

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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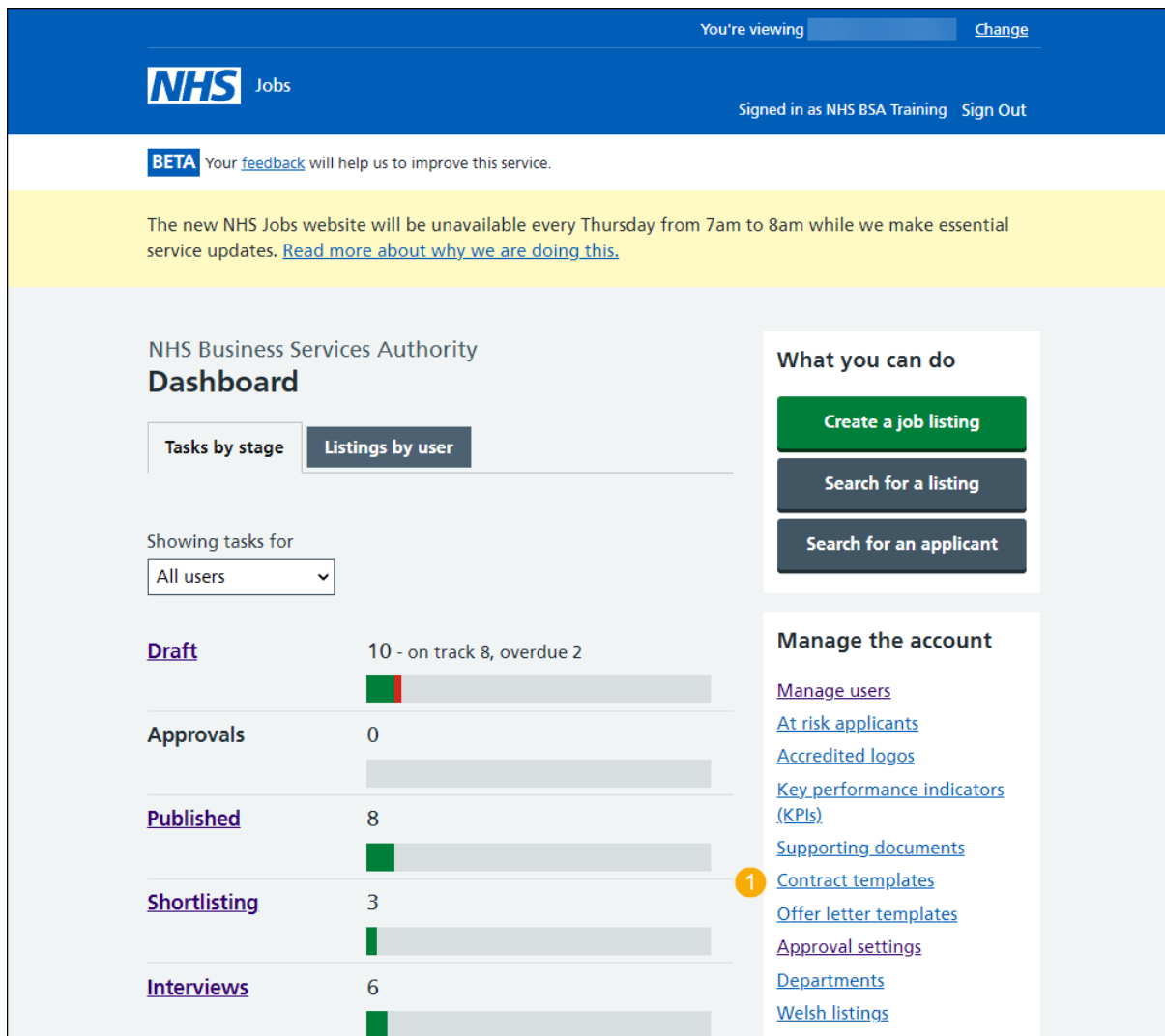
Contract templates

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. Below the header, there is a navigation bar with 'You're viewing' and 'Change' links. A yellow banner below the header contains a BETA notice and a service update announcement. The main content area is divided into two columns. The left column is titled 'NHS Business Services Authority Dashboard' and features a 'Tasks by stage' section with a dropdown menu set to 'All users'. Below this, there is a table of task counts with progress bars. 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 this is a 'Manage the account' section with several links, including 'Contract templates', which is highlighted with a yellow circle and the number '1'.

Task Stage	Count	Progress
Draft	10 - on track 8, overdue 2	80%
Approvals	0	0%
Published	8	100%
Shortlisting	3	33%
Interviews	6	100%

What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)**
- [Offer letter templates](#)
- [Approval settings](#)
- [Departments](#)
- [Welsh listings](#)

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.

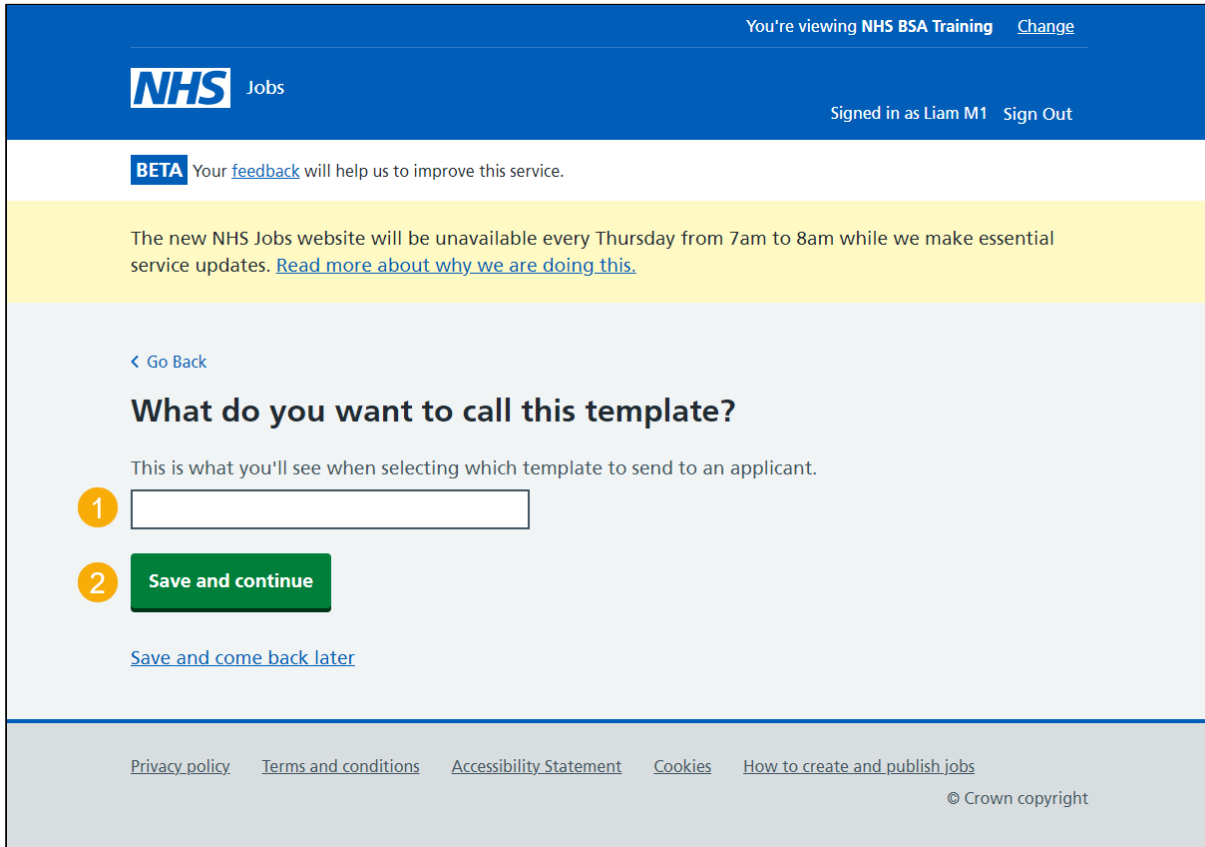
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below this 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.](#)' Below the yellow banner is a light blue section with a link '< Go back to your job listings'. The main heading is 'Your contract templates'. Below this heading, it says 'You have no contract templates'. There is a green button with a white '1' in a yellow circle and the text 'Create a template'. At the bottom, 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'.

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 is light blue 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 box, 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, there's a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there's a yellow banner with a 'BETA' notice. The main content area is titled 'Principal terms of employment' and explains that these are terms from the job listing. A table lists various terms with their 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
Contract duration	contract duration
Pay scheme	pay scheme
Band	band
Pay	pay
Working pattern	working pattern
Number of hours or sessions a week	hours or sessions
Start date	start date

Below the table, there's a tip: 'You can add more fixed terms. For example, the notice period or pension contributions.' At the bottom of this section, there are two buttons: '1 Add another' and '2 Save and continue'. A link 'Save and come back later' is also present.

At the very bottom of the page, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The copyright notice '© Crown copyright' is also visible.

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 on the NHS Jobs website. The page header includes the NHS logo and 'Jobs' text. A blue bar at the top right says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. A yellow banner below the header states: '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.](#)'

The main content area is titled 'Principal terms of employment' and includes a sub-header: 'These are the terms that were entered into the job listing and appear as fixed terms at the top of the template you're creating.'

The terms are listed in a table-like format:

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

The 'Notice period' row has two orange circles with numbers '1' and '2' next to it, and a link that says 'Change or Remove'.

Below the table, there is a text block: 'You can add more fixed terms. For example, the notice period or pension contributions.'

At the bottom of the main content area, there are two buttons: 'Add another' (with an orange circle and number '3') and 'Save and continue' (with an orange circle and number '4'). Below these buttons is a link: 'Save and come back later'.

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

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, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Change'. Below the header, it says 'Signed in as Liam M1 Sign Out'. A yellow banner contains a BETA notice: '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.](#)'

The main content area has a heading '< Go back' and 'Check the details before creating the template'. Below this is a table with the following details:

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

Below the table, there's a section for terms and conditions, starting with '# NHS Jobs Band 7 terms and conditions' and '## Welcome to the NHS Jobs team'. It includes a message: 'We're delighted to issue you with a contract of employment.' and 'What to do next? 1. Please read and respond to your contract and let us know your decision.' It also lists actions: 'You can: * Accept the contract * Ask a question or more information * Reject the contract'. It ends with 'Kind regards, NHS Jobs'.

At the bottom, there's a section 'Save and create the template' with the text: 'When you're satisfied that they're correct, save these details and create the template so it can be used to issue contracts.' Below this, there's a link: 'You can also [preview the contract \(PDF, 10 KB\)](#). 1'. A green button 'Create the template' is highlighted with a green circle and the number 3. 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 create and publish jobs'. It also includes the copyright notice: '© Crown copyright'.

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

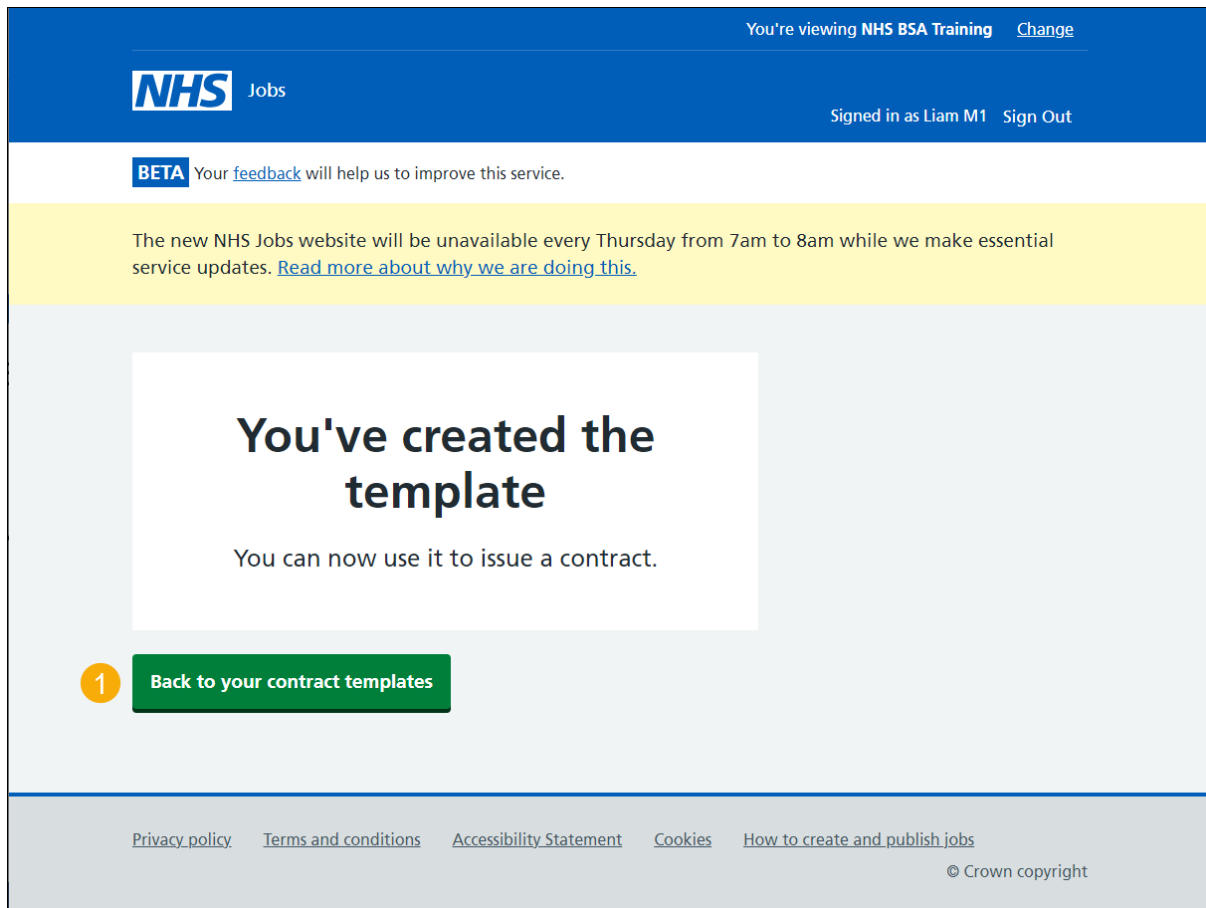
You've created the template

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.

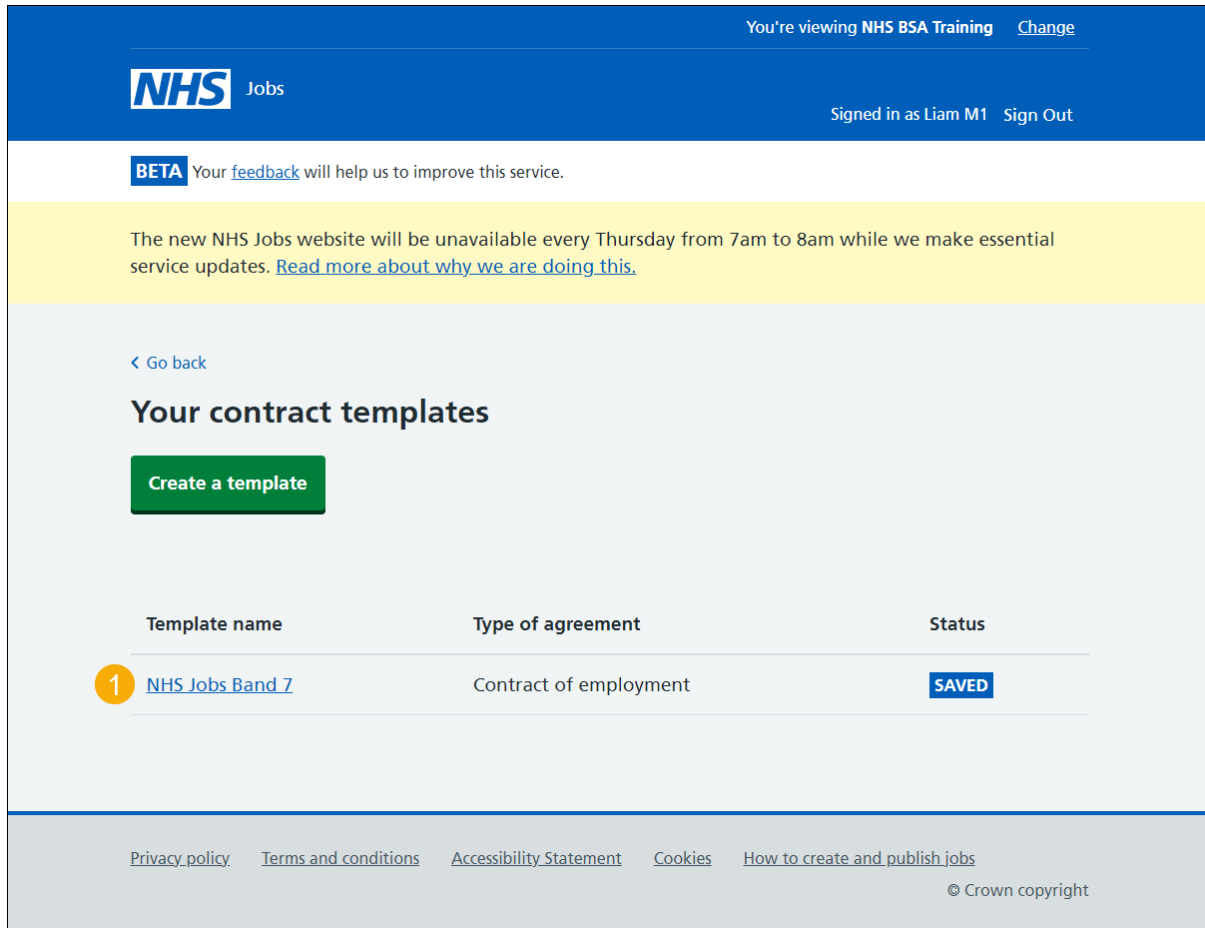
View your contract templates

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 yellow banner with a 'BETA' label and a message: '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.](#)' Below this, there is a 'Go back' link. The main heading is 'Your contract templates'. Below the heading is a green 'Create a template' button. Below the button is a table with three columns: 'Template name', 'Type of agreement', and 'Status'. The table contains one row with the following data: '1 NHS Jobs Band 7', 'Contract of employment', and 'SAVED'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also includes the text '© Crown copyright'.

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 the text 'Jobs'. The user is signed in as 'Liam M1' and can sign out. A 'BETA' notice states that feedback will help improve the service. A yellow banner indicates that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am while essential service updates are made. The main content area shows the 'NHS Jobs Band 7' template details, including the template name, type of agreement, and additional principal terms. A 'What you can do' box highlights the 'Delete' and 'Preview' options with numbered callouts. The page footer includes links to the privacy policy, terms and conditions, accessibility statement, cookies, and how to create and publish jobs, along with a copyright notice.

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](#)

NHS Jobs Band 7

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

Terms and conditions [Change](#)

NHS Jobs Band 7 terms and conditions

Welcome to the NHS Jobs team

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

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

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

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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](#)

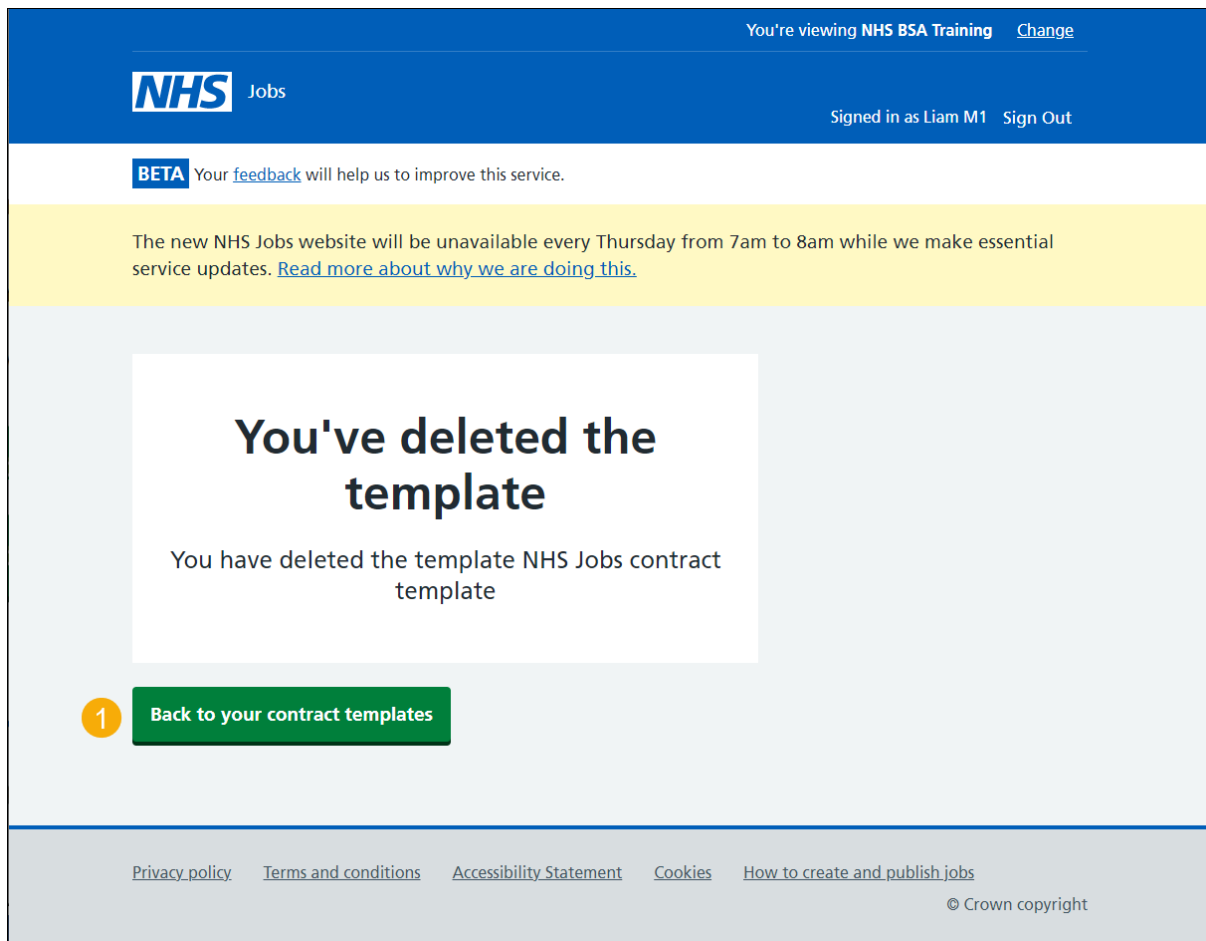
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You've deleted your contract template

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.