NHS Jobs

How to apply for a job – Check your equal opportunities in NHS Jobs user guide

This guide gives you instructions for how to add your equal opportunities information to your application in the NHS Jobs service.

You'll need to answer the guaranteed interview scheme and equality and diversity questions.

If you've previously applied for a role and saved your application information to your applicant profile, you can choose to use this saved information when completing an application.

You'll need to complete your equality and diversity monitoring information. The information collected will be treated confidentially and used for statistical purposes only, not to identify individuals.

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

Contents

Guaranteed interview scheme

This page gives you instructions for how to answer the guaranteed interview scheme question.

Important: In this example, the **Guaranteed interview scheme** status is '**NOT STARTED**' and your application is incomplete as you've completed 7 out of 9 sections.

To answer the guaranteed interview scheme question, complete the following steps:

1. Select the '<u>Guaranteed interview scheme</u>' link.

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Application incomplete
You have completed 7 of 9 sections.

Add your personal details

Contact details	COMPLETED

Job details

Closing date
30 May 2023

Add your right to work status

Right to work	COMPLETED

Job reference number
T1111-23-0000

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

Unspent criminal convictions and/or cautions	COMPLETED

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.

Save and come back later

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Have any of the following affected your ability to carry out your daily activity for more than 12 months?

This page gives you instructions for how to confirm if any of the following affected your ability to carry out your daily activity for more than 12 months.

To confirm if any of the following affected your ability to carry out your daily activity for more than 12 months, complete the following steps:

1. Select the 'help with this question' link for more information (optional).
2. Select an answer:
   - 'Yes'
   - 'No'
   - 'Prefer not to say'
3. Select the 'Save and continue' button.

Select any of the following that apply to you

This page gives you instructions for how to select any of the following that apply to you.

Important: This page is only shown if you're adding an impairment.

To select any of the following that apply to you, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Tip: You can select more than one answer.

Do you want to be considered for interview under the Disability Confident scheme?

This page gives you instructions for how to confirm if you want to be considered for interview under the Disability Confident scheme.

Important: You'll only see this page if you've confirmed you have an impairment.

To confirm if you want to be considered for interview under the Disability Confident scheme, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Are you a member of the UK Armed Forces community?

This page gives you instructions for how to confirm if you're a member of the UK Armed Forces community.

To confirm if you're a member of the UK Armed Forces community, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
   - 'Prefer not to say'
2. Select the 'Save and continue' button.

Do you want to be considered under the Guaranteed Interview scheme?

This page gives you instructions for how to confirm if you want to be considered for interview under the Guaranteed Interview scheme.

Important: You'll only see this page if you're a member of the UK Armed Forces community.

To confirm if you want to be considered for interview under the Guaranteed Interview scheme, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Check and save your guaranteed interview scheme answers

This page gives you instructions for how to check and save your guaranteed interview scheme answers.

To check, change and confirm your guaranteed interview scheme answers, complete the following steps:

1. Select a 'Change' link:
    - 'Do you have a health condition or disability or are you neurodivergent and has this affected your ability to carry out your daily activities for more than 12 months?' (optional)
    - 'Which impairment do you have?' (optional)
    - 'Do you want to be considered for interview under the Disability Confident scheme?' (optional)
    - 'Are you a member of the UK Armed Forces community?' (optional)
    - 'Do you want to be considered for interview under the Guaranteed Interview scheme?' (optional)
2. Select the 'Save and continue' button.

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Team Manager application

Check and save your guaranteed interview scheme answers

Do you have a health condition or disability or are you neurodivergent and has this affected your ability to carry out your daily activities for more than 12 months?	Yes	Change
Which impairment do you have?	Mental health condition	Change
Do you want to be considered for interview under the Disability Confident scheme?	Yes	Change
Are you a member of the UK Armed Forces community?	Yes	Change
Do you want to be considered for interview under the Guaranteed Interview scheme?	Yes	Change

1

2 Save and continue

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Application task list

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

<mark>Important:</mark> In this example, the **Guaranteed interview scheme** status is '**COMPLETED**' and your application is incomplete as you've completed 8 out of 9 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 the '[Equality and diversity](#)' link.
   or
2. Select the 'Save and come back later' link (optional).

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 guaranteed interview scheme answers.

Equality and diversity monitoring

This page gives you instructions for how to check your equality and diversity monitoring questions.

Important: The information collected will be treated confidentially and used for statistical purposes only, not to identify individuals.

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

1. Select the 'Continue' button.

What is your gender?

This page gives you instructions for how to confirm your gender.

To confirm your gender, complete the following steps:

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

Is your gender the same as that assigned at birth?

This page gives you instructions for how to confirm if your gender is the same as that assigned at birth.

To confirm if your gender is the same as that assigned at birth, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

What is your marital status?

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

To confirm your marital status, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Are you currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks?

This page gives you instructions for how to confirm if you're currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks.

To confirm if you're currently pregnant, on maternity/paternity leave or have given birth in the last 26 weeks, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Which of the following options best describes how you think of yourself?

This page gives you instructions for how to confirm how you think of yourself.

To confirm how you think of yourself, complete the following steps:

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

What is your age?

This page gives you instructions for how to confirm your age.

To confirm your age, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

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What is your age?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

○ Under 24 years

○ 24 to 44

○ 45 to 59

○ 60 to 74

○ 75 years and over

or

○ Prefer not to say

Save and continue

Save and come back later

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What is your ethnic group?

This page gives you instructions for how to confirm your ethnic group.

To confirm your ethnic group, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

What is your religion?

This page gives you instructions for how to confirm your religion.

To confirm your religion, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Check and save your equality and diversity answers

This page gives you instructions for how to check and save your equality and diversity answers.

To check, change and confirm your equality and diversity answers, complete the following steps:

1. Select a 'Change' link:
   - 'Your gender' (optional)
   - 'Gender assignment' (optional)
   - 'Marital status' (optional)
   - 'Pregnancy, maternity and paternity leave' (optional)
   - 'Sexual orientation' (optional)
   - 'Age' (optional)
   - 'Ethnic group' (optional)
   - 'Religion' (optional)
2. Select the 'Save and continue' button.

Application task list

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

<mark>Important:</mark> In this example, the **Equality and diversity** status is '**COMPLETED**' and your application is incomplete as you've completed 9 out of 9 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).

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 equal opportunities information and reached the end of this user guide.