

How to create a job listing in NHS Jobs user guide – Add 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 pre-application and additional questions, you'll need to add:

- any pre-application questions including qualifications, licences, registrations, PLAB 2, IQE/ORE and if you're employed by the Employer advertising the job (optional)
- any additional questions including medical, dental, nursing and driving (optional)

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the <u>employer dashboard</u>.

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Pre-application questions

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

The different statuses are:

- **NOT STARTED** you haven't started the job listing section.
- **STARTED** you've started the job listing section but it's incomplete.
- **COMPLETED** you've completed the job listing section.
- **CANNOT START YET** you need to complete all sections before this is available.

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

1. Select the 'Pre-applications questions' link.

	NHS Jobs	You're viewing NHS Business Services Authority Change Signed in as <u>NHS BSA Training</u> Sign Out	
	BETA Your feedback will help us to improve this service.		
	NHS Business Services Authority Training and Support Officer job listi	ng	
	DRAFT Reference no: A0090-22-6375		
	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 perso specification	COMPLETED	
	Job description	COMPLETED	
	Person specification	COMPLETED	
	Supporting documents	COMPLETED	
	Add pre-application and additional application q	uestions	
1	Pre-application questions	NOT STARTED	
	Additional application questions	NOT STARTED	
	Add the recruitment team		
	Recruitment team	NOT STARTED	
	Add the Welsh (Cymraeg) translation for this ad	vert	
	Welsh translation CAN	NOT START YET	
	You need to complete all sections before you can publish you	r listing.	
	Save and come back later		
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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 add pre-application questions and the applicant selects 'No', their application will end, and they won't be able to submit their application.

To confirm if you want to add any pre-application questions, complete the following steps:

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



Select the pre-application questions

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

Important: You'll only see this page if you're adding pre-application questions. You can select more than one answer.

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

- **1.** Select the 'how to use the pre-application questions' link for more information (optional).
- **2.** Select a pre-application question.
- **3.** Select the '<u>Save and continue</u>' button.

		You're viewing NHS BSA Training	<u>Change</u>
	NHS Jobs	Signed in as <u>NHSBSA Training</u>	Sign Out
	BETA Your <u>feedback</u> will help us to improve this service.		
	< Go back		
	Create a job advert		
	Select the pre-application questions		
	Training and Support Officer DRAFT		
	Reference no: T1111-22-1234		
	The questions need to be appropriate to the job criteria and person specification.		
	This will stop anyone applying who does not match your essential criteria.		
	You should confirm the questions with your organisation's HR team before using them. This will make sure they do not breach employment legislation.	2	
	If you're unsure, read about how to use the pre-application questions.		
	Select all that apply		
	Do you possess [enter the name] qualification or equivalent?		
	Do you possess [enter the name] licence?		
0	Do you possess [enter the name] registration?		
4	Have you passed PLAB 2?		
	Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?		
	Are you currently employed by the Employer advertising this vacancy?		
3	Save and continue		
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Enter the name of the qualification

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

Important: You'll only see this page if you're adding a pre-application qualification question.

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

- 1. In the Enter the name box, enter the details.
- 2. Select the '<u>Save and continue</u>' button.

If you're adding a licence, go to the 'Enter the name of the licence' page.

NHS Jobs	You're viewing NHS Business Services Authority <u>Change</u> Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back Create a job advert Enter the name of the qualification	
Training and Support Officer DRAFT	
Reference no: A0090-22-6375	
Enter the name 1 Have you got a qualification or the equ	ivalent?
2 Save and continue	
Save and come back later	
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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: You'll only see this page if you're adding a pre-application licence question.

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

- 1. In the Enter the name box, enter the details.
- 2. Select the '<u>Save and continue</u>' button.

If you're adding a registration, go to the 'Enter the name of the registration' page.

NHS Jobs	You're viewing NHS Business Services Authority Signed in as <u>NHS BSA Training</u>	<u>Change</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back Create a job advert Enter the name of the licence		
Training and Support Officer DRAFT		
Reference no: A0090-22-6375		
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: You'll only see this page if you're adding a pre-application registration question.

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

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

NHS Jobs	You're viewing NHS Business Services Authority Signed in as <u>NHS BSA Training</u>	<u>Change</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
 Go back Create a job advert Enter the name of the registration 		
Training and Support Officer DRAFT		
Enter the name 1 Are you registered?		
2 Save and continue		
Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Co	ookies How to create and publish jobs © Crow	n copyright

Check and save the pre-application questions

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

To check, change and save the 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 '<u>Save and continue</u>' button.

NHS Jobs		You're viewing NHS Business Services Authori Signed in as <u>NHS BSA Traini</u>	i ty <u>Change</u> ng Sign Out
BETA Your feedback	will help us to improve this service.		
Create a job adv Check and sa	^{ert} ave the pre-application	1	
Do you want to add pre-application questions?	Yes	Change 1	
Pre-application questions	Do you possess NVQ level 3 qualification or equivalent?	Change 1	
2 Save and continue			
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You've completed pre-application questions

This page shows confirmation you've completed the pre-application questions section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

- 1. Select the <u>'Additional application questions</u>' link to begin this section. or
- 2. Select the 'Save and come back later' link.

	You're viewing NHS Business Services Authority Chan
NHS Jobs	Signed in as <u>NHS BSA Training</u> Sign O
BETA Your <u>feedback</u> will help us to improve this service.	
Training and Support Officer job	isting
DRAFT Reference no: A0090-22-1950	
Job listing incomplete	
You have completed 9 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
Contact details and closing date Add the job overview, job description and pe specification	
Contact details and closing date Add the job overview, job description and pe specification Job overview	COMPLETED COMPLETED COMPLETED
Contact details and closing date Add the job overview, job description and pe specification Job overview Job description Percon specification	COMPLETED COMPLETED COMPLETED COMPLETED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents Add pre-application and additional application	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents Add pre-application and additional application Pre-application guestions	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents Add pre-application and additional application Pre-application questions Additional application guestions	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents Add pre-application and additional application Pre-application questions Add the recruitment team	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents Add pre-application and additional application Pre-application questions Add the recruitment team Recruitment team	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED NOT STARTED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents Add pre-application and additional application Pre-application questions Add the recruitment team Recruitment team Add the Welsh (Cymraeg) translation for this	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED NOT STARTED NOT STARTED
Contact details and closing date Add the job overview, job description and perspecification Job overview Job description Person specification Supporting documents Add pre-application and additional application Pre-application questions Additional application questions Add the recruitment team Recruitment team Add the Welsh (Cymraeg) translation for this Welsh translation	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED NOT STARTED NOT STARTED
Contact details and closing date Add the job overview, job description and perspecification Job description Person specification Supporting documents Add pre-application and additional application Pre-application questions Add the recruitment team Recruitment team Recruitment team Velsh translation You need to complete all sections before you can publish	COMPLETED COMPLE

If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

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

This page gives you instructions for how to confirm if the job requires applicants to be checked for any previous criminal convictions.

Important: You'll only see this page if you're confirming the additional application questions.

To confirm if the job requires applicants to be checked for any previous criminal convictions, complete the following steps:

- **1.** Select the 'Help with previous criminal convictions' link for more information (optional).
- 2. Select an answer:
 - '<u>Yes</u>'
 - '<u>No</u>'
- **3.** Select the 'Save and continue' button.

	You're viewing NHS BSA Training	<u>Change</u>
	Signed in as <u>NHSBSA Training</u>	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back		
Create a job advert		
Does the job require applicants to be		
checked for any previous criminal		
Training and Support Officer DRAFT		
2 Yes No		
Help with previous criminal convictions 1		
You should select YES if this post will be subject to the Rehabilitation		
of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure		
and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This information will be displayed on the job		
advert.		
3 Save and continue		
Save and come back later		
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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: You'll only see this page if you're checking applicants for any previous criminal convictions. You can select more than one answer.

To add further questions around criminal convictions to the job application, complete the following steps:

- **1.** Select an answer (optional).
- 2. Select the 'Save and continue' button.



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 outside the EU and EEA, complete the following steps:

- **1.** Select the 'Help with applicants outside the EU/EEA' link for more information (optional).
- 2. Select an answer.
- 3. Select the 'Save and continue' button.



Does the job require current UK professional registration?

This page gives you instructions for how to confirm if the job requires a current UK professional registration.

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

- 1. Select the 'Help with professional registration' link for more information (optional).
- 2. Select an answer.
- **3.** Select the '<u>Save and continue</u>' button.

	You're viewing NHS BSA Training	<u>Change</u>
NHS Jobs	Signed in as <u>NHSBSA Training</u>	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back		
Create a job advert		
Does the job require current UK		
professional registration?		
Training and Support Officer DRAFT		
Reference no: T1111-22-1234		
2 Yes No		
Help with professional registration 1		
You should select YES if the job applicants must have current UK		
professional registration. Overseas job applicants for a post that		
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.		
3 Save and continue		
Save and come back later		
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Do you want to add any additional questions for job specific roles?

This page gives you instructions for how to confirm if you want to add any additional questions for job specific roles.

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

To confirm if you want to add any additional questions for job specific roles, complete the following steps:

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



What type of additional questions do you want to add?

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

Important: You'll only see this page if you're adding additional questions for job specific roles. You can select more than one answer.

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

- 1. Select an answer:
 - '<u>Medical</u>'
 - <u>'Dental</u>'
 - <u>'Nursing</u>'
 - <u>'Driving</u>'
- 2. Select the 'Save and continue' button.

	NUC			You'r	e viewing NHS Business Services A	uthority	<u>Change</u>	
	NIIS	JODS			Signed in as <u>NHS BSA</u>	<u>Training</u>	Sign Out	
	BETA Your	feedback will help us to in	mprove this service.					
	< Go back							
	Create a jo	ob advert						
	What ty want to	/pe of additio add?	onal questions	s do yo	bu			
	Training an	d Support Officer	DRAFT					
	Reference no	o: A0090-22-1950						
	Select all tha	t apply.						
	Medica	al						
	Dental							
	Nursing	g						
	Driving	J						
2	Save and o	ontinue						
	Save and cor	<u>ne back later</u>						
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						© Crow	vn copyright	

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: You'll only see this page if you're adding additional medical questions. You can select more than one answer.

To add the additional medical questions, complete the following steps:

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

	You're view	ring NHS Business Services Authority	<u>Change</u>
Λ	HS Jobs	Signed in as <u>NHS BSA Training</u>	Sign Out
В	ETA Your <u>feedback</u> will help us to improve this service.		
< Go	back		
Cre W Wa	eate a job advert hich additional medical questions do you ant to add?		
Trai	ining and Support Officer DRAFT		
Refe	erence no: A0090-22-1950		
Sele	ct all that apply.		
	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?		
1	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?	y)	
	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?	1	
	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?		
2 Sa	ave and continue		
Save	e and come back later		
<u>541</u>			
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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: You'll only see this page if you're adding additional dental questions. You can select more than one answer.

To add the additional dental questions, complete the following steps:

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

	You're viewing NHS Business Services Authority Change
NHS Jobs	Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
K Go back	
Create a job advert	
Which additional dental questions d want to add?	lo you
Training and Support Officer DRAFT	
Reference no: A0090-22-1950	
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?	
Are you on this employer's Performers List, or will you months of the interview?	be within 3
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 (SpR) due to obtain a relevant Certificate of Completio (CCT) or Certificate of Eligibility for Specialist Registrati Combined Programme (CESR (CP)) within 6 months of t interview?	Registrar n of Training on via the he
Save and continue	
Save and come back later	
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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: You'll only see this page if you're adding additional nursing questions. You can select more than one answer.

To add the additional nursing questions, complete the following steps:

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

	You're viewing NHS Business Services Authority Change
NHS Jobs	Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back	
Create a job advert	
Which additional nursing questions	do you
Training and Support Officer DRAFT	
Reference no: A0090-22-1950	
Select all that apply.	
Does the NMC require you to have a period of supervis or take the objective structured clinical examination (O	ed practice ISCE)?
Do you have a care certificate or equivalent?	
Have you passed the computer based test (CBT)?	
Have you passed an NMC approved English language to	est?
Are you a student or newly registered nurse?	
When is your revalidation due?	
Do you want to give any more details about your reval	idation?
2 Save and continue	
Save and come back later	
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Which additional driving questions do you want to add?

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

Important: You'll only see this page if you're adding additional driving questions. You can select more than one answer.

To add the additional driving questions, complete the following steps:

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

	You're viewing NHS Business Services Authority Change
NHS Jobs	Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your feedback will help us to improve this service.	
< Go back	
Create a job advert Which additional driving questions of want to add?	do you
Training and Support Officer DRAFT	
Reference no: A0090-22-1950	
Select all that apply.	
Do you have access to a vehicle which can be used for w purposes?	vork
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 work?	outside of
How many penalty points do you currently have on you licence?	r driving
Do you have any driving endorsements or driving convi	ctions?
2 Save and continue Save and come back later	
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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 '<u>Save and continue</u>' button.

	You're viewing NHS Business Services Authority Change
NHS Jobs	Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back	
Create a job advert	
Do you need to add fitness to pract questions?	ise
Training and Support Officer DRAFT	
Reference no: A0090-22-1950	
Applicants will confirm if:	
 they're currently subject to a fitness to practise investigati proceedings by a regulatory or licensing body 	ion or
they've been removed from the register	
 they've had conditions or sanctions placed on their registr 	ration
 they've ever had restrictions placed on their clinical practi- the revalidation process 	se as a part of
1 Yes No	
2 Save and continue	
Save and come back later	
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Check and save the additional application questions

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

To check, change and save the additional application questions, complete the following steps:

- **1.** Select a 'Change' link (optional):
 - <u>'Does the job require applicants to be checked for any previous criminal convictions?</u>
 - '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.

NHS Jobs		You're viewing	NHS Business Services Authority Change
			Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your feedback	will help us to improve this service.		
Create a job adv Check and sa questions	ert ave the additional applic	ation	
Criminal Convict	ions		
Does the job require applicants to be checked for any previous criminal convictions?	No	<u>Change</u>	0
Other informatio	on displayed on the job advert		
Is the job open to applicants outside the EU and EEA?	No	<u>Change</u>	0
Does the job require current UK professional registration?	No	<u>Change</u>	0
Job specific role	questions		
Do you want to add any additional questions?	No	<u>Change</u>	0
Fitness to practis	e		
Fitness to practise	You have chosen NO to ask if the candidate has been removed from the register. 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.	Change	0
Save and continue	I		

You've completed additional questions

This page shows confirmation you've completed the additional questions section.

Important: You need to complete all sections before you can publish your listing.

To go to a new section of your task list, complete the following steps:

- 1. Select a link to begin a section of the task list. or
- 2. Select the 'Save and come back later' link.

	You're viewing NHS Business Services Authority <u>Change</u>
NHS Jobs	Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
NHS Business Services Authority Training and Support Officer job li	isting
DRAFT Reference no: A0090-22-1950	
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
Job overview Job description	COMPLETED
Person specification	COMPLETED
Supporting documents	COMPLETED
Add pre-application and additional application	on 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 can publish	your listing.
2 Save and come back later	
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To find out how to create a job listing, go to a user guide or video from the '**Create a job listing**' section of the '<u>Help and support for employers'</u> webpage.

You've added the additional questions and reached the end of this user guide.