

# How to apply for a job in NHS Jobs user guide – Check your equal opportunities

This guide gives you instructions for how to add your equal opportunities information to your application in the NHS Jobs service.

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

- health conditions or disabilities
- equality and diversity details

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.

You'll need to complete your equality and diversity monitoring information. The information collected will be treated confidentially and used for statistical purposes only, not to identify individuals.

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

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#### **Guaranteed interview scheme**

This page gives you instructions for how to confirm if you have a health condition or disability.

The sections of your task list 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 add your health conditions or disabilities, complete the following steps:

1. Select the '<u>Guaranteed interview scheme</u>' link.

NHS Jobs	Sign out
	English Cymraeg
BETA Your feedback will help us to improve this service.	
NHS BSA Training Administrator application Application incomplete You have completed 11 of 14 sections.	
Add your personal details	Job details
Contact details	Closing date 30 December 2021
Add your right to work status	Job reference number T1111-21-8154
<u>Right to work</u>	COMPLETED View the job advert (opens in new tab)
Add your qualifications, training and job h	history
Qualifications	COMPLETED
Training	COMPLETED
Job history	COMPLETED
Add your supporting evidence	
Essential and desirable criteria	COMPLETED
Add further information the employer nee	eds from you
Medical qualifications and details	STARTED
Dental qualifications and details	COMPLETED
Nursing qualifications and details	COMPLETED
Driving qualifications and details	COMPLETED
Unspent criminal convictions and cautions	COMPLETED
Fitness to practice	COMPLETED
Check your equal opportunities	
1 Guaranteed interview scheme	NOT STARTED
Equality and diversity	NOT STARTED

# Have any of the following affected your ability to carry out your daily activity for more than 12 months?

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, complete the following steps:

- 1. Select an answer:
  - <u>'Yes</u>'
  - 'No'
  - 'Prefer not to say'
- 2. Select the 'Save and continue' button.

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	chynsif <sup>y</sup> <u>Cynnaeg</u>
BETA Your feedback will help us to improve this service.	
C Go back Administrator application Have any of the following affected your ability to carry out your daily activity for more than 12 months? You: • are neurodivergent • have a disability • have a disability • have a disability • have a health condition • Help with this question If you have a physical or mental impairment, it might be harder to do day-to-day activities both in your personal life and at work. NHS employers are supportive of neurodivergent applicants and those with disabilities or health conditions. They are committed to employing them. Answer yes if your condition has or will affect you for more than 12 months. • No • O • Prefer not to say 2 Save and continue Save and continue	
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Tip: You can select the 'Help with this question' link for more information.

### Select any of the following that apply to you

This page gives you instructions for how to select which impairment you have.

**Important:** This page is only shown if you're adding an impairment.

To select your impairment, complete the following steps:

- **1.** Select an answer.
- 2. Select the '<u>Save and continue</u>' button.

	NHS Jobs		Sign out
		English	<u>Cymraeg</u>
	BETA Your feedback will help us to improve this service.		
1	C Go back   Administrator application   Salect any of the following that apply to you   Pople may experience more than one type of impairment, you can select more than one.   If another category applies, choose 'Other'   Physical impairment   Sensory impairment   Mental health condition   Learning disability or difficulty   Iong-standing illness   or   Other   Save and continue		
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Tip: You can select more than one answer.

# Do you want to be considered for interview under the Disability Confident scheme?

This page gives you instructions for how to confirm if you want to be considered for interview under the Disability Confident scheme.

**Important:** This page is only shown if you've confirmed you have an impairment.

To confirm, complete the following steps:

- 1. Select an answer.
- 2. Select the '<u>Save and continue</u>' button.

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	English <u>Cymraeg</u>
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.	
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# Are you a member of the UK Armed Forces community?

This page gives you instructions for how to confirm if you're a member of the UK Armed Forces community.

To confirm if you're a member of the Armed Forces community, complete the following steps:

- 1. Select an answer:
  - 'Yes'
  - 'No'
  - <u>'Prefer not to say</u>'
- **2.** Select the 'Save and continue' button.

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	English <sup> </sup> <u>Cymraeg</u>
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.	
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### Do you want to be considered 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're a member of the UK Armed Forces community.

To confirm, complete the following steps:

- **1.** Select an answer.
- 2. Select the '<u>Save and continue</u>' button.

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BETA Your <u>feedback</u> will help us to improve this service.		
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#### Check and save your guaranteed interview scheme answers

This page gives you instructions for how to check and save your guaranteed interview scheme answers.

To change or confirm your guaranteed interview scheme answers, complete the following steps:

- **1.** Select a 'Change' link:
  - 'Do you have a health condition or disability or are you neurodivergent and has this affected your ability to carry out your daily activities for more than 12 months?' (optional)
  - <u>'Which impairment do you have?</u>' (optional)
  - <u>'Do you want to be considered for interview under the Disability Confident</u> <u>scheme?</u>' (optional)
  - <u>'Are you a member of the UK Armed Forces community?</u>' (optional)
  - <u>'Do you want to be considered for interview under the Guaranteed Interview</u> <u>scheme?</u>' (optional)
- 2. Select the '<u>Save and continue</u>' button.

Go to the next page to see the screen shot

<b>NHS</b> Jobs			Sign out
		E	nglish <sup> </sup> <u>Cymraeg</u>
BETA Your feedback	will help us to improve this service.		
	pplication ave your guaranteed :heme answers		
Do you have a health condition or disability or are you neurodivergent and has this affected your ability to carry out your daily activities for more than 12 months?	Yes	<u>Change</u>	
Which impairment do you have?	Mental health condition	<u>Change</u>	
Do you want to be considered for interview under the Disability Confident scheme?	Yes	<u>Change</u>	
Are you a member of the UK Armed Forces community?	Yes	<u>Change</u>	
Do you want to be considered for interview under the Guaranteed Interview scheme?	Yes	<u>Change</u>	
2 Save and continue			
<u>Privacy policy</u> Terms	and conditions Accessibility.Statement	Cookies How to apply for jobs	© Crown copyright

Go to the next page

# **Application task list**

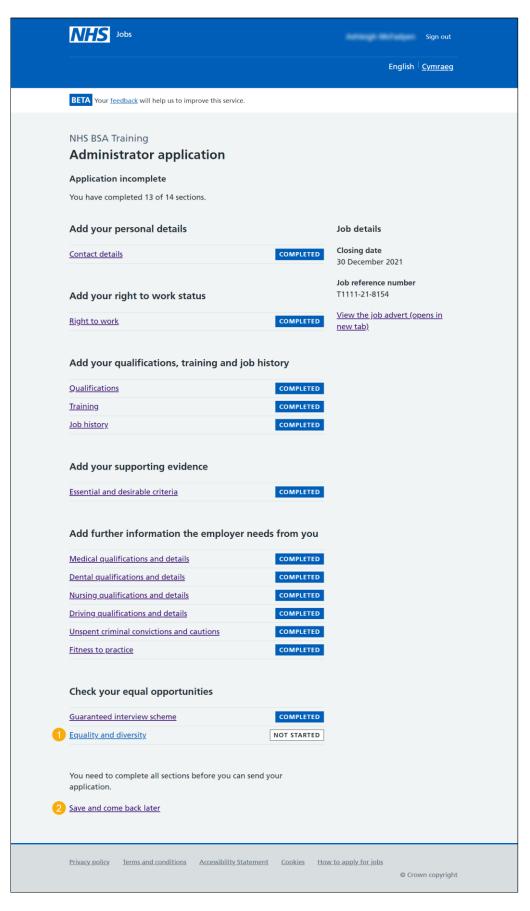
This page gives you instructions for how to view your application task list.

**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 '<u>Equality and diversity</u>' 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



Go to the next page

# 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 '<u>Continue</u>' button.

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		English	<u>Cymraeg</u>
	BETA Your feedback will help us to improve this service.		
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# 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 '<u>Save and continue</u>' button.

NHS Jobs	Sign out
	English <sup> </sup> <u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.	
<ul> <li>C Go back</li> <li>Administrator application</li> <li>What is your gender?</li> <li>Male</li> <li>Female</li> <li>or</li> <li>Prefer not to say</li> </ul> 2 Save and continue Save and come back later	
Privacy_policy Terms and conditions Accessibility_Statement	<u>Cookies How to apply for jobs</u> © 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 if your gender is the same as that assigned at birth, complete the following steps:

- 1. Select an answer.
- 2. Select the '<u>Save and continue</u>' button.

<b>NHS</b> Jobs		Sign out
	English	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back Administrator application Is your gender the same as that assigned at birth?		
Yes No Prefer not to say		
2 Save and continue Save and come back later		
Privacy_policy. Terms and conditions Accessibility_Statement Cookies How	<u>w to apply for jobs</u> © Crov	wn copyright

# 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 '<u>Save and continue</u>' button.

<b>NHS</b> Jobs	Antonip McCalper	Sign out
	English	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.		
C Go back  Administrator application  What is your marital status?  Married  Married  Single  Civil Partnership  Legally separated  Divorced  vidowed or  Prefer not to say  Save and continue		
Save and come back later		
Privacy_policy Terms_and_conditions Accessibility_Statement Cookies h	How to apply for jobs © Cro	wn copyright

# 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, complete the following steps:

- 1. Select an answer.
- **2.** Select the '<u>Save and continue</u>' button.

Jobs		Sign out
	English	<u>Cymraeg</u>
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.		
<ul> <li>Go back</li> <li>Administrator application</li> <li>Are you currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks?</li> <li>Yes</li> <li>No</li> </ul>		
<ol> <li>or</li> <li>Prefer not to say</li> <li>Save and continue</li> <li>Save and come back later</li> </ol>		
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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 '<u>Save and continue</u>' button.

<b>NHS</b> Jobs		Sign out
	English	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.		
<ul> <li>Go back</li> <li>Administrator application</li> <li>Which of the following options best describes how you think of yourself?</li> </ul>		
<ul> <li>Heterosexual/straight</li> <li>Bisexual</li> <li>Gay/lesbian</li> <li>Other sexual orientation not listed</li> <li>Undecided</li> <li>or</li> <li>Prefer not to say</li> </ul> 2 Save and continue Save and come back later		
Privacy policy. Terms and conditions Accessibility Statement Cookies How	<u>w to apply for jobs</u> © Crov	wn copyright

# 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 '<u>Save and continue</u>' button.

<b>NHS</b> Jobs			Automatic Martine	-	Sign out
			Eng	Jlish	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to imp	prove this service.				
C Go back  Administrator application  What is your age?  Under 24 years  Under 24 years  24-44 years  45-59 years  60-74 years  75+ years  or  Prefer not to say  Save and continue  Save and come back later					
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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 '<u>Save and continue</u>' button.

Jobs	Sign out
	English <sup> </sup> <u>Cymraeg</u>
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.	
< Go back Administrator 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: Chinese         Asian/Asian British: Indian         Asian/Asian British: Pakistani         Asian/Asian British: Pakistani         Black/Black British: Caribbean         Black/Black British: Caribbean         Black/Black British: Other         Mixed: White and Asian         Mixed: White and Black Caribbean         Mixed: Other         Any other ethnic group         or         Prefer not to say         Save and continue	
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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 '<u>Save and continue</u>' button.

NHS Jobs	And angle Michaelper	Sign out
	English	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.		
C Go back  Administrator application  What is your religion?  Atheism/no religion Buddhism Christianity (including Church of England, Catholic, Protestant and all other Christian denominations) Hinduism Judaism Islam Sikhism Any other religion or Prefer not to say		
Save and continue Save and come back later		
Privacy policy. Terms and conditions Accessibility Statement Cookies Ho	o <u>w to apply for jobs</u> © Crov	vn copyright

#### Check and save your equality and diversity answers

This page gives you instructions for how to check and save your equality and diversity answers.

To confirm or change your equality and diversity answers, complete the following steps:

- **1.** Select a 'Change' link:
  - <u>'Your gender</u>' (optional)
  - <u>'Gender assignment</u>' (optional)
  - <u>'Marital status</u>' (optional)
  - 'Pregnancy, maternity and paternity leave' (optional)
  - <u>'Sexual orientation</u>' (optional)
  - '<u>Age</u>' (optional)
  - <u>'Ethnic group</u>' (optional)
  - '<u>Religion</u>' (optional)
- 2. Select the 'Save and continue' button.

	NHS Jobs			Antoing Michaelyne	Sign out
				English	<u>Cymraeg</u>
	BETA Your feedback v	vill help us to improve this service.			
(	Administrator a Check and s diversity and	ave your equality and	I		
	Your gender	Female	<u>Change</u>		
	Gender assignment	Yes	<u>Change</u>		
I	Marital status	Single	<u>Change</u>		
	Pregnancy, maternity and paternity leave	No	<u>Change</u>	1	
9	Sexual orientation	Heterosexual/straight	<u>Change</u>		
	Age	24-44 years	<u>Change</u>		
I	Ethnic group	White: English, Scottish, Welsh, Northern Irish, British	<u>Change</u>		
I	Religion	Atheism/no religion	<u>Change</u>		
2	Save and continue				
I	Privacy policy Terms.	and conditions Accessibility Statement	<u>Cookies</u> <u>How to</u>	<u>apply_for_jobs</u> © Cro	wn copyright

# **Application task list**

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

**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 review your tasklist, complete the following steps:

- 1. Select a link to review 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

<b>NHS</b> Jobs	Sign out
	English <sup> </sup> <u>Cymrae</u> g
BETA Your <u>feedback</u> will help us to improve this service.	
NHS BSA Training Administrator application	
Application complete	
You have completed 14 of 14 sections.	
Add your personal details	Job details
Contact details COMPLET	ED Closing date 30 December 2021
	Job reference number
Add your right to work status	T1111-21-8154
Right to work COMPLET	ED <u>View the job advert (opens in</u> new tab)
Qualifications COMPLET	
Qualifications     COMPLET       Training     COMPLET	
	ED
Training COMPLET	ED
Training     COMPLET       Job history     COMPLET	ED
1 Training     COMPLET       1 Job history     COMPLET       Add your supporting evidence	ED ED
Training       COMPLET         Job history       COMPLET         Add your supporting evidence       Essential and desirable criteria         Essential and desirable criteria       COMPLET	ED ED
Training       COMPLET         Job history.       COMPLET         Add your supporting evidence       Essential and desirable criteria         Essential and desirable criteria       COMPLET         Add further information the employer needs from your support       Complete criteria	ED ED ED
Training       COMPLET         Job history.       COMPLET         Add your supporting evidence       Essential and desirable criteria         Essential and desirable criteria       COMPLET         Add further information the employer needs from yoo       Medical qualifications and details	ED ED ED ED ED
Training       COMPLET         Job history       COMPLET         Add your supporting evidence       Essential and desirable criteria         Essential and desirable criteria       COMPLET         Add further information the employer needs from yoo       Medical qualifications and details         Dental qualifications and details       COMPLET         Nursing qualifications and details       COMPLET         Driving qualifications and details       COMPLET	ED ED ED ED ED ED
Training       COMPLET         Job history,       COMPLET         Add your supporting evidence       COMPLET         Essential and desirable criteria       COMPLET         Add further information the employer needs from yo       Medical qualifications and details         Medical qualifications and details       COMPLET         Nursing qualifications and details       COMPLET         Driving qualifications and details       COMPLET         Unspent criminal convictions and cautions       COMPLET	ED ED ED ED ED ED ED ED
1       Training       COMPLET         1       Job history       COMPLET         Add your supporting evidence       COMPLET         1       Essential and desirable criteria       COMPLET         Add further information the employer needs from yoo       Medical qualifications and details       COMPLET         1       Medical qualifications and details       COMPLET         1       Nursing qualifications and details       COMPLET         1       Nursing qualifications and details       COMPLET         1       Driving qualifications and details       COMPLET	ED ED ED ED ED ED ED ED
Training       COMPLET         Job history,       COMPLET         Add your supporting evidence       COMPLET         Essential and desirable criteria       COMPLET         Add further information the employer needs from yo       Medical qualifications and details         Medical qualifications and details       COMPLET         Nursing qualifications and details       COMPLET         Priving qualifications and details       COMPLET         Unspent criminal convictions and cautions       COMPLET	ED ED ED ED ED ED ED ED
1       Training       COMPLET         1       Job history.       COMPLET         Add your supporting evidence       Essential and desirable criteria       COMPLET         Add further information the employer needs from yo       Add further information the employer needs from yo         1       Medical qualifications and details       COMPLET         1       Dental qualifications and details       COMPLET         1       Nursing qualifications and details       COMPLET         1       Driving qualifications and details       COMPLET         1       Unspent criminal convictions and cautions       COMPLET         1       Fitness to practice       COMPLET	ED ED ED ED ED ED ED ED

For help and guidance, go to the 'How to apply for a job in NHS Jobs – Send a job application' user guide or video in the 'Apply for a job' box of the <u>'Help and support for applicants'</u> webpage.