

How to apply for a job – Dental qualifications and details in NHS Jobs user guide

This guide gives you instructions for how to add further information the employer needs from you for your application in NHS Jobs.

You'll need to add the additional dental job specific information, depending on the role.

If you've previously applied for a role and saved your application information, you can use this to apply.

If you have any draft applications, you can view this information to help you with your most recent application.

If you save your application information, you can use it to apply for other roles and any previous information will be replaced.

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Dental qualifications and details

This page gives you instructions for how to add your dental qualifications and details.

Important: You'll only see this page if the employer has added additional dental job specific questions to the listing. In this example, the **Dental qualifications and details** status is **'NOT STARTED'** and your application is incomplete as you've completed 7 out of 14 sections.

To add your dental qualifications and details, complete the following steps:

1. Select the '[Dental qualifications and details](#)' link.

NHS Jobs Sign out

English | [Cymraeg](#)

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

NHS BSA Training
Administrator application

Application incomplete
 You have completed 7 of 14 sections.

<p>Add your personal details</p> <p>Contact details COMPLETED</p> <p>Add your right to work status</p> <p>Right to work COMPLETED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications COMPLETED</p> <p>Training COMPLETED</p> <p>Job history COMPLETED</p> <p>Add your supporting evidence</p> <p>Essential and desirable criteria COMPLETED</p> <p>Add further information the employer needs from you</p> <p>Medical qualifications and details COMPLETED</p> <p>1 Dental qualifications and details NOT STARTED</p> <p>Nursing qualifications and details NOT STARTED</p> <p>Driving qualifications and details NOT STARTED</p> <p>Unspent criminal convictions and cautions NOT STARTED</p> <p>Fitness to practice NOT STARTED</p>	<p>Job details</p> <p>Closing date 30 January 2022</p> <p>Job reference number T1111-22-5995</p> <p>View the job advert (opens in new tab)</p>
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You are applying for a dental role

This page gives you instructions for how to check the dental qualifications and details.

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

1. 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 'Sign out' 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 is titled 'Administrator application' and 'You are applying for a dental role'. It explains that further questions will be asked, including checking: GDC registration status, current responsible officer, last revalidation and appraisal dates, employer's Performers List status, Professional body membership, and Specialist Register status. A green 'Continue' button with a yellow '1' icon is prominently 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.

What is your GDC registration status?

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

To confirm your GDC registration status, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

What is your GDC registration status?

- Full registration
- Temporary registration
- Not registered but I have passed the Overseas Registration Exam (ORE) parts 1 and 2
- 1** Not registered but have passed ORE parts 1
- I need to pass both parts of ORE before I can register
- Not registered but I am an EEA dental graduate
- Other

2 [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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Who is your current responsible officer?

This page gives you instructions for how to add your current responsible officer.

To add your current responsible officer, complete the following steps:

1. In the **Current responsible officer** box, enter the details.
2. Select the ['Save and 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 a 'Sign out' button on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and 'Who is your current responsible officer?'. It features a text input field with a '1' icon next to it, and a green 'Save and continue' button with a '2' icon. A link for 'Save and come back later' is located below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

When was your last revalidation?

This page gives you instructions for how to add your last revalidation.

To add your last revalidation, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Save and 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 a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'When was your last revalidation?'. It includes a 'Go back' link, an example date '27 3 2020', and three input fields for 'Day', 'Month', and 'Year'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A link for 'Save and come back later' is also visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

When was your last appraisal?

This page gives you instructions for how to add your last appraisal.

To add your last appraisal, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Save and 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 a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'When was your last appraisal?'. It provides an example date '27 3 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the boxes is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

Are you on this employer's Performers List, or will you be within 3 months of the interview?

This page gives you instructions for how to confirm if you are on this employer's Performers List or will be within 3 months of the interview.

To confirm if you are on this employer's Performers List or will be within 3 months of the interview, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

Are you on this employer's Performers List, or will you be within 3 months of the interview?

1 Yes No

2 [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 is the name of your professional body?

This page gives you instructions for how to add the name of your professional body.

To add the name of your professional body, complete the following steps:

1. In the **Professional body** box, enter the details.
2. Select the [‘Save and 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 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A blue banner with the text 'BETA Your feedback will help us to improve this service.' is visible. The main content area is light grey and contains a navigation link '< Go back', the text 'Administrator application', and the heading 'What is the name of your professional body?'. Below the heading, there is a sub-heading 'For example, The Royal College of Anaesthetists' and a text input field with a '1' in a yellow circle next to it. Below the input field is a green button with a '2' in a yellow circle and the text 'Save and continue'. A link 'Save and come back later' is located below the button. 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 copyright notice '© Crown copyright'.

What is your professional body membership category?

This page gives you instructions for how to confirm your professional body membership category.

To confirm your professional body membership category, complete the following steps:

1. Select an answer.
2. Select the [‘Save and 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 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the question 'What is your professional body membership category?'. Below the question are six radio button options: 'Junior', 'Affiliate', 'Associate', 'Members', 'Fellow', and 'Other'. The 'Associate' option is highlighted with a yellow circle containing the number '1'. Below the options is a green button labeled 'Save and continue' with a yellow circle containing the number '2'. Below the button is a link that says 'Save and come back later'. 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'.

Are you currently one of the following?

This page gives you instructions for how to confirm if you're one of the following.

To confirm if you're one of the following, complete the following steps:

1. Select an answer:
 - [‘On the GMC's Specialist Register’](#)
 - [‘A Specialist Registrar \(SpR\) due to gain a relevant CCT within 6 months of interview’](#)
 - [‘A Specialist Registrar \(SpR\) due to obtain a Certificate of Eligibility for Specialist Registration via the Combined Programme \(CESR \(CP\)\) within 6 months of interview’](#)or
 - [‘None of the above’](#)
2. Select the ‘Save and continue’ button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

Are you currently one of the following?

On the GDC's Specialist Register

A Specialist Registrar (SpR) due to obtain CCT within 6 months of interview

1 An SpR due to obtain a Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR (CP)) within 6 months of interview

or

None of the above

2

[Save and come back later](#)

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When do you expect to gain your CCT or CESR(CP)?

This page gives you instructions for how to add when you expect to gain your CCT or CESR(CP).

Important: You'll only see this page if you're a Specialist Registrar.

To add when you expect to gain your CCT or CESR(CP), complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Save and 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 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'When do you expect to gain your CCT or CESR(CP)?'. It provides an example date '27 3 2020' and labels for 'Day', 'Month', and 'Year' above three input boxes. A yellow circle with the number '1' points to the first input box. Below the input boxes is a green button with a yellow circle and the number '2' next to the text 'Save and continue'. A link 'Save and come back later' is located below the button. 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, 27 03 2020.

Check and save your Dental qualifications and details

This page gives you instructions for how to check and save your Dental qualifications and details.

To check, change and confirm your Dental qualifications and details, complete the following steps:

1. Select a 'Change' link:
 - ['What is your GDC registration status?'](#) (optional)
 - ['Who is your current responsible officer?'](#) (optional)
 - ['When was your last revalidation?'](#) (optional)
 - ['When was your last appraisal?'](#) (optional)
 - ['Are you on this employers Performers List, or will you be within 3 months of the interview?'](#) (optional)
 - ['What is the name of your professional body?'](#) (optional)
 - ['What is your professional body membership category?'](#) (optional)
 - ['Are you currently one of the following?'](#) (optional)
 - ['When do you expect to gain your CCT or CESR\(CP\)?'](#) (optional)
2. Select the ['Save and continue'](#) button.

Go to the [next page](#) to see the screenshot.

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

Administrator application

Check and save your Dental qualifications and details

What is your GDC registration status?	Full registration	Change
Who is your current responsible officer?	test	Change
When was your last revalidation?	30 January 2021	Change
When was your last appraisal?	30 January 2021	Change
Are you on this employer's Performers List, or will you be within 3 months of the interview?	Yes	Change
What is the name of your professional body?	test	Change 1
What is your professional body membership category?	Junior	Change
Are you currently one of the following?	A Specialist Registrar (SpR) due to obtain CCT within 6 months of interview	Change
When do you expect to gain your CCT or CESR(CP)?	30 January 2022	Change

2 [Save and continue](#)

Go to the ['Application task list'](#) page.

Application task list

This page gives you instructions for how to view your application task list.

Important: In this example, the **Dental qualifications and details** status is **'COMPLETED'** and your application is incomplete as you've completed 8 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link.
- or
2. Select the 'Save and come back later' link (optional).

NHS Jobs Sign out

English Cymraeg

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

NHS BSA Training
Administrator application

Application incomplete
You have completed 8 of 14 sections.

Add your personal details	Job details
Contact details COMPLETED	Closing date 30 January 2022
Add your right to work status	Job reference number T1111-22-5995
Right to work COMPLETED	View the job advert (opens in new tab)
Add your qualifications, training and job history	
Qualifications COMPLETED	
Training COMPLETED	
Job history COMPLETED	
Add your supporting evidence	
Essential and desirable criteria COMPLETED	
Add further information the employer needs from you	
Medical qualifications and details COMPLETED	
Dental qualifications and details COMPLETED	
1 Nursing qualifications and details NOT STARTED	
Driving qualifications and details NOT STARTED	
Unspent criminal convictions and cautions NOT STARTED	
Fitness to practice NOT STARTED	
Check your equal opportunities	
Guaranteed interview scheme NOT STARTED	
Equality and diversity NOT STARTED	

You need to complete all sections before you can send your application.

2 [Save and come back later](#)

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Tip: To find out how to complete your application, go to a user guide or video from the **'Apply for a job'** section of the ['Help and support for applicants'](#) webpage.

You've added your dental qualifications and details and reached the end of this user guide.