

## How to complete a Disclosure and Barring Service (DBS) check in NHS Jobs user guide

This guide gives you instructions for how to complete a [DBS](#) check in the NHS Jobs service.

You'll need to confirm if the applicant requires a DBS check for their role.

A DBS check is part of their pre-employment checks, subject to the role.

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 says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below this is a 'Show tasks for all accounts' toggle. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for: All users'. The dashboard lists various recruitment stages with progress bars and counts:

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

The 'Pre-employment checks' link is highlighted with a yellow circle and a '1'. To the right, there are sections for '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), and 'Reporting' (Run a report). The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice: © Crown copyright.

## 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. Below the header, there is a navigation bar with 'Signed in as Liam M1' and 'Sign Out' options. The main content area is titled 'Pre-employment checks' and includes a dropdown menu for 'Showing tasks for' set to 'All users'. Below this is a table with the following columns: Applicant, Job title, Deadline, Outstanding checks, and What needs doing next. The table contains one row of data for an applicant named Liam MA. The 'Applicant' column has a link to the applicant's details (1). The 'Job title' column has a link to the job details (2). The 'Deadline' column shows '01 Apr 2022' with a green 'ON TRACK' status. The 'Outstanding checks' column lists various checks: 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 has a link to 'View checks or withdraw offer' (3). 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 for 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>

## 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.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Change', and 'Signed in as Liam M1' and 'Sign Out'. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area says 'Pre-employment checks' and 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (with a yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button is highlighted with a yellow circle containing the number 2. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

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

## Disclosure and Barring Service (DBS) check

This page gives you instructions for how to check the applicant's DBS check.

To check the applicant's DBS check, complete the following step:

1. Select the '[Disclosure and Barring Service \(DBS\) check](#)' link.

**NHS** Jobs 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

<b>1</b> <a href="#">Disclosure and Barring Service (DBS) check</a>	NOT STARTED
<a href="#">Healthcare Professional Alert Notices (HPANs)</a>	NOT STARTED

Commented [LM1]: Screenshot updated (red box)

### What DBS check does the applicant need?

This page gives you instructions for how to confirm if the applicant needs a DBS check.

To confirm if the applicant needs a DBS check, complete the following steps:

1. Select an answer:
  - ['Basic, Standard or Enhanced level'](#)
  - ['Enhanced with barred list'](#)
  - ['Not required'](#)
2. Select the 'Continue' button.

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 page is 'What DBS check does Liam MA need?'. Below the title, it says 'Select the level' and lists five radio button options: 'Basic', 'Standard', 'Enhanced', 'Enhanced with barred list', and 'Not required'. A yellow circle with the number '1' is next to the 'Enhanced' option. Below the options, there is an 'or' separator and a green 'Continue' button with a yellow circle and 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', followed by a copyright notice: '© Crown copyright'.

### Which barred list was the DBS check with?

This page gives you instructions for how to confirm the applicant's barred list for the DBS check.

**Important:** You'll only see this page if the applicant needs an 'Enhanced with barred list' DBS check.

To confirm the applicant's barred list for the DBS check, complete the following steps:

1. Select an answer.
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 the text 'Jobs'. To the right of the header, it says 'You're viewing NHS Training and Support' 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 is titled 'Pre-employment checks' and contains the question 'Which barred list was the DBS check with?'. There are three radio button options: 'Adult', 'Children', and 'Both'. A yellow circle with the number '1' is next to the 'Children' option. Below the options is a green 'Continue' button with a yellow circle and 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 create and publish jobs', along with the text '© Crown copyright'.



### When did the applicant last have a DBS check?

This page gives you instructions for how to confirm the applicant's last DBS check date.

**Important:** You'll only see this page if the applicant needs a DBS check.

To confirm the applicant's last DBS check date, 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 portal interface. At the top, there is a blue header with the NHS logo and the text 'Jobs'. 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 title 'Pre-employment checks' followed by 'When did Liam MA last have a DBS check?'. Below the title, there is explanatory text: 'You'll find this on a copy of the employee's DBS Certificate in their employment file.' and an example: 'For example, 15 03 2012'. 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' 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', along with the copyright notice '© Crown copyright'.

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

### When was this document received?

This page gives you instructions for how to confirm when the applicant's document was received.

To confirm when the applicant's document was received, 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 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 'When was this document received?'. 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 green 'Continue' button with a '2' in a yellow circle 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', along with a copyright notice: '© Crown copyright'.

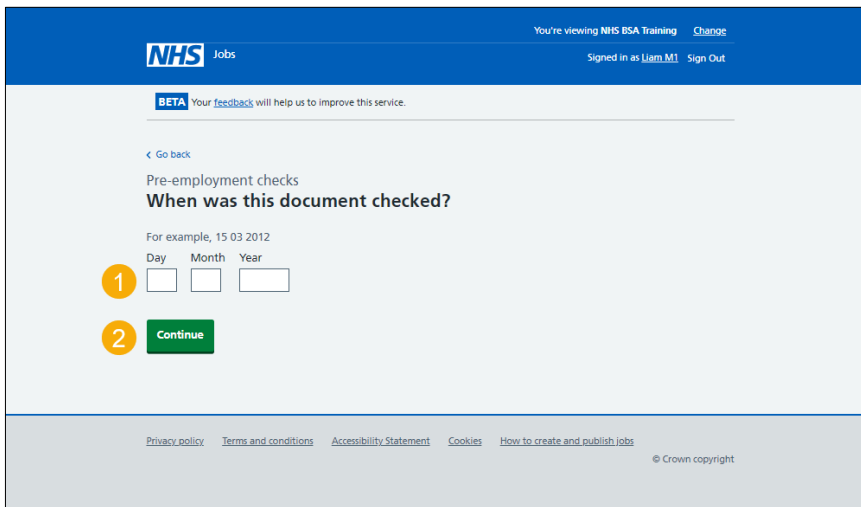
**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

### When was this document checked?

This page gives you instructions for how to confirm when the applicant's document was checked.

To confirm when the applicant's document was checked, 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 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 'When was this document checked?'. Below this, it says 'For example, 15 03 2012' and shows 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 and 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', 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 DBS status?

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

To confirm who checked the applicant's DBS status, 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.

The screenshot shows a web form titled "Who checked the DBS status?" under the heading "Pre-employment checks". The form is part of the NHS Jobs system. At the top, there is a blue header with the NHS logo and the text "Jobs". 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" notice: "Your feedback will help us to improve this service." A "Go back" link is visible. The main content area contains the title "Who checked the DBS status?" followed by two input fields: "First name" and "Last name". The "First name" field is marked with a yellow circle containing the number "1", and the "Last name" field is marked with a yellow circle containing the number "2". Below these fields is a green "Continue" button, which is marked with a yellow circle containing the number "3". 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".

### Is the DBS check okay?

This page gives you instructions for how to confirm if the applicant's DBS check is okay.

To confirm if the applicant's DBS check is okay, complete the following steps:

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

The screenshot shows a web interface 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 the DBS check okay?'. There are three radio button options: 'Yes', 'No', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the options is a green button labeled 'Save and continue' with a yellow circle and 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', followed by '© Crown copyright'.

### Add a note about the DBS check?

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

To confirm if you want to add a note about the applicant's DBS 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 section is 'Add a note about the DBS check?'. Below the title, there are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, there is a green button labeled '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'. The footer text is '© Crown copyright'.

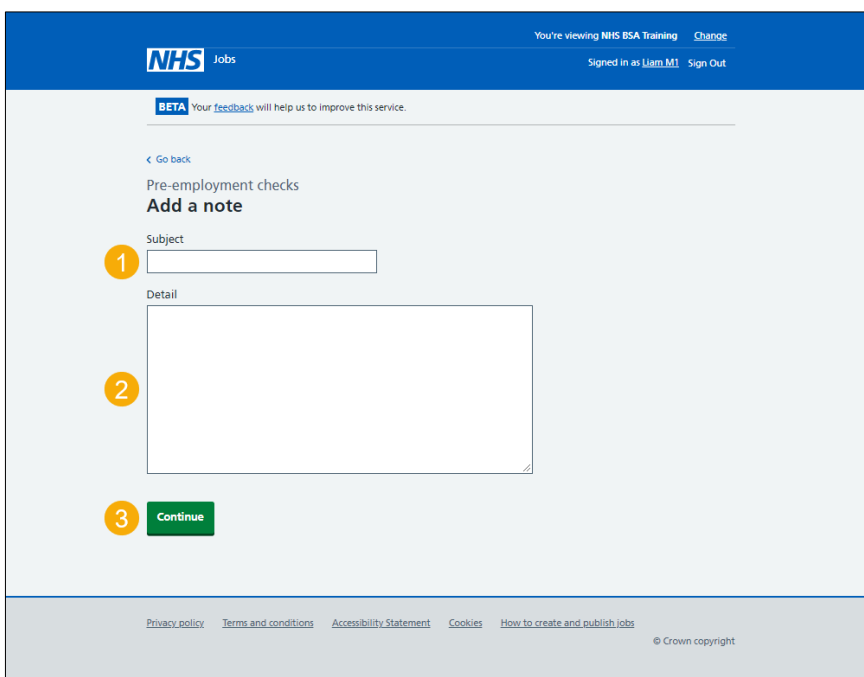
### Add a note

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

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

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

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the **'Continue'** button.



### Add another note about the DBS check?

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

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

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

The screenshot shows a web interface 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.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The title of the form is 'Add another note about the DBS check?'. Below the title, there are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, there is a green button labeled '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'. The footer text is '© Crown copyright'.



## Check the DBS details

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

To check, edit and confirm the applicant's DBS details, complete the following steps:

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

The screenshot shows the NHS Jobs interface for a DBS check. At the top, there is a blue header with the NHS logo and user information: 'You're viewing NHS BSA Training Change' and 'Signed in as Liam.M1 Sign Out'. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Pre-employment checks Disclosure and Barring Service (DBS) check'. A table displays the following details:

Date received	26 January 2022
Date checked	26 January 2022
Checked by	Joe Bloggs
DBS check status	Yes

Below the table, another section shows:

DBS check level	Basic
Date last completed	26 January 2022
DBS checked	The applicant's DBS is satisfactory.

Underneath, there is a section titled '1 Edit this information?' with two radio buttons: 'Yes' (selected) and 'No'. Below this is a '2 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 the copyright notice '© Crown copyright'.

## DBS check completed

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

To start another pre-employment check, complete the following step:

1. Select a pre-employment check link. |

Commented [LM2]: Screenshot updated (red box)

Commented [AM3R2]: @Lee Mapes remove the numbers from the completed PECS

Section	Check 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)	NOT STARTED

**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 DBS check and reached the end of this user guide.