

How to create a job listing in NHS Jobs user guide – Additional questions

This guide gives you instructions for how to add pre-application and additional questions when creating a job listing in the NHS Jobs service.

To add any pre-application or additional questions, you'll need to:

- Choose any pre-application questions you would like to add to your listing
- Choose any additional applications questions to add to your listing

To create and publish a job listing you must be a:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'

If you're using online approvals, all approvers must approve the listing before it's published.

If you're a Recruiting manager, you can create a listing, but then you'll need to send it for approval to one of the roles in the above list.

Contents

How to create a job listing in NHS Jobs user guide – Additional questions.....	1
Pre-application questions	3
Do you want to add any pre-application questions?	4
Select the pre-application questions	5
Enter the name of the qualification	6
Enter the name of the licence	7
Enter the name of the registration.....	8
Check and save pre-application questions	9
Job listing tasklist	10
Does the job require applicants to be checked for any previous criminal convictions?	11
Add further questions around criminal convictions to the job application.....	12
Is the job open to applicants outside the EU and EEA?	13
Does the job require current UK professional registration?	14
Do you want to add any additional questions for job specific roles?.....	15
What type of additional questions do you want to add?	16
Which additional medical questions do you want to add?	17
Which additional dental questions do you want to add?.....	18
Which additional nursing questions do you want to add?.....	19
Which additional driving questions do you want to add?.....	20
Do you need to add fitness to practise questions?.....	21
Check and save the additional application questions.....	22
Job listing task list	24

Pre-application questions

This page gives you instructions for how to add any pre-application questions.

To add any pre-application questions, complete the following steps:

1. Select the '[Pre-applications questions](#)' link.

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NHS BSA Training

Training and Support Officer job listing

DRAFT
Reference no: T1111-21-1234

Job listing incomplete
You have completed 8 of 12 sections.

Add the job title

Job title and reference number	COMPLETED
--	-----------

Add the details of the job

About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED

Add the job overview, job description and person specification

Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
Supporting documents	COMPLETED

Add pre-application and additional application questions

1 Pre-application questions	NOT STARTED
Additional application questions	NOT STARTED

Do you want to add any pre-application questions?

This page gives you instructions for how to confirm if you want to add any pre-application questions.

Important: If you use pre-application questions and the applicant selects 'No', their application will be stopped, and they won't be able to continue with or submit their application.

To confirm if pre-application questions are needed, complete the following steps:

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

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Create a job advert

Do you want to add any pre-application questions?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

If applicants need to have certain criteria to do the job (for example, they must have medical training or professional registration), adding pre-application questions will prevent applicants who are not eligible from progressing to the application form.

1 Yes No

2 **Save and continue**

[Save and come back later](#)

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Select the pre-application questions

This page gives you instructions for how to select your pre-application questions.

Important: This page is only shown if you're adding pre-application questions. You can select more than one answer.

To confirm the pre-application questions, complete the following steps:

1. Select an answer:
 - '[Do you possess \(name\) qualification or equivalent?](#)' (optional).
 - '[Do you possess \(name\) licence?](#)' (optional).
 - '[Do you possess \(name\) registration?](#)' (optional).
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a light blue background. It starts with a '< Go back' link. Below that, it says 'Create a job advert' and 'Select the pre-application questions'. The job title is 'Training and Support Officer' with a 'DRAFT' label. The reference number is 'T1111-21-1234'. There are three paragraphs of text explaining the purpose of the questions and providing instructions. Below the text, there is a section titled 'Select all that apply' with a list of six questions, each with a checkbox. A red circle with the number '1' is next to the third question: 'Do you possess [enter the name] registration?'. Below the list, there is a green button with a red circle and the number '2' next to the text 'Save and continue'. Below the button, there is a link: '[Save and come back later](#)'.

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Tip: You can select the 'How to use the pre-application questions' link for more information.

Enter the name of the qualification

This page gives you instructions for how to enter the name of the qualification.

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

To enter your qualification or equivalent name, complete the following steps:

1. In the **Enter the name** box, enter the details.
2. Select the ['Save and continue'](#) button.

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Create a job advert

Enter the name of the qualification

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Enter the name 1

Have you got a qualification or the equivalent?

2 **Save and continue**

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Enter the name of the licence

This page gives you instructions for how to enter the name of the licence.

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

To enter your licence name, complete the following steps:

1. In the **Enter the name box**, enter the details.
2. Select the ['Save and continue'](#) button.

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Create a job advert

Enter the name of the licence

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Enter the name 1

Do you possess a licence?

2 **Save and continue**

[Save and come back later](#)

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Enter the name of the registration

This page gives you instructions for how to enter the name of the registration.

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

To enter the name of the registration, complete the following steps:

1. In the **Enter the name** box, enter the details.
2. Select the ['Save and continue'](#) button.

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Create a job advert

Enter the name of the registration

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Enter the name 1

Are you registered?

2 **Save and continue**

[Save and come back later](#)

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Check and save pre-application questions

This page gives you instructions for how to check and save your pre-application questions.

To confirm or change your pre-application questions, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Do you want to add pre-application questions?'](#)
 - ['Pre-application questions'](#)
2. Select the ['Save and continue'](#) button.

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Create a job advert

Check and save the pre-application questions

Do you want to add pre-application questions?	Yes	Change 1
Pre-application questions	Do you possess NVQ level 3 qualification or equivalent? Are you currently employed by the Employer advertising this vacancy?	Change 1

2 [Save and continue](#)

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Job listing tasklist

This page gives you instructions for how to view your job listing 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 publish a job listing until all sections are completed.

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

1. Select the '[Additional application questions](#)' link to begin this section.
2. Select the 'Save and come back later' link (optional).

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer job listing'. The page is titled 'NHS BSA Training' and 'Training and Support Officer job listing'. It indicates that the job listing is incomplete, with 9 of 12 sections completed. The sections and their completion status are as follows:

- Job title and reference number: COMPLETED
- About the job and pay: COMPLETED
- Location: COMPLETED
- Contact details and closing date: COMPLETED
- Job overview: COMPLETED
- Job description: COMPLETED
- Person specification: COMPLETED
- Supporting documents: COMPLETED
- Pre-application questions: COMPLETED
- Additional application questions: NOT STARTED (highlighted with a red circle and '1')
- Recruitment team: NOT STARTED
- Welsh (Cymraeg) translation for this advert: CANNOT START YET

At the bottom, there is a note: 'You need to complete all sections before you send it for approval.' and a link 'Save and come back later' highlighted with a red circle and '2'.

Does the job require applicants to be checked for any previous criminal convictions?

This page gives you instructions for how to confirm if you want to check applicants for any previous criminal convictions.

To confirm if you want to check applicants, complete the following steps:

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

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Create a job advert

Does the job require applicants to be checked for any previous criminal convictions?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

1 Yes No

▶ [Help with previous criminal convictions](#)

2 **Save and continue**

[Save and come back later](#)

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Tip: You can select the ‘Help with previous criminal convictions’ link for more information.

Add further questions around criminal convictions to the job application

This page gives you instructions for how to add further questions around criminal convictions to the job application.

Important: This page is only shown if you need applicants to be checked for previous criminal convictions.

To confirm if you want to check applicants, complete the following steps:

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

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Create a job advert

Add further questions around criminal convictions to the job application

Select application questions that will help you to decide on applicant's suitability for working with children and adults in your health organisation. This will ensure that vulnerable patients are protected under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Select which questions apply.

1 Have you got any convictions that are not protected?

Have you got any cautions that are not protected?

2 **Save and continue**

[Save and come back later](#)

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Tip: You can select more than one answer.

Is the job open to applicants outside the EU and EEA?

This page gives you instructions for how to confirm if the job is open to applicants outside the EU and EEA.

To confirm if the job is open to applicants, complete the following steps:

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

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Create a job advert

Is the job open to applicants outside the EU and EEA?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

1 Yes No

▼ [Help with applicants outside the EU/EEA](#)

You should select YES if the job applications from job seekers outside the [EU/EEA](#) who require [Skilled worker sponsorship](#) to work in the UK will be considered alongside all other applications. This information will be displayed on the job advert.

2 **Save and continue**

[Save and come back later](#)

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Tip: You can select the ‘EU/EEA and Tier 2 sponsorship’ links for more information.

Does the job require current UK professional registration?

This page gives you instructions for how to confirm if applicants require a current UK professional registration.

To confirm if the job requires a current UK professional registration, complete the following steps:

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

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Create a job advert

Does the job require current UK professional registration?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

1 Yes No

▼ [Help with professional registration](#)

You should select YES if the job applicants must have current UK professional registration. Overseas job applicants for a post that requires professional registration, will need to register with the appropriate regulatory body. If applicants are registered in their home country but do not have UK registration, the employer might need to help them with this. This information will be displayed on the job advert.

2 [Save and continue](#)

[Save and come back later](#)

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Tip: You can select the ‘Help with professional registration’ link for more information.

Do you want to add any additional questions for job specific roles?

This page gives you instructions for how to add additional questions for job specific roles.

To confirm if you would like to add any additional questions, complete the following steps:

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

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Create a job advert

Do you want to add any additional questions for specific job roles?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

You can add additional questions for medical, dental, nursing or driving roles.

1 Yes No

2 **Save and continue**

[Save and come back later](#)

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What type of additional questions do you want to add?

This page gives instructions for how to select the type of additional questions you want to add.

Important: This page is only shown if you're adding additional questions for job specific roles.

To confirm the additional questions, complete the following steps:

1. Select an answer:
 - ['Medical'](#)
 - ['Dental'](#)
 - ['Nursing'](#)
 - ['Driving'](#)
2. Select the 'Save and continue' button.

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Create a job advert

What type of additional questions do you want to add?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Select all that apply.

Medical

Dental

Nursing

Driving

1

2 [Save and continue](#)

[Save and come back later](#)

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Tip: You can select more than one answer.

Which additional medical questions do you want to add?

This page gives instructions for how to confirm which additional medical questions you want to add.

Important: This page is only shown if you're adding additional medical questions.

To confirm the additional medical questions you want to add, complete the following steps:

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

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. 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 yellow box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a light blue background. It starts with a '< Go back' link. Below that, it says 'Create a job advert' and 'Which additional medical questions do you want to add?'. The job title is 'Training and Support Officer' with a 'DRAFT' label. The reference number is 'T1111-21-1234'. Below that, it says 'Select all that apply.' and lists several questions with checkboxes:

- What is your GMC registration status?
- Who is your current responsible officer?
- When was your last revalidation?
- When was your last appraisal?
- Are you on this employer's Performers List, or will you be within 3 months of the interview?
- Are you on the GMC's Specialist Register, or are a Specialist Registrar (SpR) due to gain a relevant CCT or Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR (CP)) within 6 months of the interview?
- Are you on the GMC's GP Register, or are a GP Registrar due to gain a CCT or a Certificate of Eligibility for GP Registration (CEGPR) or equivalent within 3 months of the interview?
- Are you currently registered in this employer's region as a Responsible Clinician?
- Do you have current Section 12 (Mental Health Act England and Wales) approval for working in this NHS region?
- Have your Foundation Programme 1 competencies been formally signed off?
- Have your Foundation Programme 2 competencies been formally signed off?

At the bottom of the list, there is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. 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 text '© Crown copyright'.

Tip: You can select more than one answer.

Which additional dental questions do you want to add?

This page gives instructions for how to confirm which additional dental questions you want to add.

Important: This page is only shown if you're adding additional dental questions.

To confirm the additional dental questions you want to add, complete the following steps:

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

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Create a job advert

Which additional dental questions do you want to add?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Select all that apply.

- What is your GDC registration status?
- Who is your current responsible officer?
- When was your last revalidation?
- When was your last appraisal?
- 1** Are you on this employer's Performers List, or will you be within 3 months of the interview?
- What is the name of your professional body?
- What is your professional body membership category?
- Are you on the GDC's Specialist Register, or a Specialist Registrar (SpR) due to obtain a relevant Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR (CP)) within 6 months of the interview?

2 [Save and continue](#)

[Save and come back later](#)

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Tip: You can select more than one answer.

Which additional nursing questions do you want to add?

This page gives instructions for how to confirm which additional nursing questions you want to add.

Important: This page is only shown if you're adding additional nursing questions.

To confirm the additional nursing questions you want to add, complete the following steps:

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

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Create a job advert

Which additional nursing questions do you want to add?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Select all that apply.

Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)?

Do you have a care certificate or equivalent?

Have you passed the computer based test (CBT)?

1 Have you passed an NMC approved English language test?

Are you a student or newly registered nurse?

When is your revalidation due?

Do you want to give any more details about your revalidation?

2

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Tip: You can select more than one answer.

Which additional driving questions do you want to add?

This page gives instructions for how to confirm which additional nursing questions you want to add.

Important: This page is only shown if you're adding additional driving questions.

To confirm the additional nursing questions you want to add, complete the following steps:

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

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Create a job advert

Which additional driving questions do you want to add?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Select all that apply.

Do you have access to a vehicle which can be used for work purposes?

Do you have a valid UK driving licence?

Which vehicle categories do you have a licence for?

1 Do you have a full or provisional C1 licence?

Have you driven category C1 vehicles in previous job or outside of work?

How many penalty points do you currently have on your driving licence?

Do you have any driving endorsements or driving convictions?

2 [Save and continue](#)

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Tip: You can select more than one answer.

Do you need to add fitness to practise questions?

This page gives you instructions for how to confirm if you need to add fitness to practise questions.

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

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

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Create a job advert

Do you need to add fitness to practise questions?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Applicants will confirm if:

- they're currently subject to a fitness to practise investigation or proceedings by a regulatory or licensing body
- they've been removed from the register
- they've had conditions or sanctions placed on their registration
- they've ever had restrictions placed on their clinical practise as a part of the revalidation process

1 Yes No

2 **Save and continue**

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Check and save the additional application questions

This page gives you instructions for how to check and save your additional application questions.

To confirm or change your additional application questions, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Does the job require applicants to be checked for any previous criminal convictions?'](#)
 - ['Is the job open to applicants outside of the EU and EEA?'](#)
 - ['Does the job require current UK professional registration?'](#)
 - ['Do you want to add any additional application questions?'](#)
 - ['Fitness to practise'](#)
2. Select the 'Save and continue' button.

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

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Create a job advert

Check and save the additional application questions

Criminal Convictions

Does the job require applicants to be checked for any previous criminal convictions? No [Change](#) 1

Other information displayed on the job advert

Is the job open to applicants outside the EU and EEA? Yes [Change](#) 1

Does the job require current UK professional registration? No [Change](#) 1

Job specific role questions

Do you want to add any additional questions? No [Change](#) 1

Fitness to practise

Fitness to practise You have chosen NO to ask if the candidate has been removed from the register. [Change](#) 1
You have chosen NO to ask if the candidate has conditions or sanctions placed on their registration.
You have chosen NO to ask if the candidate has ever had restrictions placed on their clinical practise as a part of the revalidation process.

2 [Save and continue](#)

[Go to the next page](#)

Job listing task list

This page gives you instructions for how to view your job listing 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 publish a job listing 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](#)

You're viewing NHS BSA Training

NHS Jobs Signed in as NHSBSA Training 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.](#)

NHS BSA Training
Training and Support Officer job listing

DRAFT
 Reference no: T1111-21-1234

Job listing incomplete
 You have completed 10 of 12 sections.

Add the job title

[Job title and reference number](#) **COMPLETED**

Add the details of the job

[About the job and pay](#) **COMPLETED**

[Location](#) **COMPLETED**

[Contact details and closing date](#) **COMPLETED**

Add the job overview, job description and person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

[Person specification](#) **COMPLETED**

[Supporting documents](#) **COMPLETED**

Add pre-application and additional application questions

[Pre-application questions](#) **COMPLETED**

[Additional application questions](#) **COMPLETED**

Add the recruitment team

1 [Recruitment team](#) **NOT STARTED**

Add the Welsh (Cymraeg) translation for this advert

Welsh translation **CANNOT START YET**

You need to complete all sections before you send it for approval.

2 [Save and come back later](#)

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Tip: You must complete all sections of the tasklist before you are able to add Welsh translations to your advert. This section will only appear if you have Welsh organisation settings turned on.

Go to the 'How to create a job listing in NHS Jobs – Add the recruitment team' user guide or video in the 'Create a job listing' box of the '[Help and support page for employers](#)' webpage.