

How to manage contract templates in NHS Jobs user guide

This guide gives you instructions for how to manage contract templates in the NHS Jobs service.

You must have a template to issue a contract to applicants using the service.

To add a contract template, you'll:

- choose a name
- select the type of agreement
- add fixed terms
- add more terms and conditions

Once a contract template is created, any user in your organisation's account can use it to issue a contract to applicants.

To manage your contract templates, you can:

- preview a template
- change its details
- remove a template
- add another template

Only a 'Super user', 'Recruitment administrator' or a 'Team manager' can manage contract templates.

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Contract templates

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

Important: Only a 'Super user', 'Recruitment administrator' or a 'Team manager' can add, change, and remove contract templates.

To view, add, change, or delete contract templates, complete the following step:

1. Select the '[Contract templates](#)' link.

The screenshot shows the NHS Business Services Authority Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, there is 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 divided into two columns. The left column is titled 'NHS Business Services Authority Dashboard' and shows a table of recruitment tasks. The right column is titled 'What you can do' and contains three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below these buttons is a 'Manage the account' section with several links: 'Users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'. A yellow circle with the number '1' is placed over the 'Contract templates' link in the 'Manage the account' section.

Task	Count
Draft	4
Approvals	1
Published	0
Shortlisting	6
Interviews	2
Ready to offer	1
Conditional offers	0

Privacy policy Terms and conditions Accessibility Statement Cookies How to create and publish jobs

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Your contract templates

This page gives you instructions for how to view your contract templates.

Important: In this example, you have no contract templates.

To create a contract template, complete the following step:

1. Select the ['Create a template'](#) button.

You're viewing [NHS BSA Training](#) [Change](#)

NHS Jobs Signed in as [Liam M1](#) [Sign Out](#)

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 to your job listings](#)

Your contract templates

You have no contract templates

1 [Create a template](#)

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

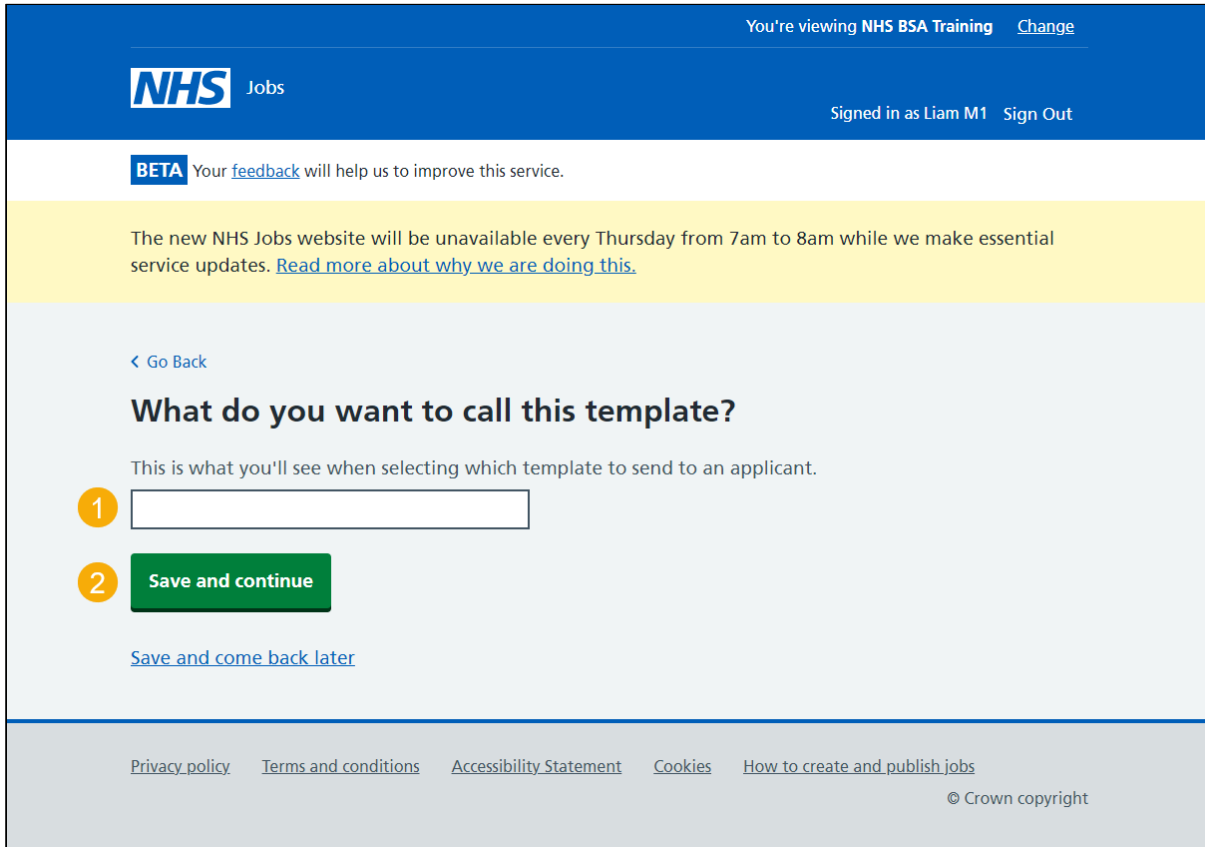
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What do you want to call this template?

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

To add a template name, complete the following steps:

1. In the **template name** 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 right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that contains a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area has a light blue background and features a '< Go Back' link. The title 'What do you want to call this template?' is prominently displayed. Below the title, it says 'This is what you'll see when selecting which template to send to an applicant.' There are two numbered steps: '1' next to an empty text input field, and '2' next to a green 'Save and continue' button. Below the button is a blue link 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: Make sure you assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out.

Which type of agreement is this template for?

This page gives you instructions for how to select the type of agreement for this template.

To select a type of agreement, complete the following steps:

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

You're viewing [NHS BSA Training](#) [Change](#)

NHS Jobs Signed in as Liam M1 [Sign Out](#)

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](#)

Which type of agreement is this template for?

An addendum to an existing contract

1 A contract of employment

An internal secondment

An external secondment

2 [Save and continue](#)

[Save and come back later](#)

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

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Add fixed term

This page gives you instructions for how to add fixed terms to your contract template.

Important: The fixed terms highlighted in orange are taken from the job listing and appear at the top of the template and can't be changed. If you don't want to add another fixed term, go to the '[Add more terms and conditions to the template](#)' page.

To add another fixed term, complete the following steps:

1. Select the '[Add another](#)' button (optional).
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A "BETA" notice is present. A yellow banner mentions a service outage on Thursdays. The main heading is "Principal terms of employment". Below it, a paragraph explains that these terms are from the job listing. A table lists terms and their values, with the values highlighted in orange:

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

Below the table, it says "You can add more fixed terms. For example, the notice period or pension contributions." There are two numbered steps: 1. "Add another" button and 2. "Save and continue" button. A link "Save and come back later" is also present. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer says "© Crown copyright".

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

Add a fixed term

This page gives you instructions for how add a fixed term.

Important: This page is only shown if you're adding a fixed term.

To add a fix term, complete the followings steps:

1. In the **Type of term** box, enter the details.
2. In the **Details of the term** box, enter the details.
3. Select the '[Save and continue](#)' button.

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

NHS Jobs Signed in as Liam M1 [Sign Out](#)

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](#)

Add a term of employment

Type of term
For example, Notice period

1

Details of the term
For example, 30 days

2

3 [Save and continue](#)

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

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Tip: For example, type of term is Notice period and details of term is 30 days.

Manage fixed term

This page gives you instructions for how to manage fixed terms.

Important: In this example, the fixed term 'Notice period' and '30 days' is added. If you remove a fixed term, you won't be prompted and you won't be able to recover the details.

To change, remove or add another fixed term, complete the following steps:

1. Select the '[Change](#)' link (optional).
 2. Select the '[Remove](#)' link (optional).
 3. Select the '[Add another](#)' button (optional).
- or
4. Select the '[Save and continue](#)' button.

The screenshot shows the 'Principal terms of employment' page in the NHS Jobs system. The page header includes the NHS logo, 'Jobs', and a user sign-in status 'Signed in as Liam M1 Sign Out'. A yellow banner at the top contains a BETA notice and a service update. The main content area is titled 'Principal terms of employment' and explains that these are the terms entered into the job listing. Below this is a table of terms with highlighted values and 'Change' or 'Remove' links. The 'Notice period' row is highlighted with a 'Change or Remove' link. Below the table are two buttons: 'Add another' (with a callout '3') and 'Save and continue' (with a callout '4'). A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Job title	job title	
Location	address line 1 address line 2 address line 3 address line 4 postcode	
Contract type	contract type	
Working pattern	working pattern	
Number of hours or sessions a week	hours or sessions	
Contract duration	contract duration	
Pay	pay	
Start date	start date	1
Notice period	30 days	2 Change or Remove

3 [Add another](#)

4 [Save and continue](#)

[Save and come back later](#)

Add more terms and conditions to the template

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

Important: In this example, an NHS Jobs Band 7 terms and conditions is added. You can copy and paste information from an existing document.

To add more terms and conditions to the template, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the [‘Save and continue’](#) button.

You're viewing [NHS BSA Training](#) [Change](#)

NHS Jobs Signed in as Liam M1 [Sign Out](#)

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](#)

Add more terms and conditions to the template

NHS Jobs Band 7 terms and conditions

Welcome to the NHS Jobs team

We're delighted to issue you with a contract of employment.

1 What to do next?

1. Please read and respond to your contract and let us know your decision.

You can:

- * Accept the contract
- * Ask a question or more information
- * Reject the contract

Kind regards,
NHS Jobs

How to format your template

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

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

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

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

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

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

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: You can put a heading, bullet point list and numbered list using the instructions in 'How to format your template'.

Check the details before creating the template

This page gives you instructions for how to check the details before creating the template.

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

To preview, change or create your template, complete the following steps:

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

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" and "Change". The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A yellow banner contains a BETA notice and a service update. The main content area is titled "Check the details before creating the template" and includes a "Go back" link. Below this is a table with contract details:

Template name	NHS Jobs Band 7	Change
Type of agreement	A contract of employment	Change
Additional principal terms	Notice period	Change 2

Below the table are sections for "Terms and conditions" (with a "Change" link), a heading "# NHS Jobs Band 7 terms and conditions", a sub-heading "## Welcome to the NHS Jobs team", and a paragraph "We're delighted to issue you with a contract of employment." followed by "What to do next?" and a list of instructions. A "You can:" section lists three options: "Accept the contract", "Ask a question or more information", and "Reject the contract". It ends with "Kind regards, NHS Jobs".

The "Save and create the template" section explains that users should save details and create the template. It includes a link to "preview the contract (PDF, 10 KB)" with a "1" in a yellow circle. At the bottom, there is a green "Create the template" button with a "3" in a yellow circle, and a "Save and come back later" link.

The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the copyright notice "© Crown copyright".

Tip: You should preview the template to check for any changes before you create it.

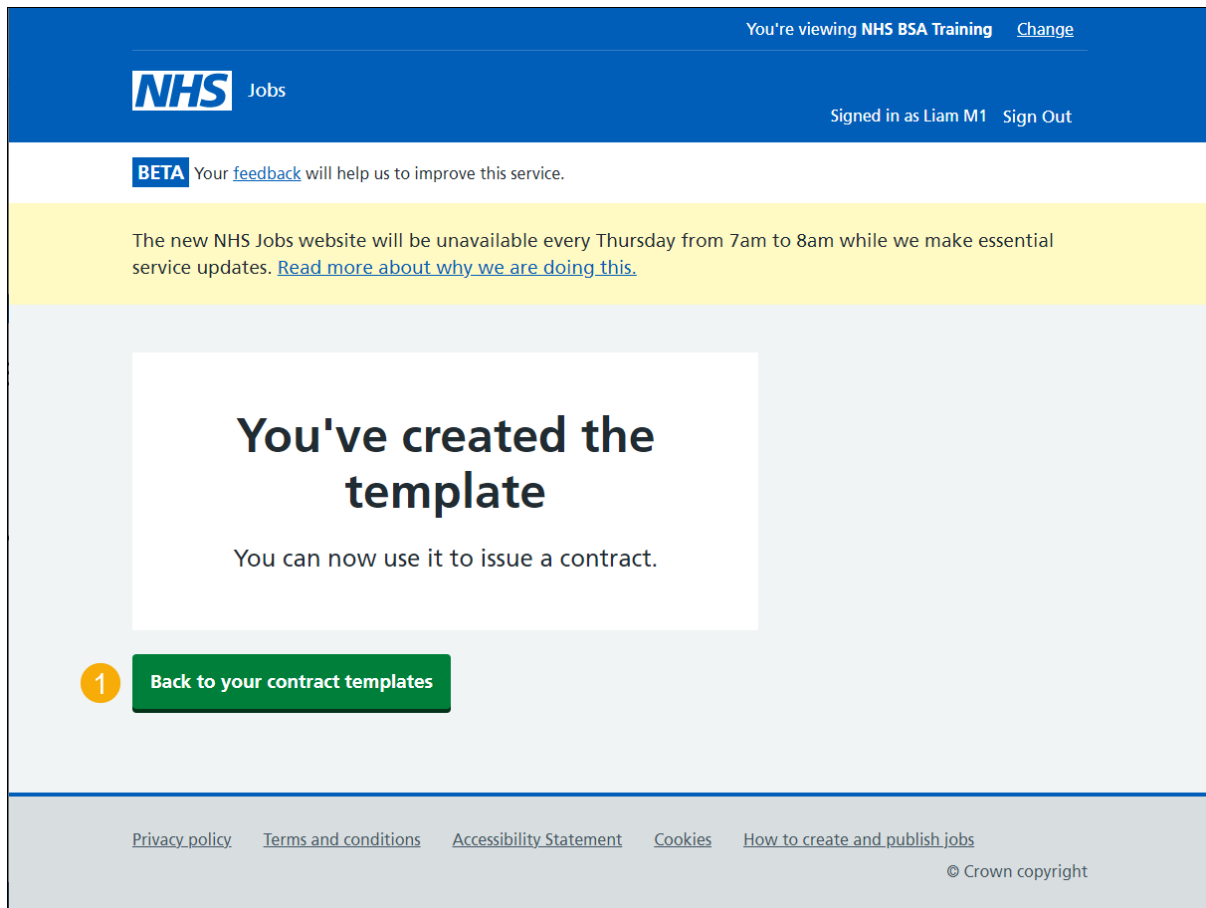
You've created the template

This page shows confirmation you've created the template.

Important: You can now use it to issue a contract.

To view your contract templates, complete the following step:

1. Select the '[Back to your contract templates](#)' button.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. Below the header, there is a "BETA" notice: "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 features a white box with the heading "You've created the template" and the text "You can now use it to issue a contract." Below this is a green button with a white "1" in a yellow circle and the text "Back to your contract templates". At the bottom, there is a footer with links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

You've reached the end of this user guide if you don't want to view and manage the contract templates.

Go to the '[View your contract letter templates](#)' page.

View your contract templates

This page gives you instructions for how to view your contract templates.

Important: In this example, the 'NHS Jobs Band 7' template is created.

To view a contract template, complete the following step:

1. Select the ['template name'](#) 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 right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. 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 that is a yellow banner with the text: '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 'Your contract templates' and includes a '< Go back' link and a green 'Create a template' button. Below this is a table with the following structure:

Template name	Type of agreement	Status
1 NHS Jobs Band 7	Contract of employment	SAVED

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 create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Manage the contract template

This page gives you instructions for how to manage the contract template.

To preview, delete or change the contract template, complete the following steps:

1. Select the 'preview the content' link.
2. Select the [Delete](#) link button (optional).
3. Select the [Change](#) link (optional).

The screenshot shows the NHS Jobs Band 7 contract template management page. The page header includes the NHS logo and 'Jobs' text, along with the user's name 'Liam M1' and a 'Sign Out' link. A blue banner at the top right says 'You're viewing NHS BSA Training' with a 'Change' link. Below the header, there is a 'BETA' notice and a yellow banner about the new NHS Jobs website. The main content area is titled 'NHS Jobs Band 7' and includes a 'Go back' link. The template details are as follows:

Template name	NHS Jobs Band 7	Change
Type of agreement	A contract of employment	Change
Additional principal terms	Notice period	Change 3

There are also 'Terms and conditions' and 'What you can do' sections. The 'What you can do' box highlights 'Delete' (2) and 'Preview (PDF, 10 KB)' (1) options. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice.

You've reached the end of this guide if you don't need to change or delete the contract template.

Are you sure you want to delete your template?

This page gives you instructions to confirm you're sure you want to delete your template.

Important: If you delete your template, it'll no longer be available when you issue new contracts to applicants.

To confirm if you want to delete the template, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

You're viewing [NHS BSA Training](#) [Change](#)

NHS Jobs Signed in as Liam M1 [Sign Out](#)

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](#)

Are you sure you want to delete your NHS Jobs contract template template?

The template will no longer be available when you issue new contracts.

1 Yes

1 No

2 [Continue](#)

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

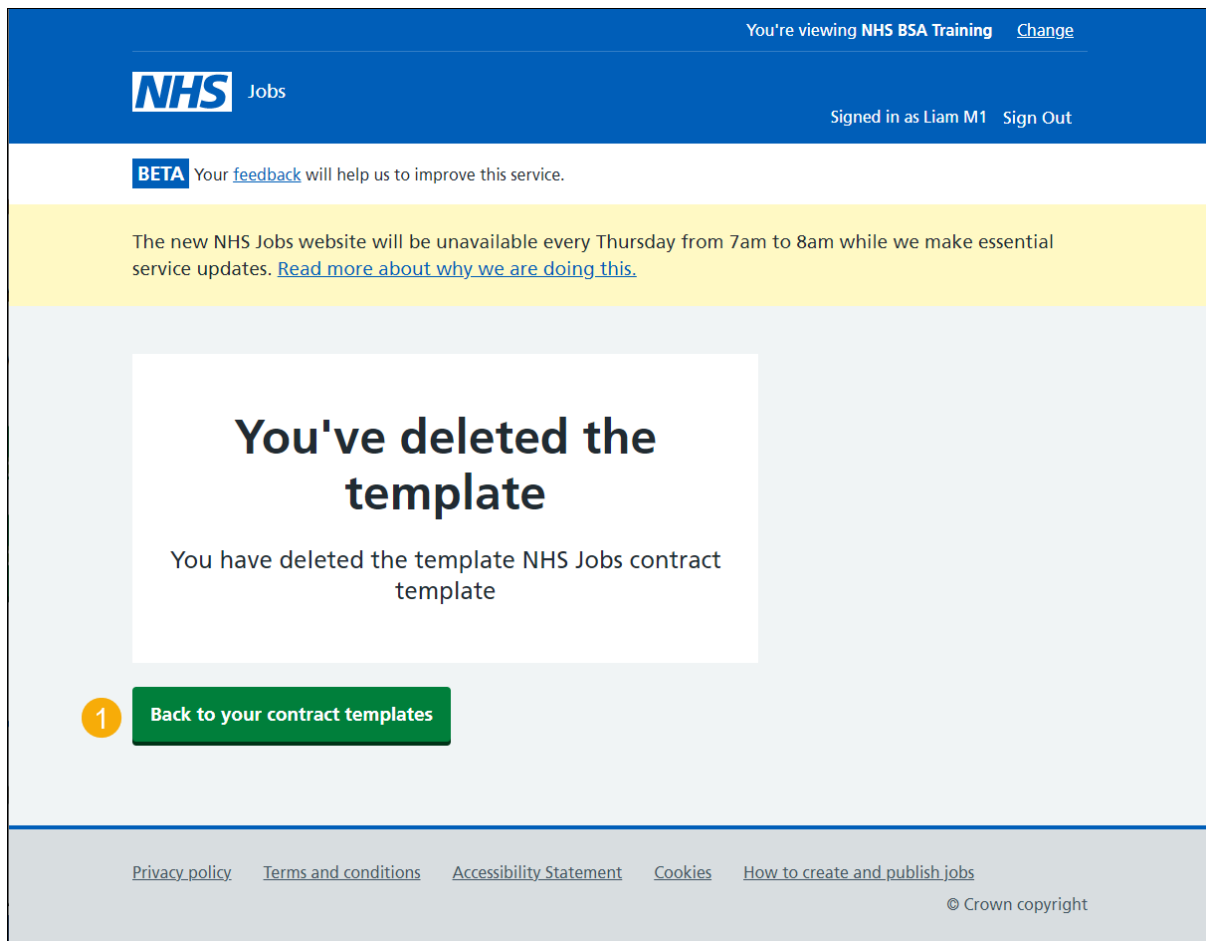
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You've deleted your contract template

This page shows confirmation you've deleted your contract template.

To view your contract templates, complete the following step:

1. Select the '[Back to your contract templates](#)' button.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. Below the header is a "BETA" notice: "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 features a white box with the heading "You've deleted the template" and the text "You have deleted the template NHS Jobs contract template". Below this is a green button with a yellow circle containing the number "1" and the text "Back to your contract templates". The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the copyright notice "© Crown copyright".

You've reached the end of this guide as you've deleted the contract template.