

How to apply for a job in NHS Jobs user guide

This guide gives you instructions for how to apply for a job in the NHS Job service.

You'll need to add your right to work status, qualifications, relevant training, current or past jobs and other skills for the role.

If you've previously applied for a job and saved your application information, you can re-use it to apply.

Once you've sent your application, you can save this application to replace any previous saved information.

The employer may add pre-application questions, criminal convictions checks and fitness to practice questions.

You'll be asked equality and diversity questions and the answers you give will be treated confidentially and used for statistical purposes only, not to identify individuals.

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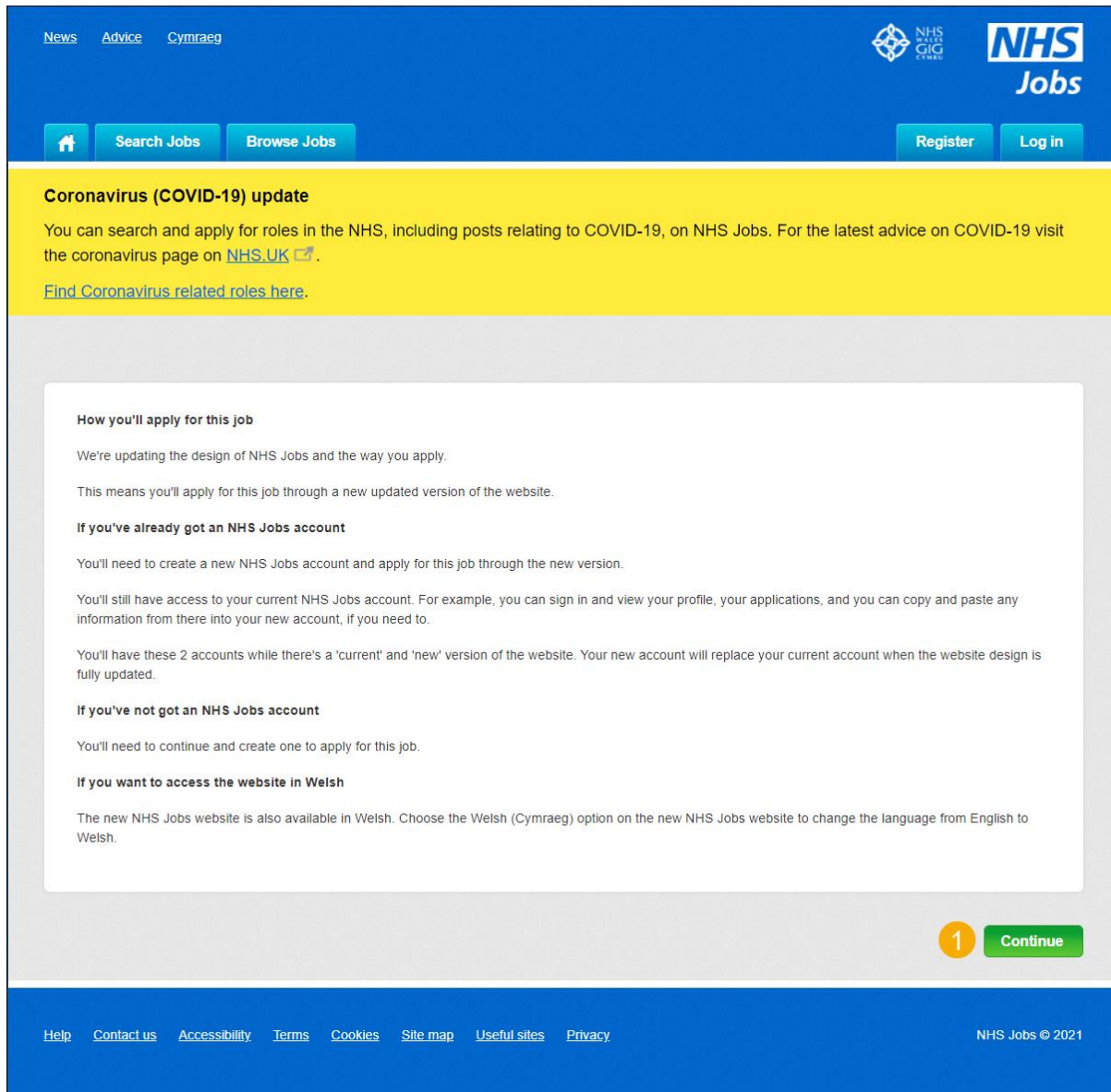
Applicant guidance to apply for this role

This page shows the applicant guidance before you apply for a role in the current NHS Job service.

Important: If the job is published in the new NHS Job service, this page is shown in the current NHS Job service before you're redirected to the new service.

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

1. Select the 'Continue' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with links for 'News', 'Advice', and 'Cymraeg'. The NHS logo and 'NHS Jobs' text are on the right. Below the navigation bar are buttons for 'Search Jobs' and 'Browse Jobs', and 'Register' and 'Log in' buttons on the right. A yellow banner contains a 'Coronavirus (COVID-19) update' with text about searching for roles and a link to 'Find Coronavirus related roles here.' Below this is a white box with the heading 'How you'll apply for this job' and several paragraphs of text explaining the application process, including instructions for existing and new accounts and access in Welsh. At the bottom right of the white box is a green 'Continue' button with a yellow circle containing the number '1'. The footer of the page is blue and contains links for 'Help', 'Contact us', 'Accessibility', 'Terms', 'Cookies', 'Site map', 'Useful sites', and 'Privacy', along with the text 'NHS Jobs © 2021'.

Apply for this role

This page gives you instructions for how to apply for this role in the new NHS Job service.

Important: If you have an account, you can sign in. If you don't have an account, you'll need to create one.

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

1. Select the 'Apply for this job advert' link.

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 in | Create an account' 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 new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is light blue and features the job title 'Administration assistant' in large bold text, followed by 'NHS BSA Training'. To the right of the title is a green arrow icon with a '1' in a yellow circle above it, and the text 'Apply for this job'. Below the title, it says 'The closing date is 28 February 2021'. The job overview section describes the role as an experienced administrator. The main duties section mentions experience with Microsoft Office applications. The 'About us' section describes the organization as forward-thinking. On the right side, there is a white box with the NHS Business Services Authority logo and a list of job details: Date posted (04 February 2021), Pay scheme (Agenda for change), Band (Band 2), Salary (£18,005 to £19,337 a year), and Contract (Permanent).

Tip: To sign in, go to the '[How to sign into your account in NHS Jobs user guide](#)'. To create an account, go to the '[How to create an account in NHS Jobs user guide](#)'.

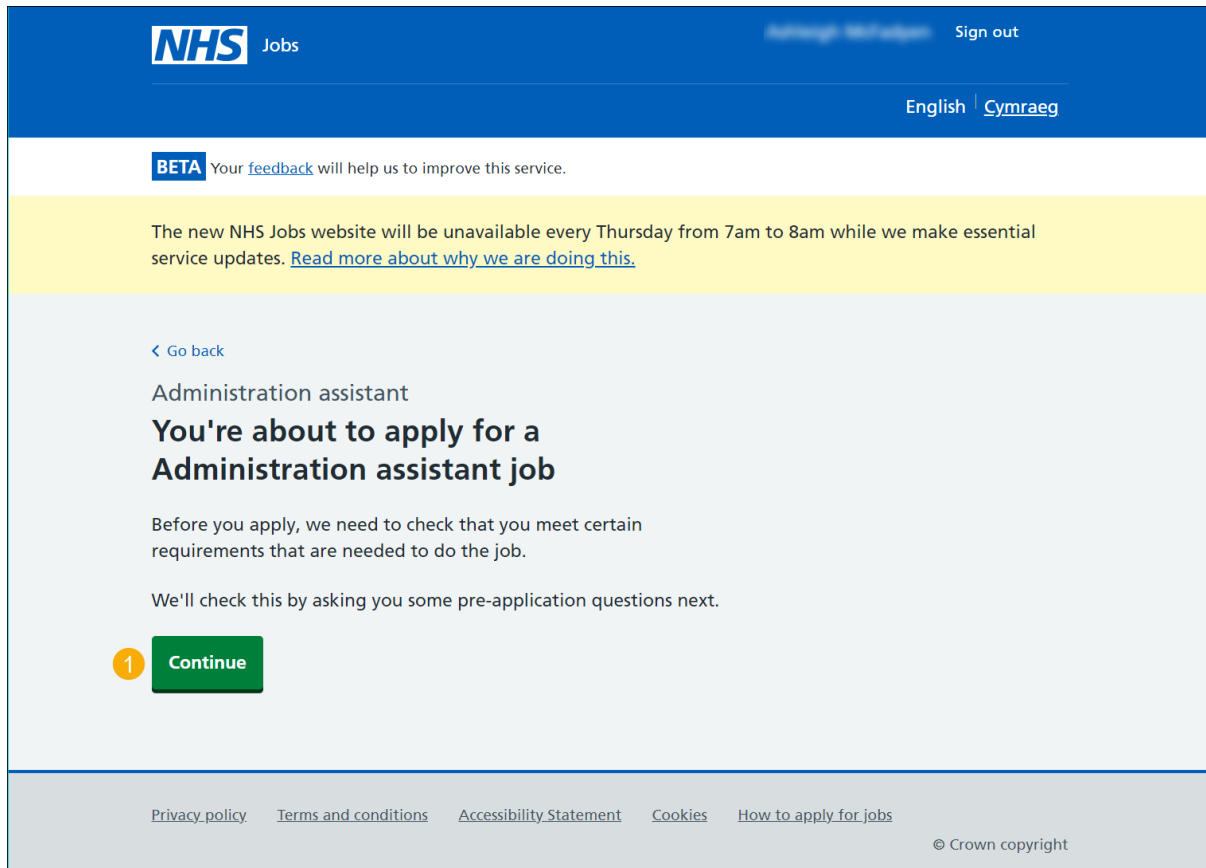
You're about to apply for a role

This page gives you instructions for how to confirm there's pre-application questions for this role.

Important: This page is only shown if the employer has added this question. If this page is not shown, go to the ['You're applying for a job advert'](#) page.

To apply for this role, complete the following step:

1. Select the '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 is a white bar with 'English' and 'Cymraeg' language options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link, followed by the job title 'Administration assistant'. The main heading is 'You're about to apply for a Administration assistant job'. Below this, it says: 'Before you apply, we need to check that you meet certain requirements that are needed to do the job. We'll check this by asking you some pre-application questions next.' A green button with a yellow circle containing the number '1' and the text 'Continue' is prominently displayed. At the bottom, a grey 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'.

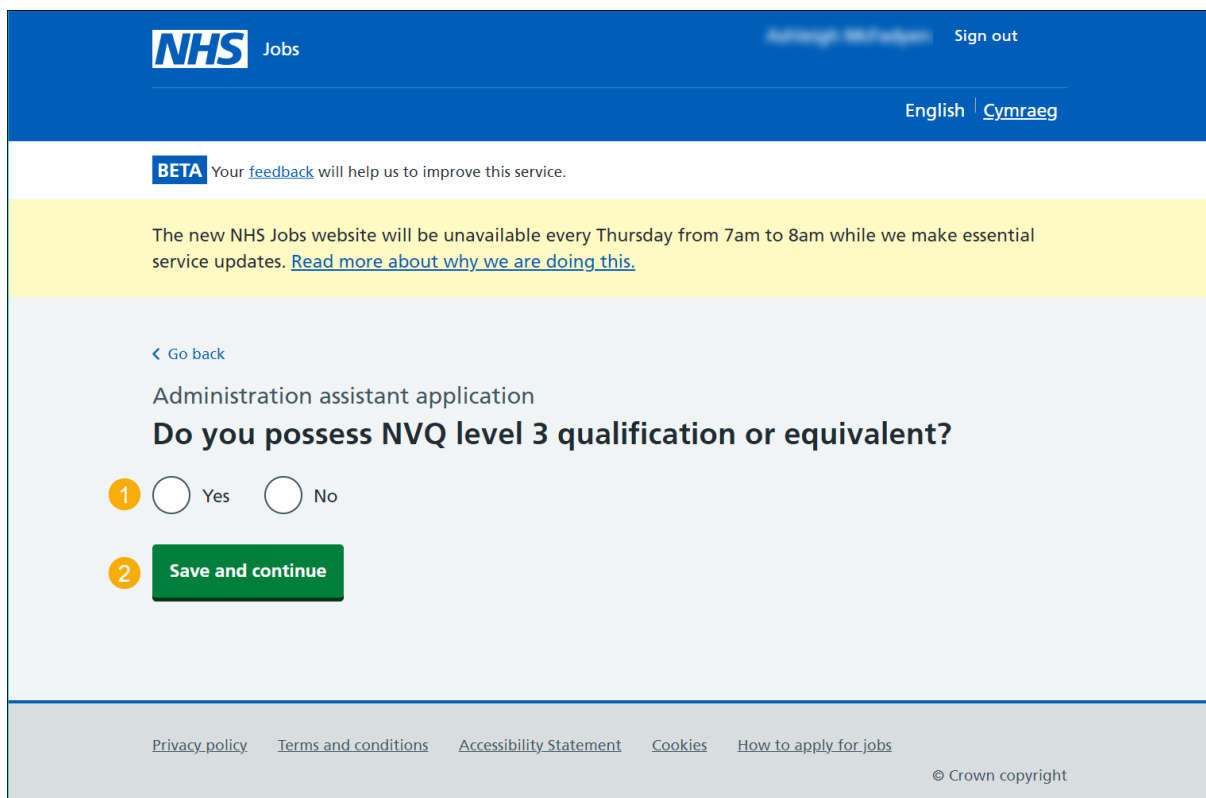
Do you possess a qualification or equivalent?

This page gives you instructions for how to confirm if you possess a qualification or equivalent.

Important: This page is only shown if the employer has added this question. In this example, an NVQ Level 3 qualification is required. If you don't meet the criteria, your application will end.

To confirm if you possess the qualification, complete the following step:

1. Select an answer.
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 right, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' Below this, a white banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a '< Go back' link, the text 'Administration assistant application', and the question 'Do you possess NVQ level 3 qualification or equivalent?'. Below the question are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is positioned below the radio buttons. 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', along with the copyright notice '© Crown copyright'.

Do you possess NMC registration?

This page gives you instructions for how to confirm if you possess the NMC registration.

Important: This page is only shown if the employer has added this question. In this example, an NMC registration is required. If you don't meet the criteria, your application will end.

To confirm if you possess the registration, complete the following step:

1. Select an answer.
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 right side of the header, there is a 'Sign out' link. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box contains a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is light blue and contains a '< Go back' link, the text 'Administration assistant application', and the question 'Do you possess NMC registration?'. Below the question are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is positioned below the radio buttons. 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', along with the text '© Crown copyright'.

Have you passed PLAB 2?

This page gives you instructions for how to confirm if you've passed PLAB 2.

Important: This page is only shown if the employer has added this question. If you don't meet the criteria, your application will end.

To confirm if you've passed PLAB 2, complete the following steps:

1. Select an answer.
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 right side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, another yellow banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is light blue and contains a navigation link '< Go back'. Below this, the text 'Administration assistant application' is displayed. The question 'Have you passed PLAB 2?' is prominently shown. There are three radio button options: 'Yes', 'No', and 'Not Applicable'. The 'No' option is highlighted with a yellow circle containing the number '1'. Below the radio buttons is a green button labeled 'Save and continue', which is highlighted with a yellow circle containing the number '2'.

At the bottom of the page, there is a grey footer containing 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'.

Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?

This page gives you instructions for how to confirm if you've passed the IQE or ORE.

Important: This page is only shown if the employer has added this question. If you don't meet the criteria, your application will end.

To confirm if you've passed the IQE or ORE, complete the following steps:

1. Select an answer.
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 right side of the header, there is a 'Sign out' link. Below the header, there are language options for 'English' and 'Cymraeg'. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a yellow box contains a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is light grey and contains a '< Go back' link, the text 'Administration assistant application', and the question 'Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?'. Below the question are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is positioned below the radio buttons. 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', followed by the text '© Crown copyright'.

Are you currently employed by the Employer advertising this vacancy?

This page gives you instructions for how to confirm if you're currently employed by the Employer advertising this vacancy.

Important: This page is only shown if the employer has added this question. If you don't meet the criteria, your application will end.

To confirm if you're employed by the employer advertising this role, complete the following steps:

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

NHS Jobs Settings | Help | Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Are you currently employed by the Employer advertising this vacancy?

1 Yes No

2 [Save and continue](#)

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

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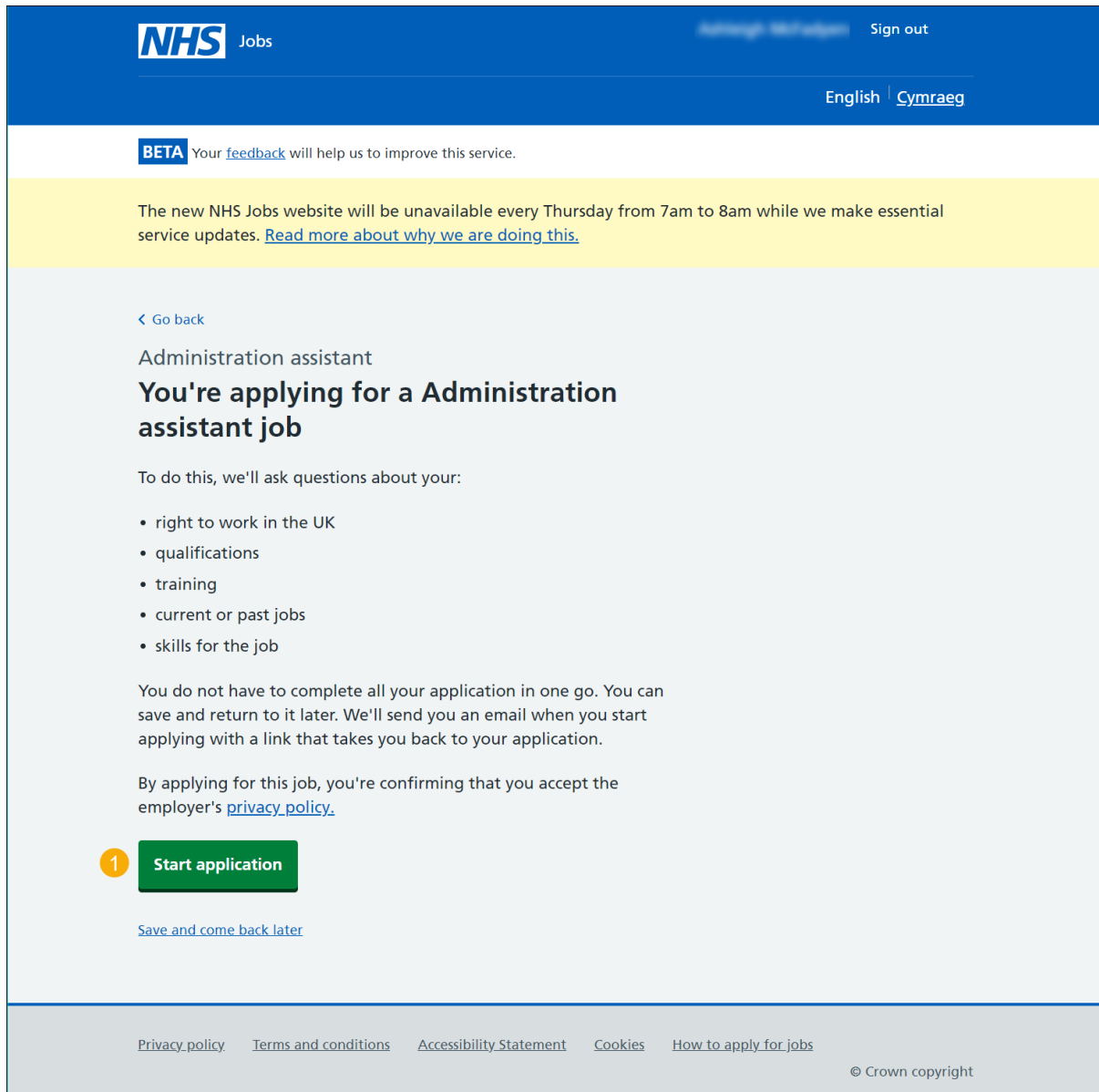
You're applying for a job

This page gives you instructions for how to confirm what application information is required and to start your application.

Important: You don't have to complete all your application in one go. You can save and return to it later by selecting the 'Save and come back later' link.

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

1. Select the 'Start application' 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 right side of the header, there are links for 'Settings', 'Help', and 'Sign out'. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, another yellow banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a light blue background. It starts with a '< Go back' link. The job title 'Administration assistant' is displayed, followed by the heading 'You're applying for a Administration assistant 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: '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.' Another paragraph states: 'By applying for this job, you're confirming that you accept the employer's [privacy policy.](#)'

At the bottom of the main content area, there is a green button labeled '1 Start application' and a blue link labeled 'Save and come back later'.

The footer contains 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'.

Tip: You'll receive an email when you start applying with a link to take you back to your application.

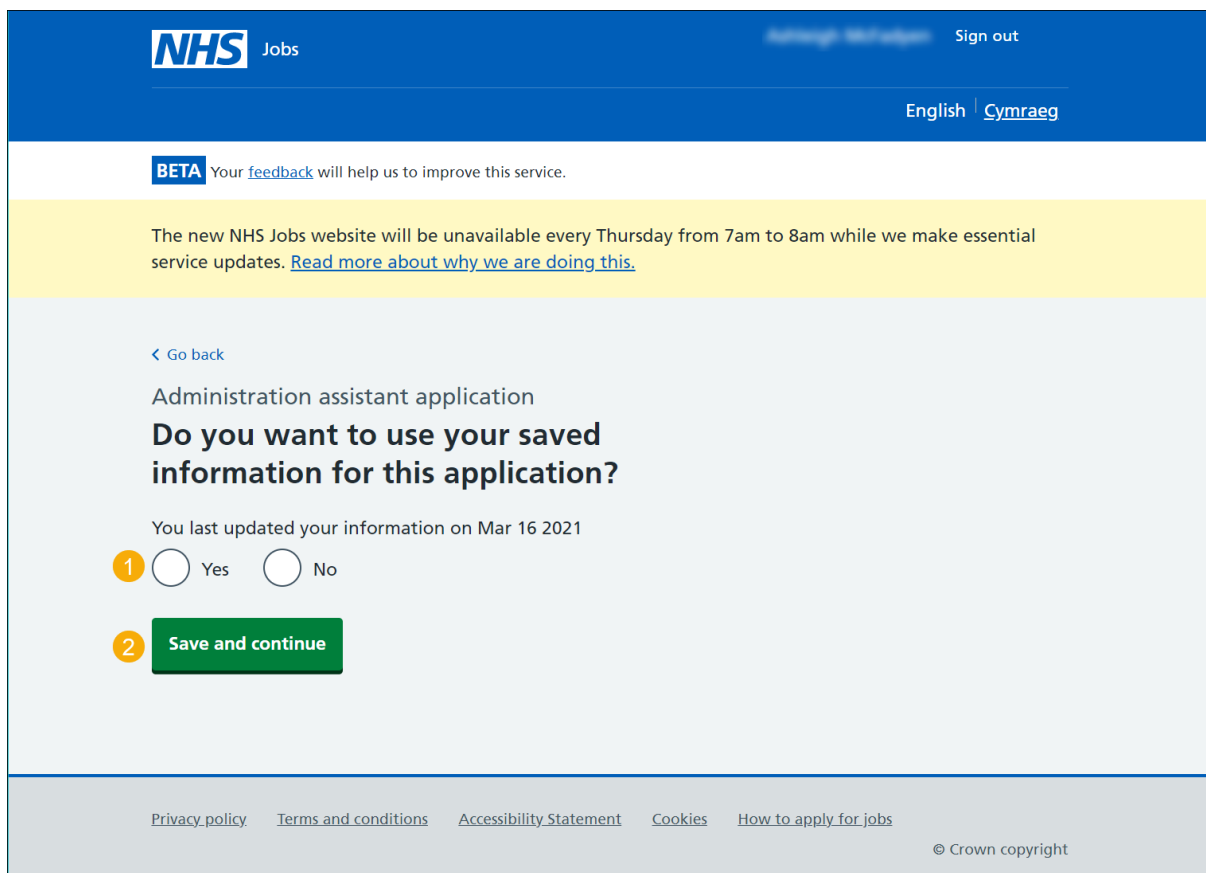
Do you want to use your saved information for this application?

This page gives you instructions for how to confirm if you want to use your saved information for this application.

Important: This page is only shown if you've previously applied for a role and saved your application information.

To confirm if you want to use your saved information, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 right side of the header, there is a 'Sign out' link and language options for 'English' and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a '< Go back' link, the text 'Administration assistant application', and the question 'Do you want to use your saved information for this application?'. Below the question, it says 'You last updated your information on Mar 16 2021'. There are two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons is a green button with a '2' in a yellow circle and the text 'Save and continue'. 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', and a copyright notice: '© Crown copyright'.

Tip: To help you decide, check the date for when you last updated your information

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

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

To confirm if you're an EU or EEA national, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area is light blue and contains a 'Go back' link, the text 'Administration assistant application', and the question 'Are you a British, European Union (EU) or European Economic Area (EEA) national?'. Below the question are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No'. Below the radio buttons 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 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'.

Select the category that relates to your current immigration status

This page gives you instructions for how to select the category that relates to your current immigration status.

Important: This page is only shown if you're not an EU or EEA national.

To select your immigration 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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Select the category that relates to your current immigration status

This status will be subject to checking before interview.

- Indefinite leave to remain/enter
- Highly Skilled Migrant Programme/Tier 1
- Work Permit/Tier 2
- Dependant/Spouse Visa
- Working Holiday Visa/Tier 5 Youth Mobility
- Clinical Attachment Visa
- 1** Refugee
- Visitor
- Tier 5 Temporary Workers
- Tier 4 Student
- Post Graduate Doctors and Dentists
- Other

2

[Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Have you got any qualifications?

This page gives you instructions for how to confirm if you've got any qualifications.

To confirm if you've got any qualifications, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 right, there is a 'Sign out' link. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow warning box states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is titled 'Administration assistant application' and 'Have you got any qualifications?'. It includes a sub-header 'Administration assistant application' and the question 'Have you got any qualifications?'. Below the question, there is explanatory text: '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: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. 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'.

Tip: This includes CSEs, O levels, GCSEs, A levels, diplomas, and degrees from school, college, or university.

Add academic qualifications

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

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

To add your qualification, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Place of study** box, enter the details.
3. In the **Result** box, enter the details.
4. In the **Type of qualification** box, enter the details.
5. In the **Start date** box enter the details.
6. In the **Finish date** box, enter the details.
7. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs website interface for adding academic qualifications. At the top, there is a blue header with the NHS logo and 'Jobs' text, along with 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' and a service update notice: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is titled 'Administration assistant application' and 'Add academic qualification'. It includes instructions: '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.' The form consists of several fields, each with a numbered orange circle next to it: 1. 'Subject' (text input), 2. 'Place of study' (text input), 3. 'Result' (text input, with example 'C'), 4. 'Type of qualification' (text input, with example 'GCSE'), 5. 'Start date' (Month and Year dropdowns, with example '12 2016'), 6. 'Finish date' (Month and Year dropdowns, with example '12 2017' and a note: 'If you are currently studying, provide the date you expect to complete the qualification.'), and 7. A green 'Save and continue' button. 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'.

Tip: Start with your most recent or current through to your earliest qualification.

Review your qualifications

This page gives you instructions for how to review your qualifications.

Important: This page is only shown if you've added a qualification.

To update, remove or add another qualification, complete the following steps:

1. Select the 'Update' link (optional).
2. Select the 'Remove' link (optional).
3. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
4. Select the 'Save and continue' button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Review your qualifications

| Subject | Place of study | Result | Type of qualification | Dates | What you can do |
|-------------------|------------------|--------|-----------------------|-------------------|--|
| English and Maths | Secondary School | A | GCSE | 03/2012 - 04/2013 | 1 Update or 2 Remove |

Do you want to add another qualification?

[3](#) Yes No

[4](#) [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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Tip: To add more qualifications, go back to the ['Add academic qualifications'](#) page.

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

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

To confirm if you've completed any relevant training, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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, the word 'Jobs', and a 'Sign out' link. Below the header, there is a language selector for 'English' and 'Cymraeg'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is titled 'Administration assistant application' and features the question: 'Have you completed any training that might be relevant to this job?'. Below the question, it explains: 'This includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.' There are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. A link 'Save and come back later' is also present.

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'. The copyright notice '© Crown copyright' is located in the bottom right corner.

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

Add a training course

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

Important: This page is only shown if you're adding a training course.

To add a training course, complete the following steps:

1. In the **Course title**, enter the details.
2. In the **Training provider**, enter the details.
3. In the **Year completed**, enter the details.
4. Select the 'Save and continue' button.

NHS Jobs Sign out

English | Cymraeg

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Add a training course

Course title

1

Training provider

2

Year completed

3

4

[Save and come back later](#)

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

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Review your training

This page gives you instructions for how to review your training.

Important: This page is only shown if you've added a training course.

To update, remove or add another training course, complete the following steps:

1. Select the 'Update' link (optional).
2. Select the 'Remove' link (optional).
3. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
4. Select the 'Save and continue' button.

NHS Jobs Sign out

English [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Review your training

| Course title | Training provider | Year completed | What you can do |
|----------------|-------------------|----------------|---|
| Administration | NHSBSA | 2016 | 1 Update or 2 Remove |

Do you want to add another training course?

3 Yes No

4 [Save and continue](#)

[Save and come back later](#)

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

© Crown copyright

Tip: To add more training courses, go back to the ['Add a training course'](#) page.

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

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

To confirm if you're in a job or had one in the past, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a notice: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is light blue and contains a '< Go back' link, the text 'Administration assistant application', and the question 'Are you currently in a job or have you had one in the past?'. 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', along with the copyright notice '© Crown copyright'.

Add job

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

Important: This page is only shown if you're adding your job history.

To add your job, complete the following steps:

1. In the **Job advert title** box, enter the details.
2. In the **Employer** box, enter the details.
3. In the **Key tasks** box, enter the details.
4. In the **Start date** box, enter the details.
5. In the **Finish date** box, enter the details.
6. 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, 'Jobs', and 'Sign out'. Below the header, there is a yellow banner with a 'BETA' notice and a message about website unavailability on Thursdays. The main content area is titled 'Administration assistant application' and 'Job details'. It contains several form fields: 'Job title' (1), 'Employer' (2), 'Key tasks' (3), 'Start date' (4) with 'Month' and 'Year' sub-fields, and 'Finish date' (5) with 'Month' and 'Year' sub-fields. A green 'Save and continue' button (6) is at the bottom of the form. A footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice.

Tip: If this is your current job, enter the details current month and year.

Job history

This page gives you instructions for how to review your added job.

Important: This page is only shown if you've added your job history.

To update, remove or add another job, complete the following steps:

1. Select the 'Update' link (optional).
2. Select the 'Remove' link (optional).
3. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
4. Select the 'Save and continue' button.

NHS Jobs Sign out

English [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Job history

| Job title | Employer | Key tasks | Dates | What you can do |
|---------------|----------|--|-------------------------|--|
| Administrator | NHSBSA | Providing administrative services to a busy team. Working with many IT applications including the Microsoft Office package. | 03/2017 - 11/2020 | Update 1 or Remove 2 |

Have you had any more jobs?

3 Yes No

4 [Save and continue](#)

[Save and come back later](#)

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

© Crown copyright

Tip: To add more job history, go back to the ['Add job'](#) page.

Essential criteria for your application

This page gives you instructions for what essential criteria is needed for your application.

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

1. 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 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 new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Administration assistant application' followed by the main heading 'Essential criteria for your Administration assistant application'. The text continues: 'We'll now ask you to give examples of how you gained each one and how you've used:'

- Knowledge and skills
- Experience
- Qualifications

A green button with a white '1' in a yellow circle and the text 'Save and continue' is prominently displayed. Below the button is a link: '[Save and come back later](#)'.

The footer is a grey bar containing 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'.

Criteria 1 of 3 is Knowledge and skills

This page gives you instructions for how to add your knowledge and skills.

Important: In this example, knowledge and skills is added by the employer. You have a 5000 character limit.

To add your knowledge and skills, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. 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, 'Jobs', and 'Sign out'. Below the header, there is a yellow banner with a 'BETA' notice and a warning about service updates. The main content area is titled 'Administration assistant application' and 'Criteria 1 of 3 is Knowledge and skills'. It includes a warning not to include personal information. The form is divided into two sections: 'The essential criteria for your experience are:' and 'The desirable criteria for your experience are:'. Each section lists a criterion and provides a text box for the user to enter details. The first text box is labeled '1' and the second is labeled '2'. Below the second text box is a green 'Save and continue' button labeled '3', and a link to '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 a copyright notice.

Tip: You can copy and paste your information into the blank boxes.

Criteria 2 of 3 is Experience

This page gives you instructions for how to add your experience.

Important: Experience criteria is part of all application forms. You must complete the essential criteria. If there's any desirable criteria, then you must complete these too. You have a 5000 character limit.

To add your experience, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. 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 right, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' and a message about the website being unavailable every Thursday from 7am to 8am. The main content area is titled 'Administration assistant application' and 'Criteria 2 of 3 is Experience'. It includes a warning: 'Do not include personal information that could be used to identify you such as your name or contact details.' The 'Essential criteria' section lists 'Experience of working within an administration team' and asks for evidence. A text input box with a '1' icon is provided, with a '5000 characters remaining' indicator below it. The 'Desirable criteria' section lists 'Experience of working in the NHS' and asks for an example. A second text input box with a '2' icon is provided, also with a '5000 characters remaining' indicator. At the bottom, there is a green '3 Save and continue' button and a link for '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 a copyright notice: '© Crown copyright'.

Tip: You can copy and paste your information into the blank boxes.

Criteria 3 of 3 is Qualifications

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

Important: Qualification criteria is part of all application forms. You must complete the essential criteria. If there's any desirable criteria, then you must complete these too. You have a 5000 character limit.

To add your qualification, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. Select the 'Save and continue' button.

NHS Jobs Sign out

English [Cymraeg](#)

BETA Your feedback will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[Go back](#)

Administration assistant application

Criteria 3 of 3 is Qualifications

Do not include personal information that could be used to identify you such as your name or contact details.

The essential criteria for your experience are:

- GCSE grade A to C in English and Maths

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

1

You have 5000 characters remaining

The desirable criteria for your experience are:

- Qualified to NVQ level 3

You do not need to give evidence for the desirable criteria, but you can give an example of how you gained each one as well as a situation where you've used them.

2

You have 5000 characters remaining

3 **Save and continue**

[Save and come back later](#)

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

© Crown copyright

Tip: You can copy and paste your information into the blank boxes.

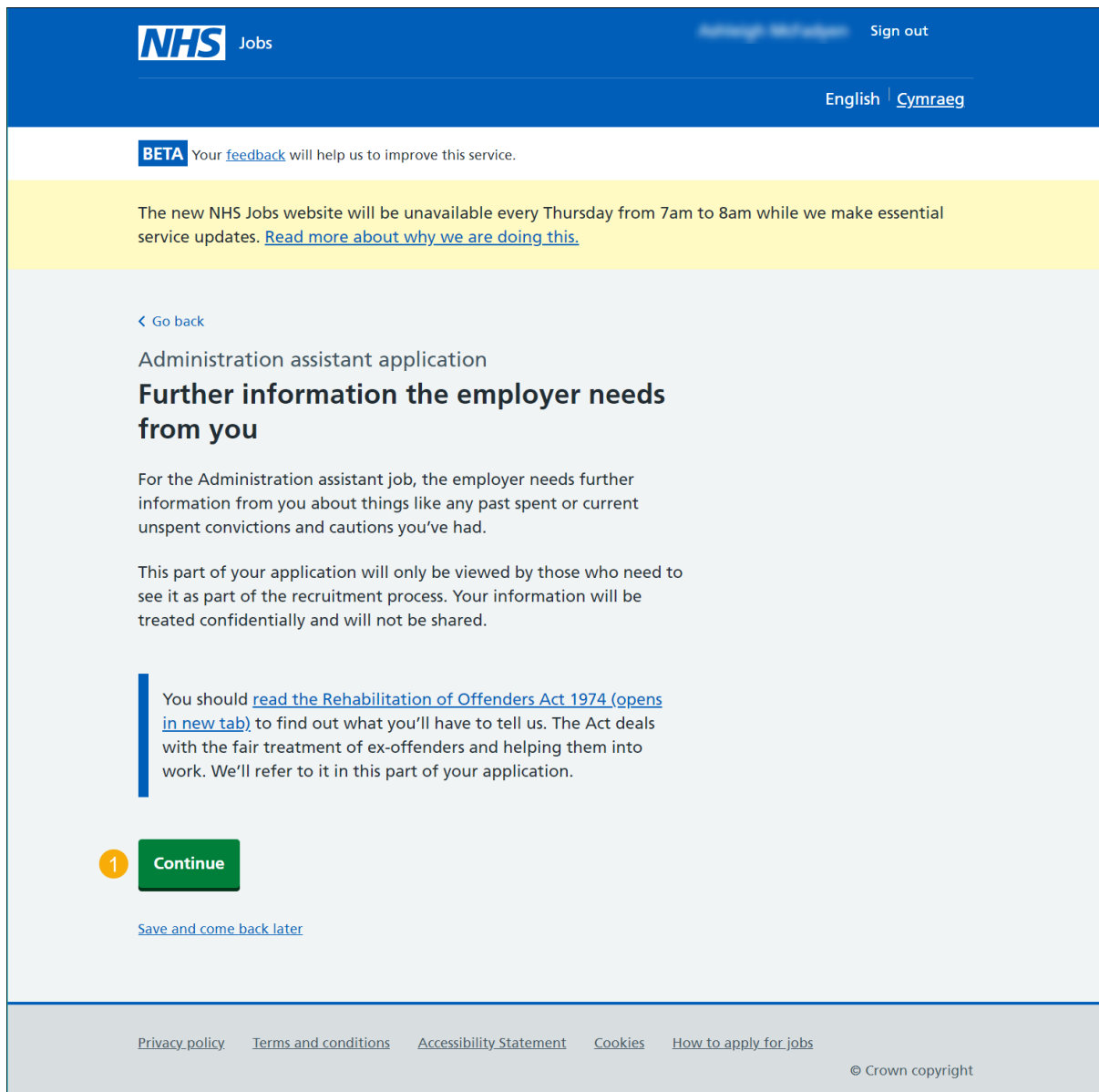
Further information the employer needs from you

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

Important: This page is only shown if the employer has added this question.

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

1. Select the '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 yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' Below this, a yellow box states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area has a breadcrumb '< Go back' and the title 'Administration assistant application'. The main heading is 'Further information the employer needs from you'. The text explains that for the Administration assistant job, the employer needs further information from you about things like any past spent or current unspent convictions and cautions you've had. It also states that this part of your application will only be viewed by those who need to see it as part of the recruitment process. A blue callout box contains a tip: 'You should read the Rehabilitation of Offenders Act 1974 (opens in new tab) 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.' At the bottom of the main content area, there is a green 'Continue' button with a '1' in a yellow circle to its left, and 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'.

Tip: You can select the 'Rehabilitations' link for more information.

Have you got any unspent convictions?

This page gives you instructions for how to confirm if you've got any unspent convictions.

Important: This page is only shown if the employer has added this question.

To confirm if you've got any unspent convictions, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' Below this, there is a 'Go back' link. The main content area is titled 'Administration assistant application' and 'Have you got any unspent convictions?'. It includes explanatory text: 'If issued in any other country, it includes those where it would be an equivalent offence in England and Wales.' and 'This also applies to Summary Hearings issued under military law while serving in the Armed Forces.' Below the text, there is a blue box with a white bar containing the text: 'You should read how to tell us about your criminal record information before completing this question.' Below this, there are two radio button options: '1 Yes' and 'No'. Below the radio buttons, there is a green button labeled '2 Save and continue'. Below the button, there 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 apply for jobs'. On the right side of the footer, there is a copyright notice: '© Crown copyright'.

Tip: You can select the 'criminal record' link for more information.

When do you want to tell the employer about your unspent convictions?

This page gives you instructions for when you want to tell the employer about your unspent convictions.

Important: This page is only shown if you're adding unspent convictions.

To confirm when you want to tell the employer, complete the following steps:

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

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

1 Now - with this application.

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](#)

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

© Crown copyright

Tell the employer about your unspent convictions

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

Important: This page is only shown if you want to tell the employer now.

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

1. In the **Blank** 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 yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, another yellow banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is titled 'Administration assistant application' and 'Tell us about your unspent convictions'. It includes instructions: 'Give us as much information on them as you think we should know, including:' followed by a bulleted list: 'where the Court hearing was and the date', 'what the convictions or Summary Hearings were', and 'the sentence or the Court order'. It also says: 'Include any additional information or evidence that you think we'd need to know.'

A blue box contains the text: 'You do not need to tell us about any parking offences.'

Below this is a text input field with the placeholder: 'Enter details of your unspent convictions or the Summary Hearings'. A yellow circle with the number '1' is placed to the left of the input field.

At the bottom of the form is a green button labeled 'Save and continue' with a yellow circle containing the number '2' to its left. 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'.

Tip: You don't need to tell the employer about any parking offences.

Have you got any unspent conditional cautions?

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

Important: This page is only shown if the employer has added this question.

To confirm if you have any unspent conditional cautions, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
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, 'Jobs', and a 'Sign out' link. Below the header, there is a 'BETA' notice and a language selector for 'English' and 'Cymraeg'. A yellow banner contains a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area is titled 'Administration assistant application' and features the question 'Have you got any unspent conditional cautions?'. Below the question, there is explanatory text: '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.' A blue box contains a tip: 'You should [read how to tell us about your criminal record information \(opens in new tab\)](#) before completing this question.' Below this, there are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. 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 a copyright notice '© Crown copyright'.

Tip: You can select the ‘criminal record’ link for more information.

When do you want to tell the employer about your unspent conditional cautions?

This page gives you instructions for when you want to tell the employer about your unspent conditional cautions.

Important: This page is only shown if you're adding unspent conditional cautions.

To confirm when you want to tell the employer, complete the following steps:

1. Select an answer:
 - ['Now'](#)
 - ['Later'](#)
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 right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a warning message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a '< Go back' link, the text 'Administration assistant application', and the title 'When do you want to tell us about your unspent conditional cautions?'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.'. A green 'Save and continue' button is highlighted with a yellow '2' in a circle. 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'.

Tell the employer about your unspent conditional cautions

This page gives you instructions for how to tell the employer about your unspent conditional cautions.

Important: This page is only shown if you want to tell the employer now.

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

1. In the **Blank** box, enter the details.
2. Select the 'Save and continue' button.

NHS Jobs Liam MA Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Tell us about your unspent conditional cautions

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

- where the Court hearing was and the date
- what the unspent conditional cautions were
- the sentence or the Court order

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

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

Enter details of your unspent conditional cautions

1

2 [Save and continue](#)

[Save and come back later](#)

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

© Crown copyright

Tip: You don't need to tell the employer about any parking offences.

What information you might have to tell the employer

This page gives you instructions for what information you might have to tell the employer.

Important: This page is only shown if the employer has added this question.

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

1. Select the 'Continue' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo, 'Jobs', and a 'Sign out' link. Below the header, there is a 'BETA' notice and a language selector for 'English' and 'Cymraeg'. A yellow banner contains a message about the website's availability on Thursdays. The main content area is titled 'Administration assistant application' and 'What information you might have to tell the employer'. It explains that the application is exempt from the Rehabilitation of Offenders Act 1974, but the employer can still get a DBS check. It provides instructions on what information to include in the application and a link to the 'DBS filtering guide'. At the bottom of the content area, there is a green 'Continue' button with a '1' in a yellow circle next to it, and a 'Save and come back later' link. 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 '© Crown copyright'.

Tip: You can select the 'DBS filtering guide' link for more information.

Have you got any convictions that are not protected?

This page gives you instructions to confirm if you have any convictions that are not protected.

Important: This page is only shown if the employer has added this question.

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Have you got any convictions that are not protected?

This means that they are not eligible for filtering, as explained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

It also includes all convictions or Summary Hearings issued under military law while serving in the Armed Forces in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You should [read how to tell us about your criminal record information \(opens in new tab\)](#) before completing this question.

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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Tip: You can select the ‘criminal record’ link to for more information.

When do you want to tell the employer about your convictions that are not protected?

This page gives you instructions for when you want to tell the employer about your convictions that are not protected.

Important: This page is only shown if you're adding convictions that are not protected.

To confirm when you want to tell the employer, complete the following steps:

1. Select an answer:
 - [Now](#)
 - [Later](#)
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 right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a white banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is light grey and contains the following elements:

- A '< Go back' link.
- The text 'Administration assistant application'.
- The main heading: 'When do you want to tell us about your convictions that are not protected?'.
- Two radio button options:
 - Option 1 (marked with a '1' in a yellow circle): 'Now - with this application.' The radio button is selected.
 - Option 2 (marked with a '2' in a yellow circle): 'Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.' The radio button is unselected.
- A green button labeled 'Save and continue' with a '2' in a yellow circle next to it.
- A link: '[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'. On the right side of the footer, it says '© Crown copyright'.

Tell the employer about your convictions that are not protected

This page gives you instructions for how to tell the employer about your convictions that are not protected.

Important: This page is only shown if you want to tell the employer now.

To add your convictions that are not protected, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Save and continue' button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Tell us about your convictions that are not protected

Here we'll need details of:

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

Enter details of your convictions that are not protected

1

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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Have you got any cautions that are not protected?

This page gives you instructions for how to confirm if you have any cautions that are not protected.

Important: This page is only shown if the employer has added this question.

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Have you got any cautions that are not protected?

This means any that are not eligible for filtering, as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

It also includes all cautions issued under military law while serving in the Armed Forces in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You should [read how to tell us about your criminal record information \(opens in new tab\)](#) before completing this question.

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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Tip: You can select the ‘criminal record’ link for more information.

When do you want to tell the employer about your cautions that are not protected?

This page gives you instructions for when you want to tell the employer about your convictions that are not protected.

Important: This page is only shown if you're adding cautions that are not protected.

To confirm when you want to tell the employer, complete the following steps:

1. Select an answer:
 - [Now](#)
 - [Later](#)
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 right side of the header, there is a 'Sign out' link and language options for 'English' and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am for essential service updates, with a link to 'Read more about why we are doing this.' The main content area is light blue and contains a '< Go back' link, the text 'Administration assistant application', and the question 'When do you want to tell us about your cautions that are not protected?'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.' Below these options is a green 'Save and continue' button. At the bottom of the main content area, there is a link 'Save and come back later'. The footer is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Tell the employer about your cautions that are not protected

This page gives you instructions for how to tell the employer about your cautions that are not protected.

Important: This page is only shown if you want to tell the employer now.

To add your cautions that are not protected, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Save and continue' button.

NHS Jobs Settings Help Sign out

English [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Tell us about your cautions that are not protected

Here we'll need details of:

- what the cautions were
- the penalty
- the sentence or the Court order
- where the Court hearing was and the date

Enter details of your cautions that are not protected

1

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 you instructions for how to add any fitness to practise investigations and proceedings.

Important: This page is only shown if the employer has added this question.

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

1. Select the 'Continue' button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Are you subject to a fitness to practise investigation?

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

Important: This page is only shown if the employer has added this question.

To confirm if you're subject to a fitness to practise investigation, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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 right, there is a 'Sign out' link and language options for 'English' and 'Cymraeg'. Below the header, a yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' and a message about the website being unavailable every Thursday from 7am to 8am. The main content area is light blue and contains a 'Go back' link, the text 'Administration assistant application', and the question: 'Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?'. Below the question are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No'. A green button labeled 'Save and continue' (with a '2' in a yellow circle) is positioned below the radio buttons. A link 'Save and come back later' is also present. At the bottom, 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'.

Tell the employer about your fitness to practise case

This page provides instructions for how to tell the employer about your fitness to practise case.

Important: This page is only shown if you're adding fitness to practise investigations or proceeding.

To add your fitness to practise case, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Save and continue' button.

NHS Jobs Sign out

English | Cymraeg

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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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.

Important: This page is only shown if the employer has added this question.

To confirm if these statements apply to your healthcare work history, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

NHS Jobs Sign out

English [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

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

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Tip: We don't need to know if you had an appeal that was upheld, and you were fully exonerated.

Tell the employer about your case

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

Important: This page is only shown if the statements apply to healthcare work history.

To add your case, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Save and continue' button.

NHS Jobs Sign out

English [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

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

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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.

Important: This page is only shown if the employer has added this question.

To confirm your restriction and revalidation status, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

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

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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Tell the employer about your restrictions

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

Important: This page is only shown if you're adding restrictions placed on your clinical practise as part of the revalidation process.

To add your restriction, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Save and continue' button.

NHS Jobs Settings | Help | Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Equality and diversity monitoring

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

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 'Save and continue' button.

NHS Jobs Sign out

English | Cymraeg

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

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

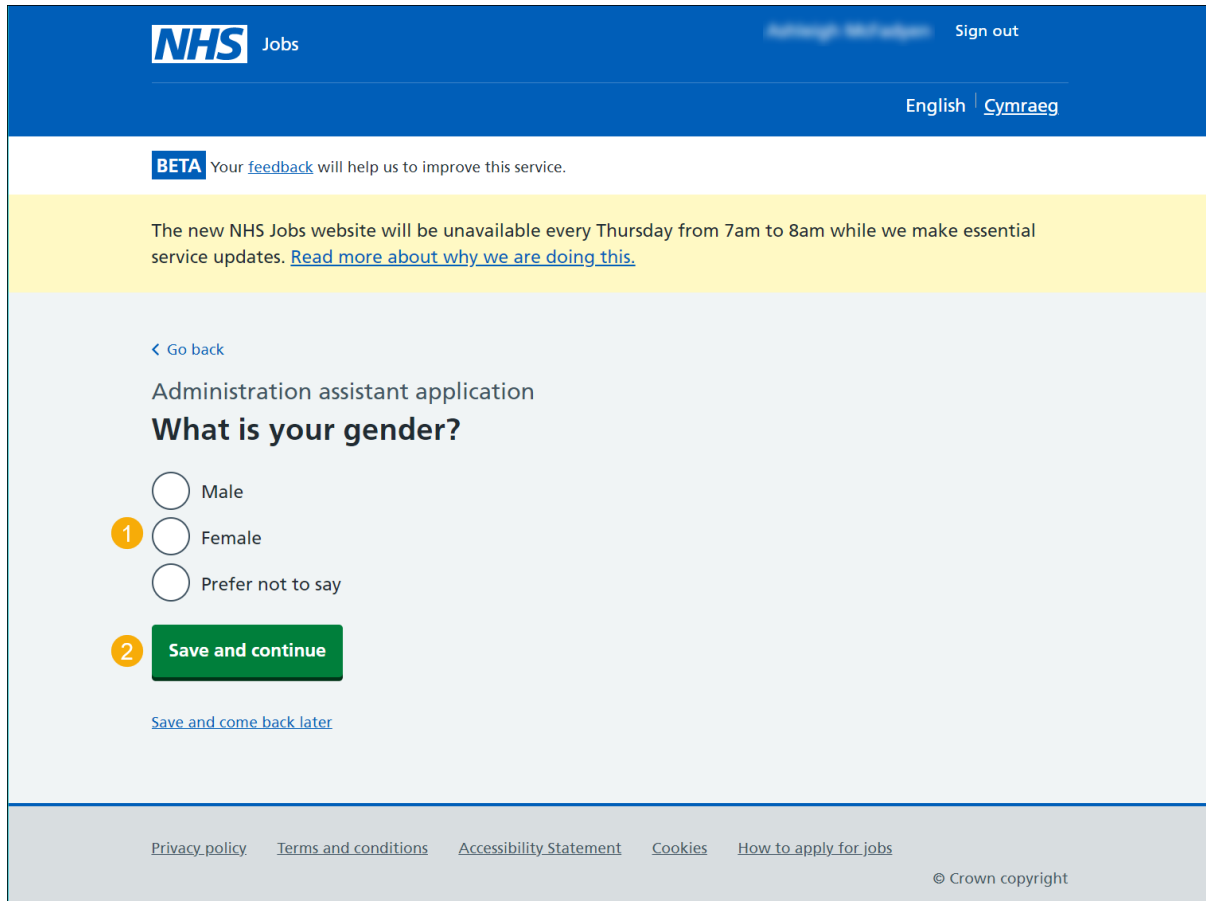
© Crown copyright

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.



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 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 new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is light blue and contains a 'Go back' link, the text 'Administration assistant application', and the heading 'What is your gender?'. There are three radio button options: 'Male', 'Female' (marked with a '1' in a yellow circle), and 'Prefer not to say'. Below these is a green 'Save and continue' button (marked with a '2' in a yellow circle) and 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'. On the far right of the footer, it says '© Crown copyright'.

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 your gender at birth, complete the following steps:

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

NHS Jobs Settings Helpdesk Sign out

English [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

Is your gender the same as that assigned at birth?

Yes

1 No

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 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.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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 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 your 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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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 continue](#)

[Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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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.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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 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 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.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

What is your age?

Under 24 years

25-44 years

45-59 years

1 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 you 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.

To confirm your health condition or disability answer, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
 - [‘Prefer not to say’](#)
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, and a 'Sign out' link. Below the header, there is a yellow banner with a 'BETA' notice and a feedback link. The main content area is light blue and contains the question: 'Do you have a health condition or disability which has affected your ability to carry out daily activities for 12 months or more?'. Below the question, there is a paragraph explaining that NHS employers are supportive of applicants with disabilities. A link 'Help with this question' is provided. The question is followed by three radio button options: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is next to the 'No' option. Below the options 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. At the bottom, there is a footer with 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 can select the ‘Help with this question’ link for more information.

Select which disability you have

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

Important: This page is only shown you're adding a disability.

To confirm your disability, 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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

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

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Do you want to be considered for interview 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.

To confirm if you want to be considered under the Guaranteed Interview Scheme, 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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

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

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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.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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
- 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 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 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.

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant application

What is your religion?

Atheism/no religion

Buddhism

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

Hinduism

Judaism

1 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 you instructions for how to confirm if you've served in the Armed Forces.

To confirm if you've served in the Armed Forces, complete the following steps:

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Do you want to be considered for interview 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: This page is only shown if you've served in the Armed Forces.

To confirm if you want to be considered under the Guaranteed Interview Scheme, 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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Administration assistant 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](#)

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

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Contact number

This page gives you instructions for how to give the employer another way of contacting you about your application.

To add your telephone number, complete the following steps:

1. Enter a number (optional).
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 yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' Below this, a light blue banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is titled 'Administration assistant application' and 'Contact number'. It explains that this step gives the employer another way of contacting you. There is a text input field for the telephone number, with a '1' in a yellow circle next to it. Below the input field is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. A link 'Save and come back later' is also present. At the bottom, 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'.

Tip: For international numbers include the country code.

Review your application for your saved information

This page gives you instructions for how to review your application for your saved information.

Important: Your saved information is added but you'll need to answer the four questions shown as 'NOT ANSWERED'. Go to the '[Send your application](#)' page.

To add your information, complete the following steps:

1. Select the 'Change' links.

| Further information the employer needs | | |
|--|--------------|---------------------------------------|
| Have you got any unspent convictions? | NOT ANSWERED | Change |
| Have you got any unspent conditional cautions? | NOT ANSWERED | Change |
| Have you got any convictions that are not protected? | NOT ANSWERED | Change 1 |
| Have you got any cautions that are not protected? | NOT ANSWERED | Change |

Tip: These questions are shown on the 'Review your application' page.

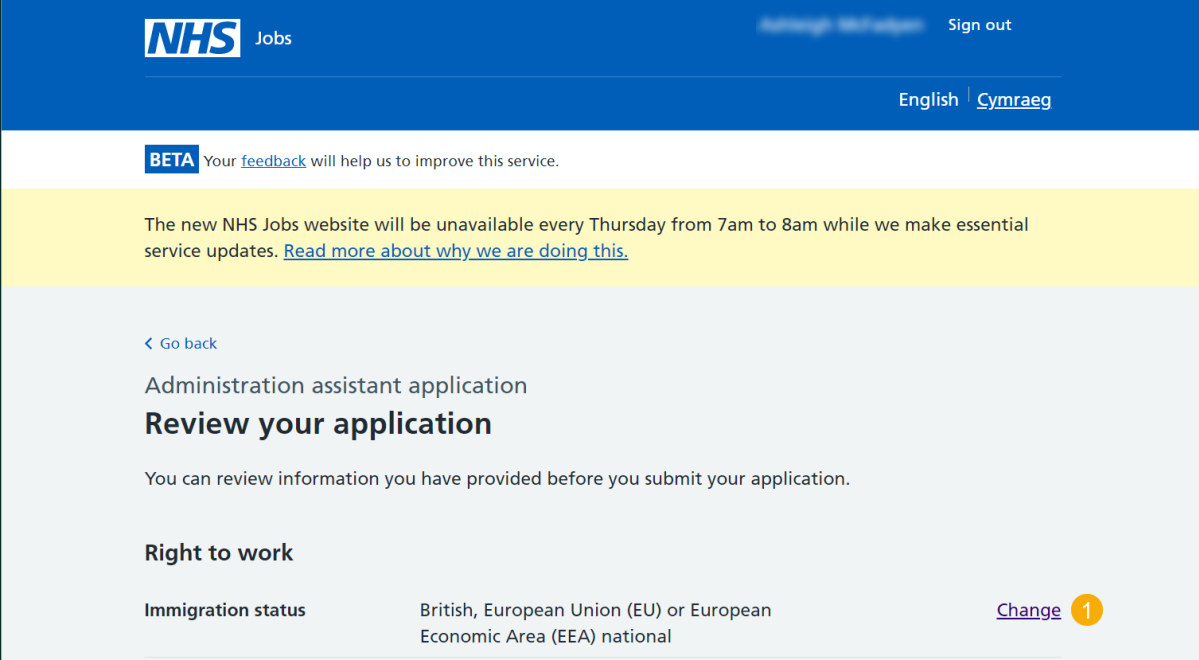
Review your application if you did not use saved information

This page gives you instructions for how to review your application if you didn't use saved information.

Important: You haven't used any saved information, go to the '[Send your application](#)' page.

To change your information, complete the following steps:

1. Select the 'Change' links (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 'Sign out' on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box contains a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Administration assistant 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.' A section titled 'Right to work' contains a table with two columns: 'Immigration status' and 'Change'. The 'Immigration status' column contains the text 'British, European Union (EU) or European Economic Area (EEA) national'. The 'Change' column contains a blue link 'Change' followed by a yellow circle with the number '1'.

Send your application

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

To declare and send your application, complete the following steps:

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

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](#)

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

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Your application is sent

This page shows confirmation your application is sent.

To save or go back to your application, complete the following steps:

1. Select the '[Save your application](#)' button (optional).
2. Select the 'Go back to your applications' 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 is a language selector for 'English' and 'Cymraeg'. A yellow banner contains a BETA notice: 'BETA Your feedback will help us to improve this service.' Below this, a yellow box states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. A white box in the center contains the heading 'Application sent' and the reference number 'AR-210309-00002'. Below this, text says: 'We've sent you a confirmation email. Check your spam or junk folder if you cannot find it.' A section titled 'What happens next' explains that no action is needed and the employer will assess applications. A section titled 'Save your application details' includes two buttons: a green 'Save your application' button and a dark grey 'Go back to your applications' button. A final section titled 'Want to help us make NHS Jobs better?' includes a link to 'give your feedback to improve the service.' 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'.

You've reached the end of this user guide as you've sent your application and haven't saved your information.

Are you sure you want to save this application?

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

Important: If you save this application, any previous information will be replaced.

To confirm if want to save this application, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
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 right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a warning message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a '< Go back' link, the title 'Administration assistant application', and the question 'Are you sure you want to save this application?'. Below the question, it states 'This will replace the information you saved on Mar 16 2021.' and 'Details that will be saved include:' followed by a list of items: contact information, your right to work, qualifications, training, job history, and equality and diversity information. There are two radio buttons: '1 Yes' and 'No'. Below the radio buttons is a green button labeled '2 Save and continue'. 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'.

Saved application information

This page gives you instructions for how to view your saved application information.

To view your saved information, complete the following steps:

1. Select a 'link' to view your saved information.
2. Select the 'Return to your applications' link.

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' banner indicates that user feedback will help improve the service. A yellow warning box states that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential service updates, with a link to read more. The main content area is titled 'Saved application information' and includes a 'Go back' link. Below the title, it explains that this information can be used to prepopulate answers when applying for a job. There are four tabs: 'About you' (selected), 'Qualifications/training', 'Job history', and 'Equality/diversity'. The 'About you' tab is active and shows a form with sections for 'Contact information' (UK phone number), 'Right to work' (Immigration status), and a dropdown menu currently set to 'British, European Union (EU) or European Economic Area (EEA) national'. A 'Return to your applications' link is located below the form. 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'.

You've reached the end of this user guide as you've sent your application and saved your information.