NHS
Jobs

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.

Delivered by the NHS Business Services Authority

Contents

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.

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 '<u>View checks or withdraw offer</u>' link.

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.

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.

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.

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.

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.

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.
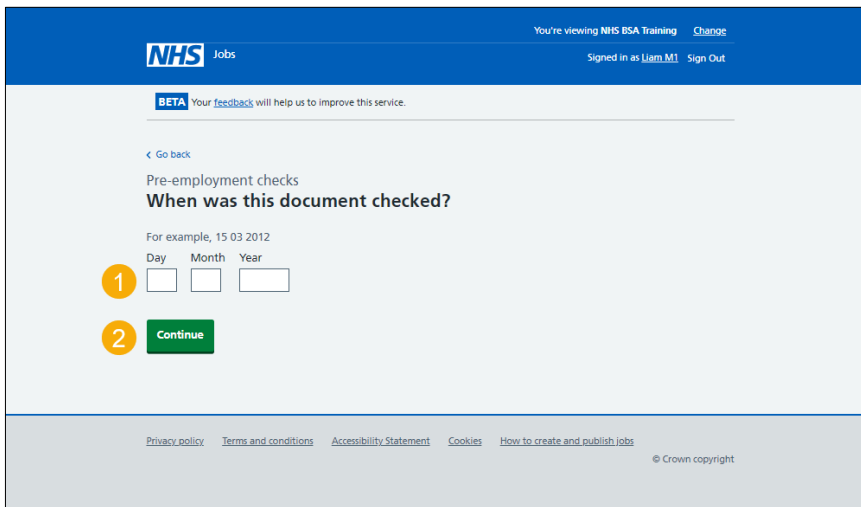2. Select the '<u>Continue</u>' button.

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.

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.

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.

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:
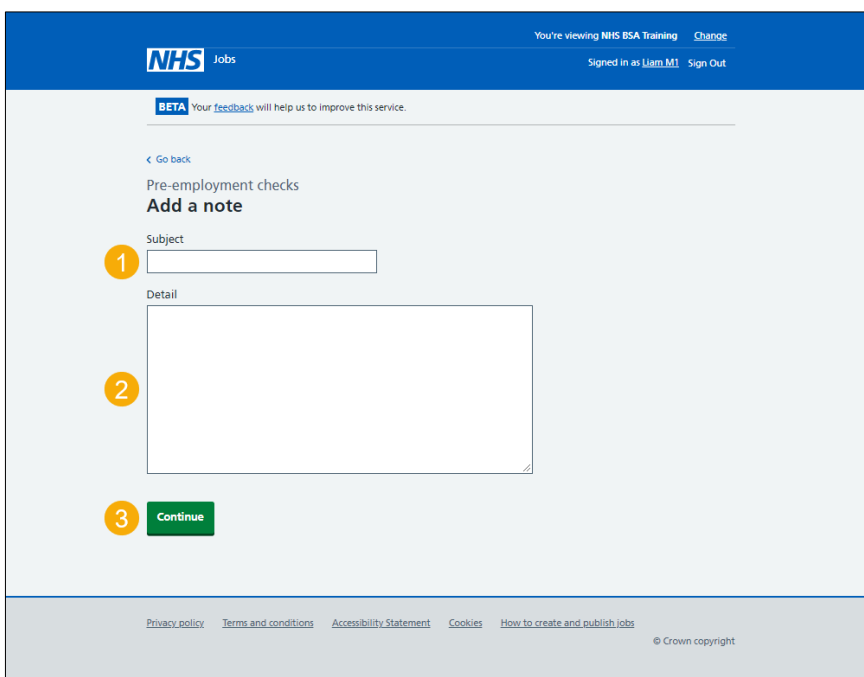   - '[Yes](#)'
   - '[No](#)'
2. Select 'Save and continue'.

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'.

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'.

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.

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.