

How to apply for a vacancy user guide

This guide gives instructions for how to apply for a vacancy in the NHS Jobs.

You must have an account to be able to complete the steps in this guide.

If you do not have an account, select the 'Create account' link on the sign in page and complete the information.

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Apply for this role

This page gives instructions for how to apply for this role.

1. Select 'Apply for this role.'

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 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area is light grey. On the left, the job title 'Training and Support Officer' is displayed in large bold text, followed by 'NHS BSA Training'. Below this, it says 'The closing date is 30 November 2020'. There are two sections: 'Job overview' and 'Main duties of the job', each with a brief description. On the right, there is a green button with a right arrow and a '1' in a circle, labeled 'Apply for this job'. Below the button is the NHS Business Services Authority logo. A white box on the right contains job details: 'Date posted' (02 November 2020), 'Pay scheme' (Agenda for change), 'Band' (Band 7), and 'Salary' (£20,000 to £30,000 a year).

NHS Jobs Liam MA Sign out

English | Cymraeg

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

Training and Support Officer

NHS BSA Training

The closing date is 30 November 2020

Job overview

Give a brief description of the role, what it takes and why this person should work for you. Potential candidates will read this first so inform, engage and excite. You have a limit of 1000 characters, including spaces.

Main duties of the job

Give a brief description of the role, what it takes and why this person should work for you. Potential candidates will read this first so inform, engage and excite. You have a limit of 1000 characters, including spaces.

1 [Apply for this job](#)

NHS
Business Services Authority

Date posted
02 November 2020

Pay scheme
Agenda for change

Band
Band 7

Salary
£20,000 to £30,000 a year

Start application

This page gives instructions for how to start your application.

1. Read the information on the page and select 'Start application.'

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 'Liam MA 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.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area has a light blue background and includes a '< Go back' link, the job title 'Training and Support Officer', and a large heading 'You're applying for a Training and Support Officer job'. Below this, it says 'To do this, we'll ask questions about your:' followed by a bulleted list: 'right to work in the UK', 'qualifications', 'training', 'current or past jobs', and 'skills for the job'. A paragraph explains that the application can be saved and returned to later. Another paragraph states that applying confirms acceptance of the employer's privacy policy. A prominent green button with a yellow '1' icon and the text 'Start application' is the primary call to action. Below the button is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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English Cymraeg

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Training and Support Officer

You're applying for a Training and Support Officer job

To do this, we'll ask questions about your:

- right to work in the UK
- qualifications
- training
- current or past jobs
- skills for the job

You do not have to complete all your application in one go. You can save and return to it later. We'll send you an email when you start applying with a link that takes you back to your application.

By applying for this job, you're confirming that you accept the employer's [privacy policy](#).

1 [Start application](#)

[Save and come back later](#)

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Save your details

This page gives instructions for how to decide if you want to save your details once you complete your application.

Read the information on the page.

1. Select 'Continue.'

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Training and Support Officer

Save your details from this application

You'll be asked if you'd like to save the details you've entered after you complete your application.

This includes:

- contact information
- right to work
- qualifications
- training
- job history
- equality and diversity information

Application details you've saved previously will be replaced if you decide to save a new application.

1 [Continue](#)

[Save and come back later](#)

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Are you a British, European Union (EU) or European Economic Area (EEA) national?

This page gives instructions for how to confirm if you are an EU or EEA national.

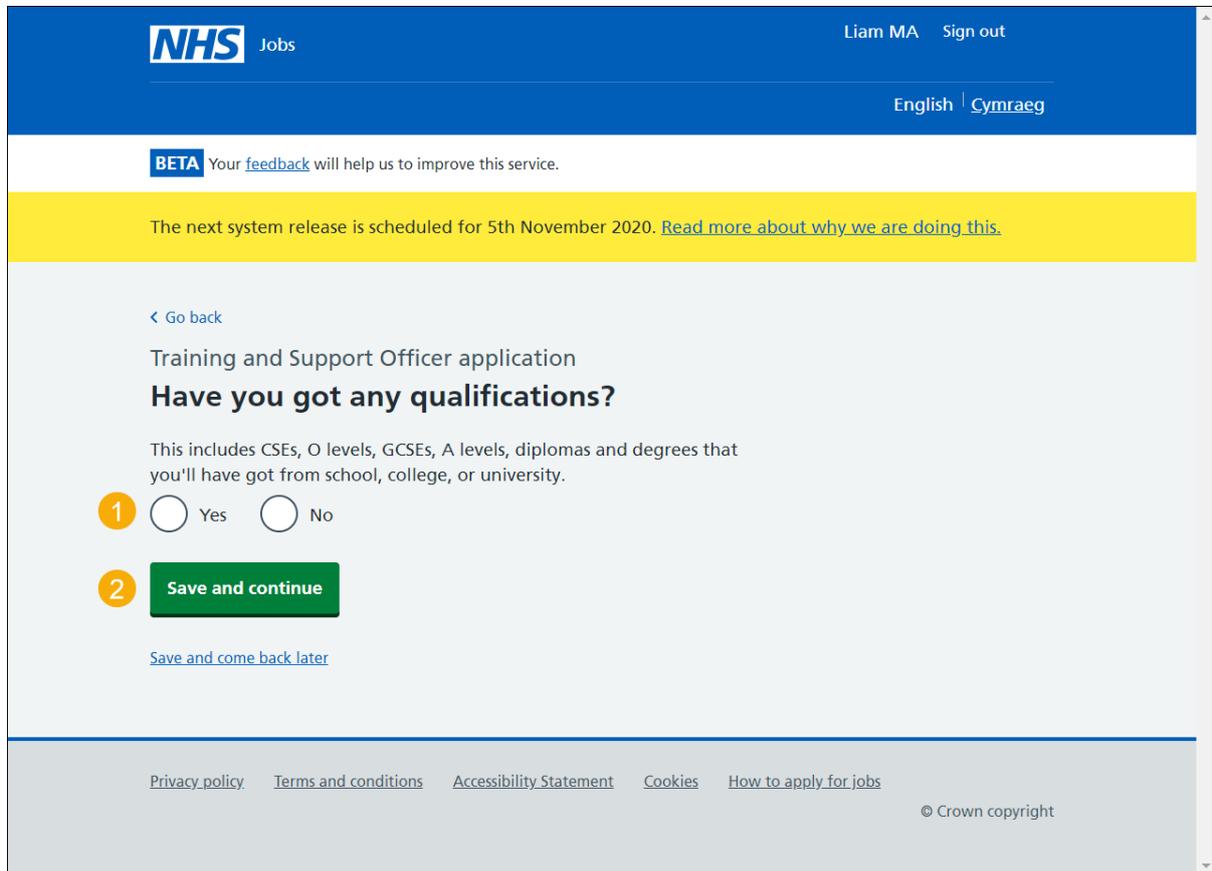
1. Select an answer.
2. Select 'Save and continue.'

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Liam MA 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.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area is light grey and contains a '< Go back' link, the text 'Training and Support Officer application', and the question 'Are you a British, European Union (EU) or European Economic Area (EEA) national?'. Below the question are two radio buttons: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the radio buttons. A link 'Save and come back later' is located below the button. 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'.

Have you got any academic qualifications?

This page gives instructions for how to confirm if you have any academic qualifications.

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 on the left, and 'Liam MA 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.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area is light grey and contains a 'Go back' link, the title 'Training and Support Officer application', and the question 'Have you got any academic qualifications?'. Below the question is a subtext: 'This includes CSEs, O levels, GCSEs, A levels, diplomas and degrees that you'll have got from school, college, or university.' There are two radio button options: 'Yes' and 'No'. A green button labeled 'Save and continue' is highlighted with a '2' in a yellow circle. 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 apply for jobs', followed by '© Crown copyright'.

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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Training and Support Officer application

Have you got any academic qualifications?

This includes CSEs, O levels, GCSEs, A levels, diplomas and degrees that you'll have got from school, college, or university.

1 Yes No

2 **Save and continue**

[Save and come back later](#)

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Add academic qualifications

This page gives instructions for how to add your academic qualifications.

The information needed is subject, place of study, result, type of qualification and start and finish date.

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

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English | Cymraeg

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Training and Support Officer application

Add academic qualification

Tell us about your academic qualifications that you think will best help your application. Start with your most recent or current through to your earliest.

Subject

1

Place of study

1

Result
For example, C

1

Type of qualification
For example, GCSE

1

Start date
For example, 12 2016

Month Year

1

Finish date
For example, 12 2017

If you are currently studying, provide the date you expect to complete the qualification.

Month Year

1

2

[Save and come back later](#)

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Review your qualifications

This page gives instructions for how to update, remove or add another qualification.

1. Select the 'Update' or 'Remove' link (optional).
2. Select an answer.
3. Select 'Save and continue.'

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Training and Support Officer application

Review your qualifications

Subject	Place of study	Result	Type of qualification	Dates	What you can do
IT	College	C	GCSE	01/2010 - 01/2012	Update or Remove 1

Do you want to add another qualification?

2 Yes No

3 [Save and continue](#)

[Save and come back later](#)

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Have you completed any training that might be relevant to this job?

This page gives instructions for how to confirm if you have completed any training that might be relevant to this job

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

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Training and Support Officer application

Have you completed any training that might be relevant to this job?

1 Yes No

This includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.

2 [Save and continue](#)

[Save and come back later](#)

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Add a training course

This page gives instructions for how to add a training course.

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

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Training and Support Officer application

Add a training course

Course title

1

Training provider

1

Year completed

1

2 **Save and continue**

[Save and come back later](#)

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Review your training

This page gives instructions for how to update, remove or add another training course.

1. Select the 'Update' or 'Remove' link (optional).
2. Select an answer.
3. Select 'Save and continue.'

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Training and Support Officer application

Review your training

Course title	Training provider	Year completed	What you can do
IT	NHS	2014	Update or Remove 1

Do you want to add another training course?

2 Yes No

3 [Save and continue](#)

[Save and come back later](#)

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Are you currently in a job or have you had one in the past?

This page gives instructions for how to confirm if you are currently in a job or had one in the past.

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

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Add job details

This page gives instructions for how to add your job details.

The information needed is job title, employer, key tasks, start date and finish date.

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

NHS Jobs Liam MA [Sign out](#)

[English](#) | [Cymraeg](#)

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

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Training and Support Officer application

Job details

Job title

1

Employer

1

Key tasks

1

Start date
For example, 12 2016

Month Year

1

Finish date
For example, 12 2017
If this is your current job, enter the current month and year.

Month Year

1

2

[Save and come back later](#)

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Job history

This page gives instructions for how to update, remove or add more jobs.

1. Select the 'Update' or 'Remove' link (optional).
2. Select an answer.
3. Select 'Save and continue.'

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English | Cymraeg

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

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Training and Support Officer application

Job history

Job title	Employer	Key tasks	Dates	What you can do
Training and Support Assistant	NHS	Providing IT training and support to users within the organisation.	01/2010 - 01/2020	Update or Remove 1

Have you had any more jobs?

2 Yes No

3 [Save and continue](#)

[Save and come back later](#)

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Essential criteria for your application

This page gives instructions for how to give examples of the essential criteria for your application.

In this example, Qualifications and Experience is used. For some job roles, there may be additional essential and desirable criteria to complete.

1. 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 on the left, and 'Liam MA 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.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area has a light blue background and includes a '< Go back' link, the title 'Training and Support Officer application', and the main heading 'Essential criteria for your Training and Support Officer application'. Below this, it says 'We'll now ask you to give examples of how you gained each one and how you've used:' followed by a bulleted list: 'Qualifications' and 'Experience'. A green button with a yellow circle containing the number '1' is labeled 'Save and continue'. Below the button is a link 'Save and come back later'. At the bottom, 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'.

Criteria 1 of 2 is Qualifications

This page gives instructions for how to add evidence for the essential qualifications.

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

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English | [Cymraeg](#)

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

[< Go back](#)

Training and Support Officer application

Criteria 1 of 2 is Qualifications

The essential criteria for your experience are:

- GCSE grade A to C in English and Maths
- Qualified to NVQ level 2 in Health and Social Care

Give evidence of how you gained each of the essential criteria and a situation where you've used them.

1

2 [Save and continue](#)

[Save and come back later](#)

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Criteria 2 of 2 is Experience

This page gives instructions for how to add evidence for the essential experience.

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

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Training and Support Officer application

Criteria 2 of 2 is Experience

The essential criteria for your experience are:

- GCSE grade A to C in English and Maths
- Qualified to NVQ level 2 in Health and Social Care

Give evidence of how you gained each of the essential criteria and a situation where you've used them.

1

2 [Save and continue](#)

[Save and come back later](#)

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Further information the employer needs from you

This page gives instructions for how to add further information to the employer.

1. Select the link for more information (optional).
2. Select 'Save and continue.'

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English | [Cymraeg](#)

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Training and Support Officer application

Further information the employer needs from you

For the Training and Support Officer job, the employer needs further information from you about things like any past spent or current unspent convictions, reprimands, cautions and final warnings you've had.

This part of your application will only be viewed by those who need to see it as part of the recruitment process. Your information will be treated confidentially and will not be shared.

1 You should [read the Rehabilitation of Offenders Act 1974](#) to find out what you'll have to tell us. The Act deals with the fair treatment of ex-offenders and helping them into work. We'll refer to it in this part of your application.

2 [Save and continue](#)

[Save and come back later](#)

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Have you got any unspent convictions?

This page gives instructions for how to confirm if you have any unspent convictions.

1. Select the link for more information (optional).
2. Select an answer.
3. Select 'Save and continue.'

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English | Cymraeg

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

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Training and Support Officer application

Have you got any unspent convictions?

If issued in any other country, it includes those where it would be an equivalent offence in England and Wales.

This also applies to Summary Hearings issued under military law while serving in the Armed Forces.

1 You should [read how to tell us about your criminal record information](#) before completing this question.

2 Yes No

3 [Save and continue](#)

[Save and come back later](#)

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When do you want to tell us about your unspent convictions?

This page gives instructions for how to tell the employer about your unspent convictions if applicable.

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

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English | Cymraeg

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

[< Go back](#)

Training and Support Officer application

When do you want to tell us about your unspent convictions?

1 Now - with this application.

2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.

2 **Save and continue**

[Save and come back later](#)

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Tell us about your unspent convictions

This page gives instructions for how to add details of your unspent convictions if adding them now.

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

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English | Cymraeg

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

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

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Training and Support Officer application

Tell us about your unspent convictions

Give us as much information on them as you think we should know, including:

- where the Court hearing was and the date
- what the convictions or Summary Hearings were
- the sentence or the Court order

Include any additional information or evidence that you think we'd need to know.

1 You do not need to tell us about any parking offences.

Enter details of your unspent convictions or the Summary Hearings

2 [Save and continue](#)

[Save and come back later](#)

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Have you got any unspent cautions, reprimands or final warnings?

This page gives instructions for how to confirm if you have any unspent cautions, reprimands or final warnings.

1. Select the link for more information (optional).
2. Select an answer.
3. Select 'Save and continue.'

 Jobs Liam MA Sign out

English | Cymraeg

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

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

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Training and Support Officer application

Have you got any unspent cautions, reprimands or final warnings?

If issued in any other country, it includes those where it would be an equivalent offence in England and Wales.

This also applies to Summary Hearings issued under military law while serving in the Armed Forces.

1 You should [read how to tell us about your criminal record information](#) before completing this question.

2 Yes No

3 [Save and continue](#)

[Save and come back later](#)

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When do you want to tell us about your unspent cautions, reprimands or final warnings?

This page gives instructions for how to tell us about your unspent cautions, reprimands or final warnings if applicable.

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

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English | Cymraeg

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

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

[< Go back](#)

Training and Support Officer application

When do you want to tell us about your unspent cautions, reprimands or final warnings?

1 Now - with this application.

2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.

2 **Save and continue**

[Save and come back later](#)

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Tell us about your unspent cautions, reprimands or final warnings

This page gives instructions for how to add your unspent cautions, reprimands or final warnings if adding them now.

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

NHS Jobs Liam MA Sign out

English | Cymraeg

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

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

[< Go back](#)

Training and Support Officer application

Tell us about your cautions, reprimands or final warnings

Give us as much information on them as you think we should know, including:

- where the Court hearing was and the date
- what the cautions, reprimands or final warnings were
- the sentence or the Court order

Include any additional information or evidence that you think we'd need to know.

1 You do not need to tell us about any parking offences.

Enter details of your cautions, reprimands or final warnings

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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Fitness to practise investigations and proceedings

This page gives instructions for how to add any fitness to practise investigations and proceedings.

Read the information on the page.

1. Select 'Continue'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

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

[< Go back](#)

Training and Support Officer application

Fitness to practise investigations and proceedings

You'll need to give us details about any fitness to practise investigations and proceedings by a regulatory or licensing body you've had.

This includes any:

- warnings
- limitations, suspension or any other restrictions
- conditions or sanctions placed on your registration
- time you were removed from the register

We do not need to know if you had an appeal that was upheld and you were fully exonerated.

The employer will not see your answers during assessment and shortlisting, but they will see them before interviews. This means any answer you give will not harm your application.

1 [Continue](#)

[Save and come back later](#)

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Are you subject to a fitness to practise investigation?

This page gives instructions for how to confirm if you are subject to a fitness to practise investigation.

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

NHS Jobs Sign out

English | [Cymraeg](#)

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[< Go back](#)

Training and Support Officer application

Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Tell us about your fitness to practise case

This page provides instructions for how to add your fitness to practise case details.

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

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[< Go back](#)

Training and Support Officer application

Tell us about your fitness to practise case

We'll need details such as:

- the name and address of the regulatory or licensing body
- the reason for the investigation or proceedings
- what the warnings, conditions or sanctions were
- what the imitations, suspension or any other restrictions were

Include any additional information you think we'd need.

Enter the details of the investigation or proceedings

1

2 [Save and continue](#)

[Save and come back later](#)

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Do any of these statements apply to your healthcare work history?

This page provides instructions for how to confirm if these statements apply to your healthcare work history.

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Training and Support Officer application

Do any of these statements apply to your healthcare work history?

- I've been removed from the register
- I've had conditions or sanctions placed on my registration
- I've been issued with a warning

This is by a regulatory or licensing body.

We do not need to know if you had an appeal that was upheld and you were fully exonerated.

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Tell us about your case

This page provides instructions for how to tell us about your case.

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Training and Support Officer application

Tell us about your case

We'll need details such as:

- the name and address of the regulatory or licensing body
- reason why the regulatory or licensing body took action
- conditions, sanctions or warnings (including limitations, suspension or any other restrictions) applied to your registration

Include any additional information you think we'd need.

Enter the details of the case

1

2 [Save and continue](#)

[Save and come back later](#)

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Have ever had restrictions placed on your clinical practise as part of a revalidation process?

This page provides instructions for how to confirm if you have ever had restrictions placed on your clinical practise as part of a revalidation process.

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. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and a message: 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)'

The main content area is light grey and contains a navigation link '< Go back'. Below this, the text reads 'Training and Support Officer application'. The question is displayed in bold: 'Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?'. There are two radio button options: '1 Yes' and '2 No'. The '2 No' option is selected. Below the radio buttons is a green button labeled '2 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'. On the right side of the footer, it says '© Crown copyright'.

Tell us about your restrictions

This page provides instructions for how to tell us about your restrictions.

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

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

[< Go back](#)

Training and Support Officer application

Tell us about your restrictions

We'll need details such as:

- what the restrictions were
- the name and address of the regulatory or licensing body
- the dates the restrictions covered

Include any additional information you think we'd need.

Enter the details of your restrictions

1

2 [Save and continue](#)

[Save and come back later](#)

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Equality and diversity monitoring

This page gives instructions for how to complete your equality and diversity monitoring information.

Read the information on the page.

1. Select 'Save and continue.'

NHS Jobs Liam MA Sign out

English | Cymraeg

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[< Go back](#)

Training and Support Officer application

Equality and diversity monitoring

There are 9 protected characteristics set out by the Equality Act 2010. It is our duty as an employer to monitor who has protected characteristics through our recruitment, to ensure we employ a diverse and inclusive workforce.

We'll therefore ask you 9 questions about:

- age
- any ongoing health issues
- ethnicity
- gender and gender reassignment
- marital status
- pregnancy, birth and any maternity or paternity leave for either
- religion
- sexual orientation

You can select 'prefer not to say' if you do not want to answer any of them.

The information we collect will be treated confidentially and used for statistical purposes only, not to identify individuals.

1 [Save and continue](#)

[Save and come back later](#)

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Are you

This page gives instructions for how to confirm if you are.

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

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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[< Go back](#)

Training and Support Officer application

Are you:

Male

1 Female

Prefer not to say

2 [Save and continue](#)

[Save and come back later](#)

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Is your gender the same as that assigned at birth?

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

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

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English | Cymraeg

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

[< Go back](#)

Training and Support Officer application

Is your gender the same as that assigned at birth?

Yes

1 No

Prefer not to say

2

[Save and come back later](#)

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What is your marital status?

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

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

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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[< Go back](#)

Training and Support Officer application

What is your marital status?

Married

Single

Civil Partnership

1 Legally separated

Divorced

Widowed

Prefer not to say

2

[Save and come back later](#)

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

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

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

NHS Jobs Liam MA Sign out

English | Cymraeg

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

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

[< Go back](#)

Training and Support Officer application

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

Yes

1 No

Prefer not to say

2

[Save and come back later](#)

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

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

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

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English | [Cymraeg](#)

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[< Go back](#)

Training and Support Officer application

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

- Heterosexual/straight
- Bisexual
- 1** Gay/lesbian
- Other sexual orientation not listed
- Undecided
- Prefer not to say

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 your age?

This page gives instructions for how to confirm your age.

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

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English | [Cymraeg](#)

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[< Go back](#)

Training and Support Officer application

What is your age?

Under 24 years

25-44 years

1 45-59 years

60-74 years

75+ years

Prefer not to say

2

[Save and come back later](#)

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Do you have a health condition or disability which has affected your ability to carry out daily activities for 12 months or more?

This page gives instructions for how to confirm if you have a health condition or disability which has affected your ability to carry out daily activities for 12 months or more.

1. Select the link for more information (optional).
2. Select an answer.
3. Select 'Save and continue.'

NHS Jobs Liam MA Sign out

English | Cymraeg

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[< Go back](#)

Training and Support Officer application

Do you have a health condition or disability which has affected your ability to carry out daily activities for 12 months or more?

NHS employers are supportive of applicants with disabilities and have a commitment to employing them.

▶ [Help with this question](#) **1**

Answer yes if you expect a health problem to last 12 months or more

Yes

2 No

or

Prefer not to say

3

[Save and come back later](#)

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Select which disability you have

This page gives instructions for how to confirm which disability you have if applicable.

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

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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[< Go back](#)

Training and Support Officer application

Select which disability you have

You're encouraged to do this with the confidence you're not risking the chance of getting an interview. As an applicant with a disability, NHS employers will consider you for interview if you match their minimum criteria for the job.

If another category applies, choose 'Other'

Physical impairment

Sensory impairment

1 Mental health condition

Learning disability/difficulty

Long-standing illness

or

Other

2

[Save and come back later](#)

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Do you want to be considered for interview under the Guaranteed Interview Scheme?

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

This question will appear if you have chosen 'Yes' to the health condition question and selected a disability.

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

NHS Jobs Liam MA Sign out

English | Cymraeg

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[< Go back](#)

Training and Support Officer application

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

The employer will be encouraged to interview you if you meet the minimum criteria in their person specification.

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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What is your ethnic group?

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

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

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Training and Support Officer application

What is your ethnic group?

- White: English, Scottish, Welsh, Northern Irish, British
- White: Irish
- Any other white background
- Asian/Asian British: Bangladeshi
- Asian/Asian British: Chinese
- Asian/Asian British: Indian
- Asian/Asian British: Pakistani
- 1** Asian/Asian British: Other
- Black/Black British: African
- Black/Black British: Caribbean
- Black/Black British: Other
- Mixed: White and Asian
- Mixed: White and Black African
- Mixed: White and Black Caribbean
- Mixed: Other
- Any other ethnic group
- Prefer not to say

2

[Save and come back later](#)

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What is your religion?

This page gives instructions for how to confirm your religion.

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

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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[< Go back](#)

Training and Support Officer application

What is your religion?

Atheism/no religion

Buddhism

Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)

1 Hinduism

Judaism

Islam

Sikhism

Jainism

Any other religion

Prefer not to say

2

[Save and come back later](#)

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Have you served in the Armed Forces?

This page gives instructions for how to confirm if you have served in the Armed Forces.

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

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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

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[< Go back](#)

Training and Support Officer application

Have you served in the Armed Forces?

There's a scheme that encourages employers to consider members of the Armed Forces community for interview if they meet their minimum criteria.

The NHS is part of the scheme. This means employers within the NHS will consider an applicant's military experience and understand and identify their transferable skills and talent for the job.

Yes

No

1 or

Prefer not to say

2 **Save and continue**

[Save and come back later](#)

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Do you want to be considered for interview under the Guaranteed Interview Scheme?

This page gives instructions for how to confirm if you want to be considered for interview under the Guaranteed Interview Scheme. This question will appear if you have chosen 'Yes' to the armed services question.

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

NHS Jobs Liam MA Sign out

English | Cymraeg

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[< Go back](#)

Training and Support Officer application

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

The employer will be encouraged to interview you if you meet the minimum criteria in their person specification.

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Contact number

This page gives instructions for how to add a telephone number to give the employer another way of contacting you.

1. Enter a number (optional).
2. Select 'Save and continue.'

NHS Jobs Liam MA Sign out

English | Cymraeg

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[< Go back](#)

Training and Support Officer application

Contact number

This gives the employer another way of contacting you about your application.

Telephone number (optional)
For international numbers include the country code.

1

2 [Save and continue](#)

[Save and come back later](#)

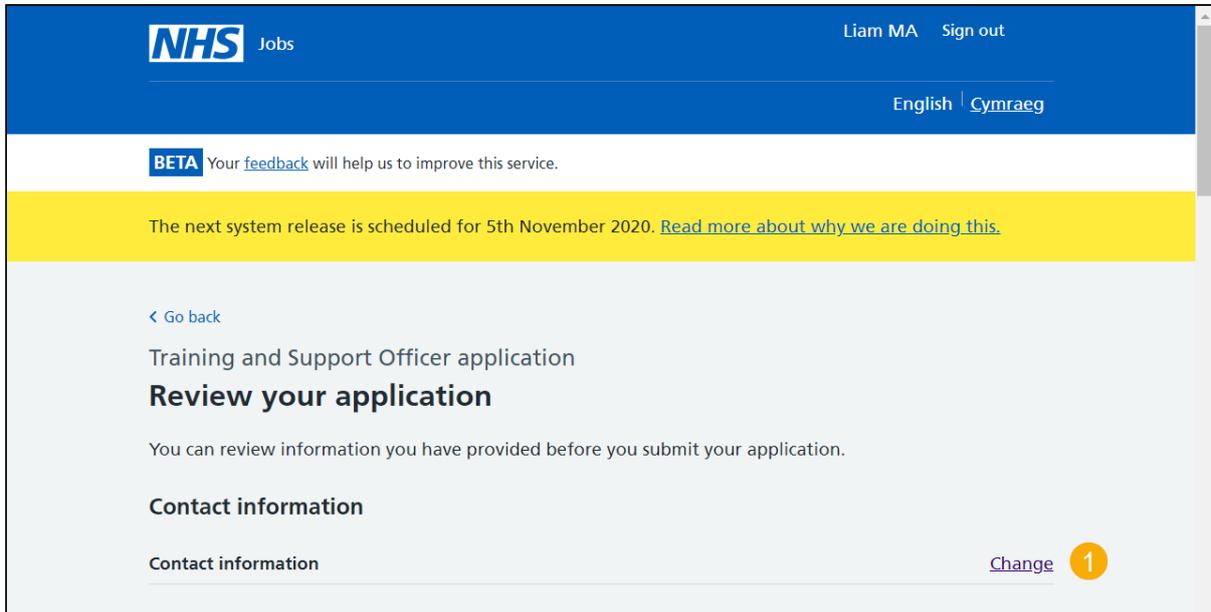
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Review your application

This page gives instructions for how to review and change your application before sending it.

1. Select the 'Change' link to (optional).



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 the user name 'Liam MA' and 'Sign out' link on the right. Below the header, there is a white bar with a 'BETA' badge and a message: 'Your [feedback](#) will help us to improve this service.' Below this is a yellow banner with a system update notice: 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area has a light grey background. It starts with a '< Go back' link. Below that is the text 'Training and Support Officer application' followed by the main heading 'Review your application'. Underneath is the instruction: 'You can review information you have provided before you submit your application.' There is a section titled 'Contact information' with a sub-section 'Contact information' below it. To the right of the sub-section, there is a 'Change' link with a yellow circle containing the number '1' next to it, indicating a pending change.

Send your application

This page gives instructions for how to declare the application information and send your application.

1. Select the box.
2. Select 'Continue.'

Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

1 I agree to the above declaration

2 [Send application](#)

[Save and come back later](#)

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Your application is sent

This page gives instructions for how to confirm your application has been sent. You will also receive a confirmation email. There is the option to save your application details.

1. Select 'Save your application' (optional).
2. Select 'Go back to your applications' if you don't want to save your application details.

NHS Jobs Liam MA Sign out

English | Cymraeg

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

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

Application sent

Your reference number is
AR-201103-00011

We've sent you a confirmation email. Check your spam or junk folder if you cannot find it.

What happens next

You do not need to do anything.

The employer will assess their applications and let you know if they want to interview you or not.

Save your application details

You can save the details you've used to apply for this job to help you with future applications.

- 1 [Save your application](#)
- 2 [Go back to your applications](#)

Want to help us make NHS Jobs better?

You can [give your feedback to improve the service.](#)

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Are you sure you want to save this application?

This page gives instructions for how to confirm if you want to save the information from this application for future use.

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

NHS Jobs Liam MA Sign out

English | Cymraeg

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

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

[< Go back](#)

application

Are you sure you want to save this application?

This will replace the information you last saved.
Details that will be saved include:

- contact information
- your right to work
- qualifications
- training
- job history
- equality and diversity information

1 Yes No

2

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Saved application information

This page gives instructions for how to view your saved application information. The information saved is about you, qualifications/training, job history and equality/diversity.

1. Select the tabs to check the information saved.
2. Select 'Return to your applications' once you've finished.

NHS Jobs Liam MA Sign out

English Cymraeg

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

[Go back](#)

Saved application information

This information can be used to prepopulate some answers when applying for a job.

1 About you [Qualifications/training](#) [Job history](#) [Equality/diversity](#)

Contact information

UK phone number

Right to work

Immigration status British, European Union (EU) or European Economic Area (EEA) national

2 [Return to your applications](#)

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You have reached the **end** of the how to apply for a vacancy in NHS Jobs user guide.