

How to manage contract templates user guide

This guide gives instructions on how to create contract templates in NHS Jobs.

There are four different types of templates to choose from:

- An addendum to an existing contract
- A contract of employment
- An internal secondment
- An external secondment

You can add more fixed terms to each template, and you can add the terms and conditions content of your organisation's information.

These templates can be used when issuing a contract to successful applicants.

You must be signed into your account and have an NHS Jobs role 'Super user' to be able to do this.

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Manage your contract templates

This page gives instructions for how to manage your contract templates.

1. Select 'Manage your contract templates'.

The screenshot displays the NHS Training and Support interface. At the top, a blue header contains the NHS logo and the text 'Jobs'. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as' followed by a dropdown menu and a 'Sign Out' link. Below the header, a white banner with a blue 'BETA' tag states 'Your feedback will help us to improve this service.' A yellow banner below that announces 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)'

The main content area is titled 'NHS Training and Support' and 'Your job listings'. It informs the user that 'Your organisation has not created any job adverts yet.' Below this, there are two rows of buttons. The first row contains 'Create a job listing' (in green), 'Manage your users', and 'Manage at risk applicants'. The second row contains 'Manage accredited logos', 'Manage your contract templates', and 'Manage your supporting documents'. A yellow circle with the number '1' is positioned directly below the 'Manage your contract templates' button.

At the bottom of the page, a grey footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

Create a template

This page gives instructions for how to create a template.

1. Select 'Create a template'.

You're viewing **NHS Training and Support** [Change](#)

NHS Jobs

Signed in as [Sign Out](#)

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The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

[< Go back to your job listings](#)

Your contract templates

You have no contract templates

1 [Create a template](#)

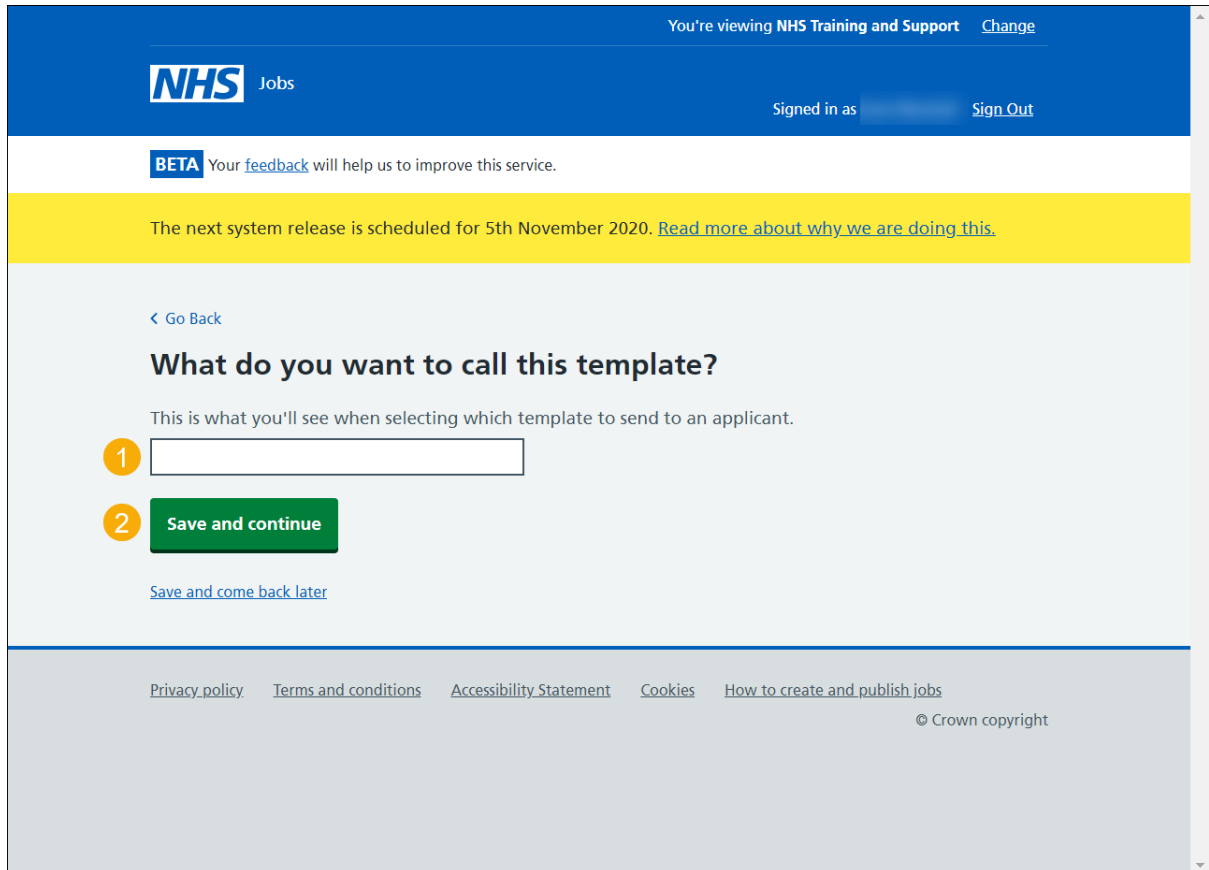
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What do you want to call this template?

This page gives instructions for how add a contract template name.

1. Enter a template name.
2. Select 'Save and continue'.

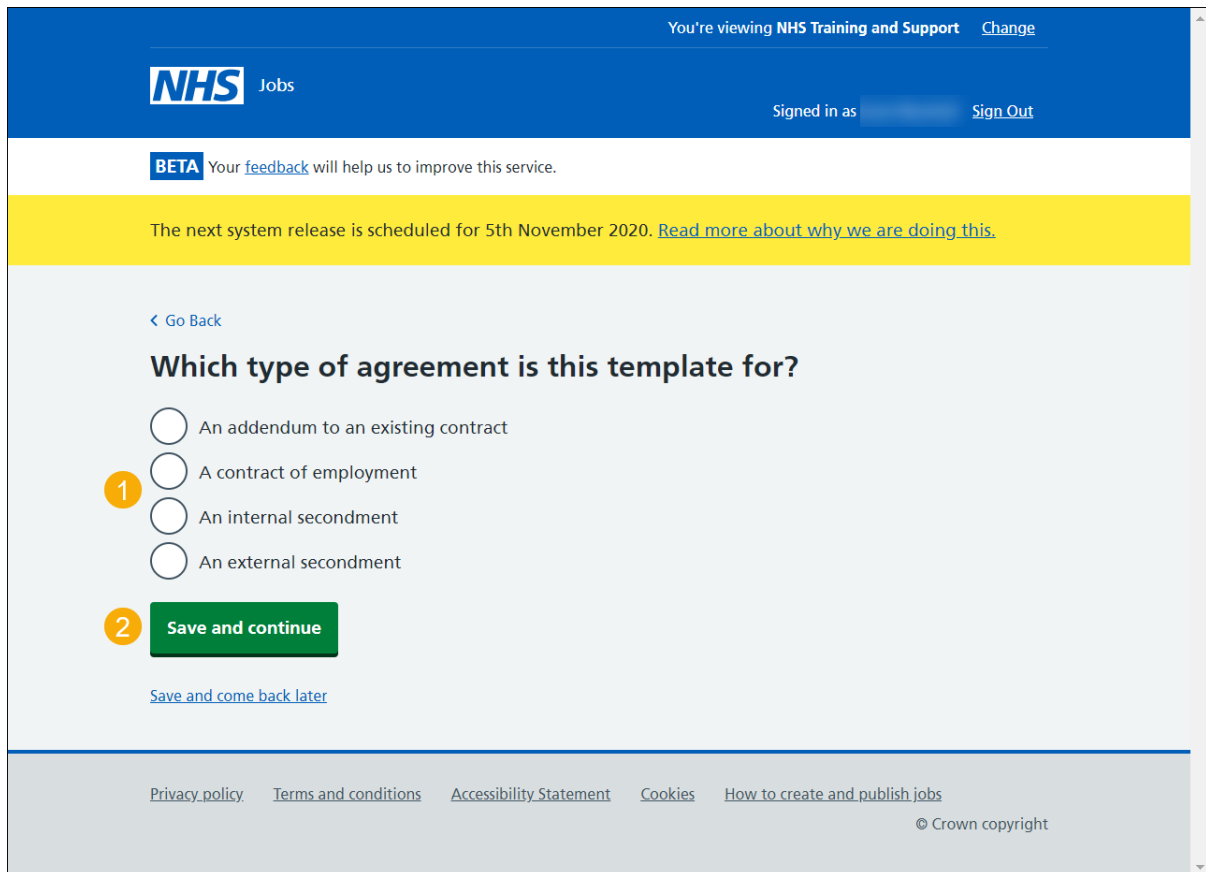


The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below the header, there is a 'Signed in as' field and a 'Sign Out' link. A yellow banner below the header contains the text: 'BETA Your feedback will help us to improve this service.' Below the banner, a yellow bar contains the text: 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area has a '< Go Back' link and the heading 'What do you want to call this template?'. Below the heading, it says 'This is what you'll see when selecting which template to send to an applicant.' There are two numbered steps: '1' next to an empty text input field, and '2' next to a green 'Save and continue' button. Below the button is a link: 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

Which type of agreement is this template for?

This page gives instructions for how to choose the type of template agreement.

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



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below the header, there is a 'Signed in as' field and a 'Sign Out' link. A yellow banner below the header contains the text: 'BETA Your feedback will help us to improve this service.' Below the banner, a yellow bar contains the text: 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area has a '< Go Back' link and the title 'Which type of agreement is this template for?'. There are four radio button options: 'An addendum to an existing contract', 'A contract of employment', 'An internal secondment', and 'An external secondment'. The first option, 'A contract of employment', is selected and marked with a '1' in a yellow circle. Below the options is a green button labeled 'Save and continue' with a '2' in a yellow circle. Below the button is a link: 'Save and come back later'. 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'. The footer also includes the text '© Crown copyright'.

Principle terms of contract

This page gives instructions for how to view and make changes to the principle terms of contract.

In this example, 'a contract of employment template' is used.

The fixed terms highlighted in orange cannot be changed.

You can add more fixed terms. For example, 'Notice period'.

1. Select 'Add another'.

You're viewing **NHS Training and Support** [Change](#)

NHS Jobs Signed in as [\[User\]](#) [Sign Out](#)

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[< Go Back](#)

Principal terms of employment

These are the terms that were entered into the job listing and appear as fixed terms at the top of the template you're creating.

Job title	job title
Location	address line 1 address line 2 address line 3 address line 4 postcode
Contract type	contract type
Working pattern	working pattern
Number of hours or sessions a week	hours or sessions
Contract duration	contract duration
Pay	pay
Start date	start date

You can add more fixed terms. For example, the notice period or pension contributions.

1 [Add another](#)

[Save and continue](#)

[Save and come back later](#)

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Add a term of employment

This page gives instructions for how add a term of employment.

You must add a type and details of the term.

1. Enter the details.
2. Select 'Save and continue'.

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NHS Jobs Signed in as [Sign Out](#)

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Add a term of employment

Type of term
For example, Notice period

1

Details of the term
For example, 30 days

1

2 [Save and continue](#)

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Manage the added term of employment

This page gives instructions for how to change or remove and add more fixed terms.

In this example, 'Notice period' and '1 month' has been added.

1. Select the 'Change' or 'Remove' link (optional).
2. Select 'Add another' (optional).
3. Select 'Save and continue'.

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Principal terms of employment

These are the terms that were entered into the job listing and appear as fixed terms at the top of the template you're creating.

Job title	job title
Location	address line 1 address line 2 address line 3 address line 4 postcode
Contract type	contract type
Working pattern	working pattern
Number of hours or sessions a week	hours or sessions
Contract duration	contract duration
Pay	pay
Start date	start date
Notice period	1 month Change or Remove

You can add more fixed terms. For example, the notice period or pension contributions.

2 [Add another](#)

3 [Save and continue](#)

[Save and come back later](#)

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Add more terms and conditions to the template

This page gives instructions for how to add more terms and conditions to the template.

View the instructions for how to format your template to add a heading, sub-heading, bullet point and numbered list.

1. Enter the details.
2. Use the format instructions (optional).
3. Select 'Save and continue'.

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NHS Jobs Signed in as [\[User\]](#) [Sign Out](#)

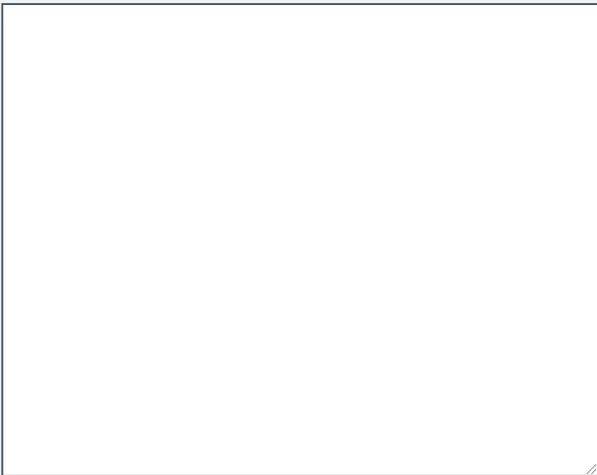
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The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

[< Go Back](#)

Add more terms and conditions to the template

1



How to format your template

To put a heading in your template, use a hash:

- # This is a heading
- ## This is a sub-heading

To make a bullet point list, use an asterisk symbol:

- * Bullet information A
- * Bullet information B
- * Bullet information C

To make a numbered list, use the number, then a full stop:

1. Numbered information A
2. Numbered information B
3. Numbered information C

2

3 **Save and continue**

[Save and come back later](#)

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Check the details before creating the template

This page gives instructions for how to check, change, preview and create the template.

You should preview the template in a PDF format before you create it.

1. Select the 'Change' link (optional).
2. Select the 'preview the content' link (optional).
3. Select 'Create template'.

You're viewing **NHS Training and Support** [Change](#)

NHS Jobs Signed in as [Sign Out](#)

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The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

[Go Back](#)

Check the details before creating the template

Template name	NHS Jobs	Change
Type of agreement	A contract of employment	Change
Additional principal terms	Notice period	Change 1

Terms and conditions [Change](#)

#Congratulations on joining the NHS Jobs team

##We're delighted to share your terms and conditions

*Your annual leave allowance is 27 days.

1. Your working hours are Monday to Friday, 9am to 5pm.

Save and create the template

When you're satisfied that they're correct, save these details and create the template so it can be used to issue contracts.

2 You can also [preview the contract \(PDF, 4 KB\)](#).

3 [Create the template](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

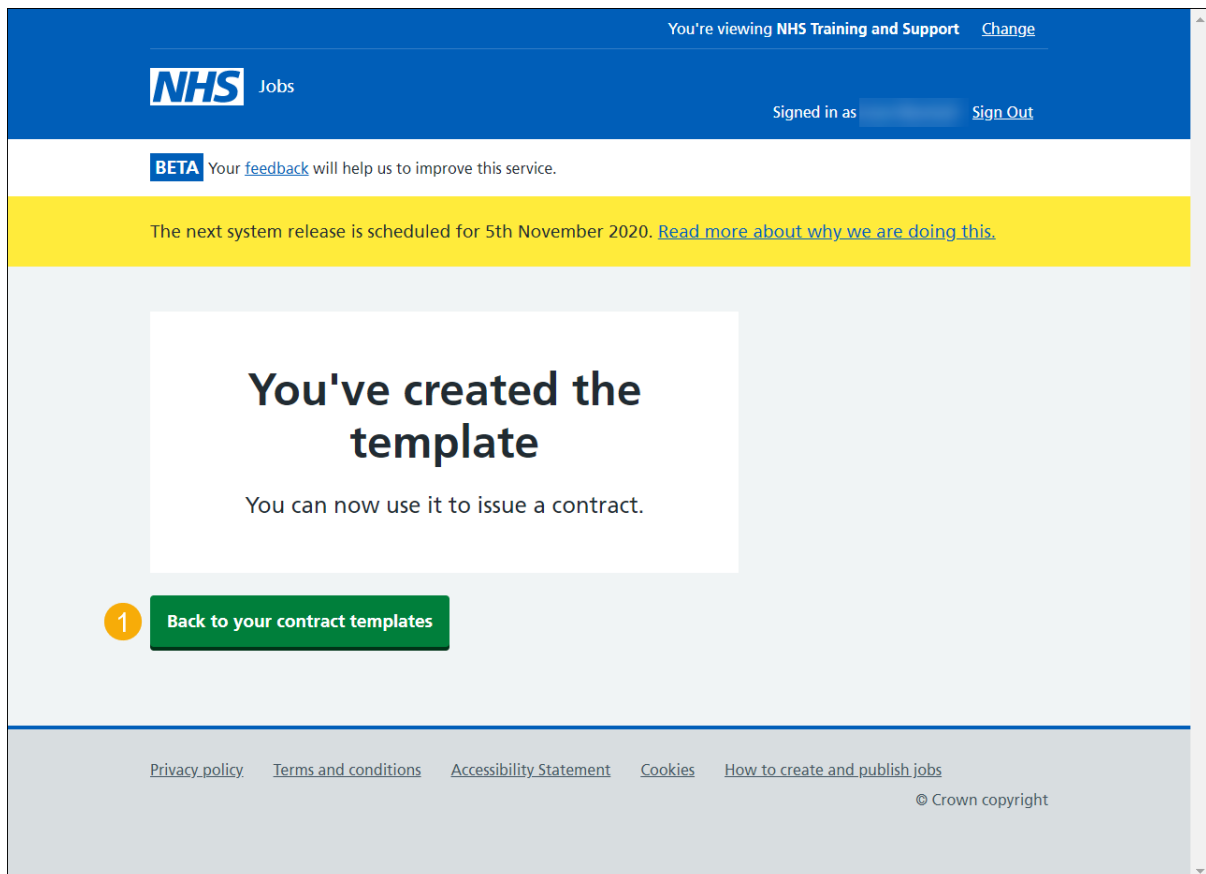
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You've created the template

This page gives instructions for how to confirm you have created the template

You can now use this template when issuing a contract.

1. Select the 'Back to your contract templates'.



The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below the header, there is a 'Signed in as' field and a 'Sign Out' link. A yellow banner below the header contains the text: 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area features a large white box with the heading 'You've created the template' and the subtext 'You can now use it to issue a contract.' Below this box is a green button with a white circle containing the number '1' and the text 'Back to your contract templates'. 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 a copyright notice: '© Crown copyright'.

You have reached the **end** of how to manage your contract templates user guide in NHS Jobs.