (white box)
- Automatic process (blue box)

**Adding a home address and updating an applicant record**

| NHS Jobs | Integration | ESR |
|---|---|---|

1. Applicant accepts a job offer.

2. Applicant or employer adds the home address.

**Note:** Information sent from NHS Jobs to ESR is:

- Address line 1
- Address line 2
- Town or city
- Postcode
- Country

Applicant or employer can change the home address (optional).

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

4. The applicant record is updated.

Go to the '[Pre-employment checks](#)' page.

## Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

<mark>Important:</mark> You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access pre-employment checks, complete the following step:

1.  Select the 'Pre-employment checks' link.

## Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

**Important:** In this example, the **Outstanding checks** section shows the 'Home address' check is outstanding.

Find the applicant and complete the following step:

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.

## Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
    - '[Check pre-employment checklist](#)'
    - 'Withdraw offer'
2. Select the 'Continue' button.



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

# Home address

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

**Important:** In this example, the status is **COMPLETED** as the applicant's added their home address.

To start a home address check, complete the following step:

1. Select the '<u>Home address</u>' link.

## Check home address

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

**Important:** You must check the applicant's home address against any documentation they've given.

To check, edit and confirm the home address, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

You're viewing NHS BSA Training    Change

**NHS** Jobs    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**

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## Edit home address

This page gives you instructions for how to edit the home address.

**Important:** You'll only see this page if you're editing the applicant's home address.

To edit the 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.

## Check the home address status in NHS Jobs

This page gives you instructions for how to check the home address status in NHS Jobs.

**Important:** In this example, the status is **COMPLETED** as you've completed the applicant's home address check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

**1.** Select a pre-employment link.



**Tip:** To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check'** section of the 'Help and support for employers' webpage.

For users of NHS Jobs and ESR integration, go to the 'Check home address details in ESR' page.

You've completed the home address check in NHS Jobs and reached the end of this user guide.

### Check the home address details in ESR

This page gives you instructions for how to check the home address details in ESR.

**Important:** This information is found in the applicant record within the '**Extra Person Information**' section of ESR and can be checked with the correct ESR roles and permissions.

1.  The applicant's home address details are shown.



**Tip:** For more information about ESR, go to the 'ESR User Manual'.

You've checked the home address details in ESR and reached the end of this user guide.