NHS
Jobs

How to apply for a job in NHS Jobs user guide – Add further information

This guide gives you instructions for how to add further information the employer needs from you for your application in NHS Jobs.

You'll need to add the following information to complete your application:

- unspent criminal convictions and cautions
- fitness to practise information

The employer may add pre-application, further information, and fitness to practise questions depending on the role.

If you've previously applied for a role and saved your application information, you can use this to apply.

If you have any draft applications, you can view this information to help you with your most recent application.

If you save your application information, you can use it to apply for other roles and any previous information will be replaced.

Contents

Unspent criminal convictions and cautions

This page gives you instructions for how to add your unspent criminal convictions and cautions.

Important: The sections of your task list will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you've completed. You can't send a job application until all sections are completed.

If the employer has included any additional job specific questions, go to the Medical, Dental, Nursing and Driving user guide or videos from the 'Apply for a job' box on the ['Help and support for applicants'](#) webpage.

To add your unspent criminal convictions and cautions, complete the following steps:

1. Select the '[Unspent criminal convictions and cautions](#)' link.

Further information the employer needs from you

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

<mark>Important:</mark> 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.

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< Go back

Administrator application

Further information the employer needs from you

For the Administrator job, the employer needs further information from you about things like any past spent or current unspent convictions and cautions you've had.

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

> 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.

1 [Continue]

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

Do you have any unspent convictions?

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

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

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

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< Go back

Administrator application

Do you have any unspent convictions?

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

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

You should read how to tell us about your criminal record information before completing this question.

1 ◯ Yes   ◯ No

2 **Save and continue**

Save and come back later

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

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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.

Details of your unspent convictions

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

<mark>Important:</mark> This page is only shown if you're telling the employer now.

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

1. In the **unspent convictions** box, enter the details.
2. Select the '<u>Save and continue</u>' button.

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< Go back

Administrator application
Details of your unspent convictions

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

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

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

> You do not need to tell us about any parking offences.
>
> Do not include personal information that could be used to identify you such as your name or contact details.

1.

You have 750 characters remaining

2. Save and continue

Save and come back later

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

Do you have any unspent cautions?

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

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

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

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

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

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

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

Details of your unspent cautions

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

Important: This page is only shown if you're telling the employer now.

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

1. In the **unspent cautions** box, enter the details.
2. Select the '<u>Save and continue</u>' button.

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

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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.

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< Go back

Administrator application

What information you might have to tell the employer

Your Administrator application is exempt from the provisions normally given to you under the Rehabilitation of Offenders Act 1974.

This means that the employer can get a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) or the Police Act 1997.

An enhanced disclosure could include any other relevant non-conviction information about you that might be held on police databases.

If you've got a criminal record, you can find out what information is shared about you as part of a DBS check, or the type of information you should include in this part of your application.

You should read the DBS filtering guide (opens in new tab) before you complete and send your application. You'll find out what information is shared about you as part of a DBS check, or the type of information you should include in this part of your application.

1 Continue

Save and come back later

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

Do you have any convictions that are not protected?

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

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

To confirm if you have any convictions that are not protected, complete the following steps:

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

Tip: You can select the 'criminal record' link 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.

<mark>Important:</mark> 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.

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‹ Go back

Administrator application

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

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

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Details of 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're telling the employer now.

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

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

Do you have any cautions, reprimands or final warnings that are not protected?

This page gives you instructions for how to confirm if you've got any cautions, reprimands or final warnings that are not protected.

<mark>Important:</mark> This page is only shown if the employer has added this question.

To confirm if you've got any cautions, reprimands or final warnings that are not protected, complete the following steps:

1. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
2. Select the 'Save and continue' button.

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

When do you want to tell the employer about your cautions, reprimands and final warnings that are not protected?

This page gives you instructions for when you want to tell the employer about your cautions, reprimands and final warnings that are not protected.

<mark>Important:</mark> 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.

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< Go back

Administrator application

When to tell us about your cautions, reprimands or final warnings that are not protected

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

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Details of your cautions, reprimands and final warnings that are not protected
This page gives you instructions for how to tell the employer about your cautions, reprimands and final warnings that are not protected.

Important: This page is only shown if you're telling the employer now.

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

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

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< Go back

Administrator application

Details of your cautions, reprimands or final warnings 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

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

1
[text box]

You have 750 characters remaining

2 Save and continue

Save and come back later

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Check and save your answers about your unspent convictions and cautions

This page gives you instructions for how to check and save your unspent convictions and cautions details.

To confirm or change your unspent convictions or cautions information, complete the following steps:

1. Select a 'Change' link:
   - '[Do you have any unspent convictions?](#)' (optional)
   - '[When do you want to tell us about your unspent convictions?](#)' (optional)
   - '[Do you have any unspent cautions?](#)' (optional)
   - '[When do you want to tell us about your unspent cautions?](#)' (optional)
   - '[Do you have any convictions that are not protected?](#)' (optional)
   - '[When do you want to tell us about your convictions that are not protected?](#)' (optional)
   - '[Do you have any cautions, reprimands or final warnings that are not protected?](#)' (optional)
   - '[When to tell us about your cautions, reprimands or final warnings that are not protected?](#)' (optional)
   - 'Select the '[Save and continue](#)' button.

[Go to the next page to see the screen shot](#)

Go to the next page

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Administrator application

Check and save your answers about your unspent convictions and cautions

Do you have any unspent convictions?	Yes	Change
When do you want to tell us about your unspent convictions?	Later	Change
Do you have any unspent cautions?	Yes	Change
When do you want to tell us about your unspent cautions?	Later	Change
Do you have any convictions that are not protected?	Yes	Change ①
When do you want to tell us about your convictions that are not protected?	Later	Change
Do you have any cautions, reprimands or final warnings that are not protected?	Yes	Change
When to tell us about your cautions, reprimands or final warnings that are not protected	Later	Change

② Save and continue

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Application task list

This page gives you instructions for how to view your application task list.

Important: The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed' depending on the tasks you have completed. You cannot send a job application until all sections are completed.

To start completing a new section of your tasklist, complete the following steps:

1. Select the 'Fitness to practice' link to begin this section.
2. Select the 'Save and come back later' link (optional).

Go to the next page to see the screen shot

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NHS BSA Training
Administrator application

Application incomplete

You have completed 11 of 14 sections.

Add your personal details

Contact details	COMPLETED

Add your right to work status

Right to work	COMPLETED

Add your qualifications, training and job history

Qualifications	COMPLETED
Training	COMPLETED
Job history	COMPLETED

Add your supporting evidence

Essential and desirable criteria	COMPLETED

Add further information the employer needs from you

Medical qualifications and details	COMPLETED
Dental qualifications and details	COMPLETED
Nursing qualifications and details	COMPLETED
Driving qualifications and details	COMPLETED
Unspent criminal convictions and cautions	COMPLETED
① Fitness to practice	NOT STARTED

Check your equal opportunities

Guaranteed interview scheme	NOT STARTED
Equality and diversity	NOT STARTED

You need to complete all sections before you can send your application.

② Save and come back later

Job details

Closing date
30 December 2021

Job reference number
T1111-21-8154

View the job advert (opens in new tab)

Go to the next page

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.

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< Go back

Administrator 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

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

This page gives you instructions for how to confirm if you're subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body.

<mark>Important:</mark> This page is only shown if the employer has added this question.

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

Tell the employer about your fitness to practise case

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

Important: This page is only shown if you're adding a fitness to practise case.

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

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

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

This page gives you instructions for how to confirm if any of these statements apply to your healthcare work history.

<mark>Important:</mark> 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.

<mark>Tip:</mark> 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 gives you instructions for how to tell the employer about your case.

Important: This page is only shown if you're fitness to practise case details apply to your healthcare work history.

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

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

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

This page gives you instructions for how to confirm if you've had restrictions placed on your clinical practise as part of a revalidation process.

<mark>Important:</mark> This page is only shown if the employer has added this question.

To confirm if you've had restrictions, complete the following steps:

1. Select an answer:
    - 'Yes'
    - 'No'
2. Select the 'Save and continue' button.

Tell the employer about your restrictions

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

<mark>Important:</mark> This page is only shown if you're adding restrictions.

To add your restriction, complete the following steps:

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

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< Go back

Administrator 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

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

You have 750 characters remaining

Save and continue

Save and come back later

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Check and save your fitness to practise answers

This page gives you instructions for how to check and save your fitness to practise answers.

To confirm or change your fitness to practise answers, complete the following steps:

1. Select a 'Change' link:
   - 'Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?' (optional)
   - 'Have you been removed from the register, had conditions or sanctions placed on your registration or been issued with a warning?' (optional)
   - 'Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?' (optional)
2. Select the 'Save and continue' button.

Application task list

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

<mark>Important:</mark> The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you have completed. You cannot send a job application until all sections are completed.

To begin completing your tasklist, complete the following steps:

1. Select a link to begin a section of the tasklist.
2. Select the 'Save and come back later' link (optional).

Go to the next page to see the screen shot

Tip: You must complete all sections of the tasklist before you can send your application.

For help and guidance, go to the 'How to apply for a job in NHS Jobs – Check your equal opportunities' user guide or video in the 'Apply for a job' box of the 'Help and support for applicants' webpage.