

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 for your application in the NHS Jobs service.

If the employer has added them and depending on the role, you'll need to answer further information questions.

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.

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Unspent criminal convictions and cautions

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

Important: In this example, the **Unspent criminal convictions and cautions** status is **'NOT STARTED'** and your application is incomplete as you've completed 10 out of 14 sections.

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

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

NHS Jobs
Sign outEnglish | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

NHS BSA Training

Administrator application

Application incomplete
You have completed 10 of 14 sections.

<p>Add your personal details</p> <p>Contact details COMPLETED</p>	<p>Job details</p> <p>Closing date 30 January 2022</p> <p>Job reference number T1111-22-5995</p> <p>View the job advert (opens in new tab)</p>
<p>Add your right to work status</p> <p>Right to work COMPLETED</p>	
<p>Add your qualifications, training and job history</p> <p>Qualifications COMPLETED</p> <p>Training COMPLETED</p> <p>Job history COMPLETED</p>	
<p>Add your supporting evidence</p> <p>Essential and desirable criteria COMPLETED</p>	
<p>Add further information the employer needs from you</p> <p>Medical qualifications and details COMPLETED</p> <p>Dental qualifications and details COMPLETED</p> <p>Nursing qualifications and details COMPLETED</p> <p>Driving qualifications and details COMPLETED</p> <p>1 Unspent criminal convictions and cautions NOT STARTED</p> <p>Fitness to practice NOT STARTED</p>	

Further information the employer needs from you

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

Important: You'll only see this page if the employer has added this question.

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

1. Select the '[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 side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link. The title 'Administrator application' is followed by the main heading 'Further information the employer needs from you'. The text explains that for the Administrator job, the employer needs further information about past or current unspent convictions and cautions. It also states that this information is confidential and will not be shared. A callout box provides a tip: '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.' At the bottom of the main content area, there is a green 'Continue' button with a yellow circle containing the number '1'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

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: You'll only see this page 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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and features the question 'Do you have any unspent convictions?'. Below the question, there is explanatory text: 'If issued in any other country, it includes those where it would be an equivalent offence in England and Wales.' and 'This also applies to Summary Hearings issued under military law while serving in the Armed Forces.' A blue vertical bar highlights a tip: 'You should [read how to tell us about your criminal record information](#) before completing this question.' Below this, there are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. At the bottom of the form area, there is a link: 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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

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

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

Important: You'll only see this page if you're adding unspent convictions.

To confirm when you want to tell the employer about your unspent convictions, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains a 'Go back' link. The title of the page is 'Administrator application' followed by the main heading 'When do you want to tell us about your unspent convictions?'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.' Below these options is a green 'Save and continue' button. At the bottom of the main content area, there is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Details of your unspent convictions

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

Important: You'll only see this page if you're telling the employer now. You don't need to tell them about any parking offences. Don't include personal information that could be used to identify you such as your name or contact details.

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

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

NHS Jobs Sign out

English [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

[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](#)

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

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Tip: You have a maximum limit of 750 characters.

Do you have any unspent cautions?

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

Important: You'll only see this page 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the title 'Administrator application', and the question 'Do you have any unspent cautions?'. Below the question, there is explanatory text: '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.' A blue box contains a tip: 'You should read how to tell us about your criminal record information (opens in new tab) before completing this question.' Below this, there are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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 how to confirm when you want to tell the employer about your unspent cautions.

Important: You'll only see this page if you're adding unspent cautions.

To confirm when you want to tell the employer about your unspent cautions, complete the following steps:

1. Select an answer:
 - [Now](#)
 - [Later](#)
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 side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link. The title 'Administrator application' is followed by the question 'When do you want to tell us about your unspent cautions?'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.' Below these options is a green button labeled '2 Save and continue' and a blue link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

Details of your unspent cautions

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

Important: You'll only see this page if you're telling the employer now. You don't need to tell them about any parking offences. Don't include personal information that could be used to identify you such as your name or contact details.

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

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is located on the left. The main heading is 'Administrator application' followed by 'Details of your unspent cautions'. Below this, there is a paragraph: 'Give us as much information on them as you think we should know, including:'. This is followed by a bulleted list: 'where the Court hearing was and the date', 'what the unspent conditional cautions were', and 'the sentence or the Court order'. Another paragraph states: 'Include any additional information or evidence that you think we'd need to know.' A blue vertical bar highlights a section of text: '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.' Below this is a large text input box with a '1' in a yellow circle to its left. Underneath the box, it says 'You have 750 characters remaining'. Below the input box is a green button with a '2' in a yellow circle and the text 'Save and continue'. Below the button 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 apply for jobs'. A small copyright notice '© Crown copyright' is visible in the bottom right corner.

Tip: You have a maximum limit of 750 characters.

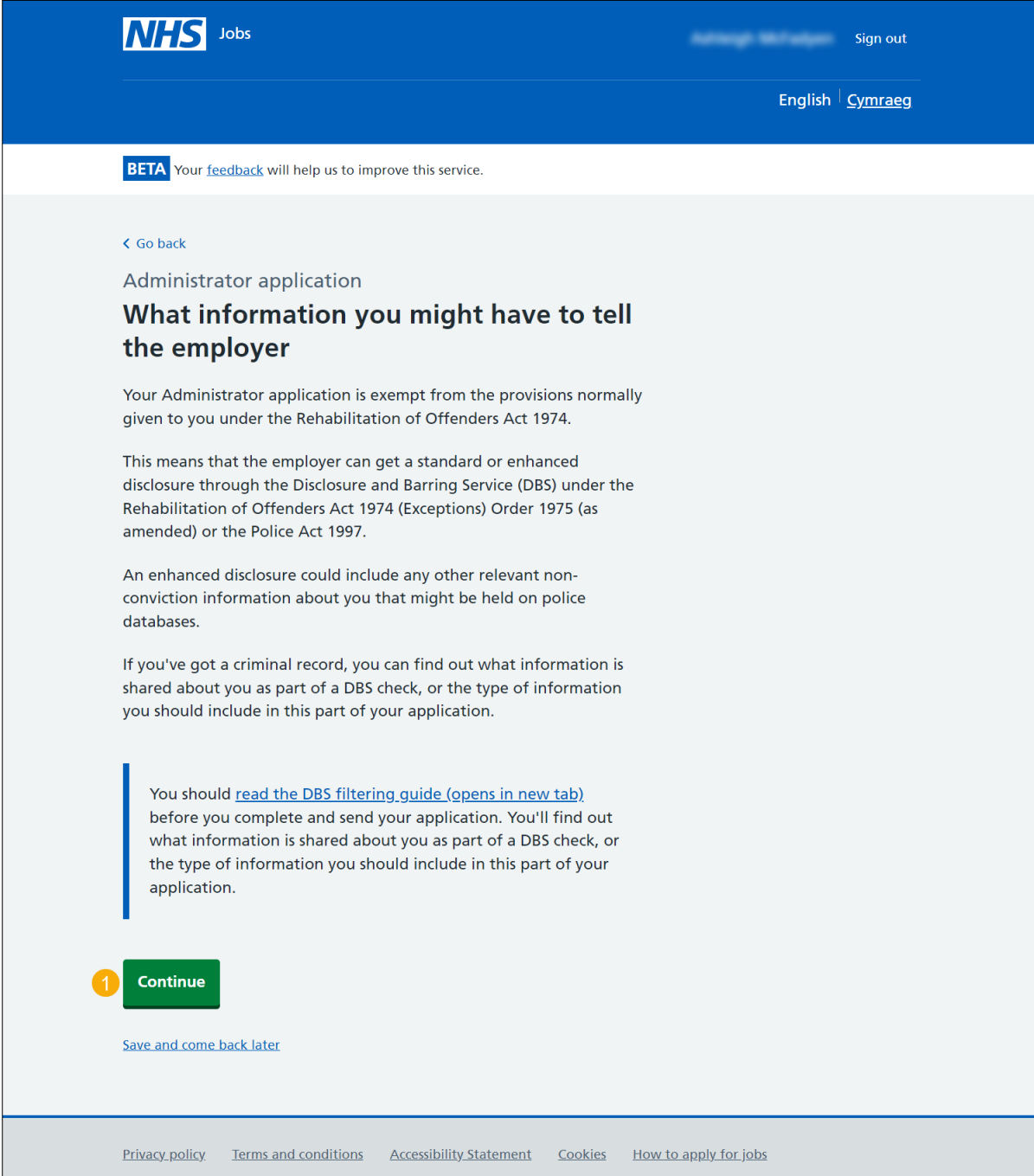
What information you might have to tell the employer

This page gives you instructions for what information you might have to tell the employer.

Important: You'll only see this page if the employer has added this question.

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

1. Select the [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 side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a 'Go back' link. The title of the page is 'Administrator application' followed by 'What information you might have to tell the employer'. The text explains that the application is exempt from the Rehabilitation of Offenders Act 1974, meaning the employer can get a standard or enhanced DBS check. It notes that an enhanced disclosure could include non-conviction information. A tip box with a vertical blue bar on the left side contains a link to 'read the DBS filtering guide (opens in new tab)'. At the bottom of the content area, there is a green 'Continue' button with a '1' in a yellow circle to its left, and a link for 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a small copyright notice.

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: You'll only see this page 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.



[Sign out](#)

[English](#) | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Administrator application

Do you have any convictions that are not protected?

This means that they are not eligible for filtering, as explained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

It also includes all convictions or Summary Hearings issued under military law while serving in the Armed Forces in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You should [read how to tell us about your criminal record information \(opens in new tab\)](#) before completing this question.

1 Yes No

2 Save and continue

[Save and come back later](#)

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

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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 how to confirm when you want to tell the employer about your convictions that are not protected.

Important: You'll only see this page if you're adding convictions that are not protected.

To confirm when you want to tell the employer about your convictions that are not protected, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', and 'Sign out'. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English' and 'Cymraeg'. The main content area is light blue and contains a 'Go back' link, the title 'Administrator application', and the question 'When do you want to tell us about your convictions that are not protected?'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.'. Below the options is a green 'Save and continue' button and a blue link 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

Details of your convictions that are not protected

This page gives you instructions for how to add your convictions that are not protected.

Important: You'll only see this page if you're telling the employer now. Don't include personal information that could be used to identify you such as your name or contact details.

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

1. In the **Convictions that are not protected** box, enter the details.
2. Select the [Save and continue](#) button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'Details of your convictions that are not protected'. It includes a list of required details: what the convictions were, the penalty, the sentence or the Court order, and where the Court hearing was and the date. Below this is a large text input field with a '1' in a yellow circle next to it. Underneath the input field, it says 'You have 750 characters remaining'. To the right of the input field is a green button with a '2' in a yellow circle and the text 'Save and continue'. Below the button is a link that says '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 apply for jobs'. On the far right of the footer, it says '@ Crown copyright'.

Tip: You have a maximum limit of 750 characters.

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.

Important: You'll only see this page 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:
 - [Yes](#)
 - [No](#)
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link. The question title is 'Do you have any cautions, reprimands or final warnings that are not protected?'. Below the title, there is explanatory text: 'This means any that are not eligible for filtering, as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). It also includes all cautions issued under military law while serving in the Armed Forces in the UK or any other country, where the equivalent offence in England and Wales is not protected.' A tip box with a vertical bar on the left says 'You should read how to tell us about your criminal record information (opens in new tab) before completing this question.' Below this, there are two radio buttons labeled '1' with 'Yes' and 'No' options. A green button labeled '2 Save and continue' is positioned below the radio buttons. At the bottom of the form area, there is a link 'Save and come back later'. The footer of the page contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a small copyright notice '© Crown copyright'.

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 how to confirm when you want to tell the employer about your cautions, reprimands and final warnings that are not protected.

Important: You'll only see this page if you're adding cautions that are not protected.

To confirm when you want to tell the employer about your cautions, reprimands and final warnings that are not protected, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link. The title of the page is 'Administrator application' followed by the main heading 'When to tell us about your cautions, reprimands or final warnings that are not protected'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.' Below these options is a green 'Save and continue' button. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. A small copyright notice '© Crown copyright' is visible in the bottom right corner of the footer area.

Details of your cautions, reprimands and final warnings that are not protected

This page gives you instructions for how to add your cautions, reprimands and final warnings that are not protected.

Important: You'll only see this page if you're telling the employer now. Don't include personal information that could be used to identify you such as your name or contact details.

To add your cautions, reprimands and final warnings that are not protected, complete the following steps:

1. In the **Cautions, reprimands and final warnings that are not protected** box, enter the details.
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. Below that is the title 'Administrator application' followed by the main heading 'Details of your cautions, reprimands or final warnings that are not protected'. Underneath, it says 'Here we'll need details of:' followed by a bulleted list: 'what the cautions were', 'the penalty', 'the sentence or the Court order', and 'where the Court hearing was and the date'. Below the list, it says 'Enter details of your cautions that are not protected'. There is a blue vertical bar on the left side of a text box containing the instruction: 'Do not include personal information that could be used to identify you such as your name or contact details.' Below this is a large white text input field with a yellow circle containing the number '1' to its left. Below the input field, it says 'You have 750 characters remaining'. Below the input field is a green button with a white circle containing the number '2' and the text 'Save and continue'. Below the button is a blue link that says 'Save and come back later'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the far right of the footer, it says '© Crown copyright'.

Tip: You have a maximum limit of 750 characters.

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 check, change or confirm 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 screenshot.

NHS Jobs Sign out

[English](#) | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

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

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Go to the ['Application task list'](#) page.

Application task list

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

Important: In this example, the **Unspent convictions and cautions** status is **'COMPLETED'** and your application is incomplete as you've completed 11 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select the ['Fitness to practice'](#) link.
or
2. Select the ['Save and come back later'](#) link (optional).

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 COMPLETED	Closing date 30 December 2021
Add your right to work status	Job reference number T1111-21-8154
Right to work COMPLETED	View the job advert (opens in new tab)
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](#)

Privacy policy Terms and conditions Accessibility Statement Cookies How to apply for jobs

Tip: To find out how to complete your application, go to a user guide or video from the **'Apply for a job'** section of the ['Help and support for applicants'](#) webpage.

You've added your unspent criminal convictions and cautions and reached the end of this user guide.

Fitness to practise investigations and proceedings

This page gives you instructions for how to check the fitness to practice investigations and proceedings.

Important: You'll only see this page if the employer has added this question. The employer will not see your answers during assessments and shortlisting, but they will see them before interviews. This means any answer you give will not harm your application.

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

1. Select the [Continue](#) button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link. The title 'Administrator application' is followed by the main heading 'Fitness to practise investigations and proceedings'. The text explains that users need to provide details about fitness to practise investigations and proceedings by a regulatory or licensing body. A list of examples is provided: warnings, limitations, suspension or other restrictions, conditions or sanctions placed on registration, and time removed from the register. A note states that appeals that were upheld and fully exonerated are not needed. A callout box highlights that employer will not see answers during assessment and shortlisting, but will see them before interviews. At the bottom of the callout box is a green 'Continue' button with a yellow '1' in a circle to its left. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

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.

Important: You'll only see this page if the employer has added this question.

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

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the question 'Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?'. Below the question are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No'. A green button labeled 'Save and continue' (with a '2' in a yellow circle) is positioned below the radio buttons. A link 'Save and come back later' is located below the 'Save and continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the text '@ Crown copyright'.

Tell the employer about your fitness to practise case

This page gives you instructions for how to add your fitness to practise case.

Important: You'll only see this page if you're adding a fitness to practise case. Don't include personal information that could be used to identify you such as your name or contact details.

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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo, 'Jobs', and 'Sign out' link. Below the header, there is a 'BETA' notice and a language selector for 'English' and 'Cymraeg'. The main content area is titled 'Administrator application' and 'Tell us about your fitness to practise case'. It lists the required details: name and address of the regulatory or licensing body, reason for the investigation or proceedings, warnings, conditions or sanctions, and imitations, suspension or other restrictions. A text box is provided for additional information, with a character count of 750 remaining. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice.

Tip: You have a maximum limit of 750 characters.

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.

Important: You'll only see this page if the employer has added this question. We don't need to know if you had an appeal that was upheld, and you were fully exonerated.

To confirm if any of 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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and features the question 'Do any of these statements apply to your healthcare work history?'. Three bullet points list conditions: 'I've been removed from the register', 'I've had conditions or sanctions placed on my registration', and 'I've been issued with a warning'. A note states 'This is by a regulatory or licensing body.' A callout box explains that the system does not need to know about upheld appeals that were fully exonerated. Below this, there are two radio button options: '1 Yes' and 'No'. A green '2 Save and continue' button is prominently displayed. A link for 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

Tell the employer about your case

This page gives you instructions for how to add details of your case.

Important: You'll only see this page if you're fitness to practise case details apply to your healthcare work history. Don't include personal information that could be used to identify you such as your name or contact details.

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.

NHS Jobs Settings | Sign out

English | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Administrator application

Tell us about your case

We'll need details such as:

- the name and address of the regulatory or licensing body
- reason why the regulatory or licensing body took action
- conditions, sanctions or warnings (including limitations, suspension or any other restrictions) applied to your registration

Include any additional information you think we'd need.

Enter the details of the case

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](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Tip: You have a maximum limit of 750 characters.

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 any restrictions placed on your clinical practise as part of a revalidation process.

Important: You'll only see this page if the employer has added this question.

To confirm if you've had any restrictions placed on your clinical practise as part of a revalidation process, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
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 side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the question 'Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?'. Below the question, there are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is positioned below the options. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the text '@ Crown copyright'.

Tell the employer about your restrictions

This page gives you instructions for how to add your restrictions.

Important: You'll only see this page if you're adding restrictions. Don't include personal information that could be used to identify you such as your name or contact details.

To add your restrictions, complete the following steps:

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

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Administrator application' followed by 'Tell us about your restrictions'. Below this, it says 'We'll need details such as:' followed by a bulleted list: 'what the restrictions were', 'the name and address of the regulatory or licensing body', and 'the dates the restrictions covered'. It then asks to 'Include any additional information you think we'd need.' and 'Enter the details of your restrictions'. A callout box states: 'Do not include personal information that could be used to identify you such as your name or contact details.' A large text input field is shown with a '1' in a yellow circle next to it. Below the field, it says 'You have 750 characters remaining'. A green button with a '2' in a yellow circle is labeled 'Save and continue'. Below the button 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 apply for jobs'. A small copyright notice '© Crown copyright' is visible in the bottom right corner.

Tip: You have a maximum limit of 750 characters.

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 check, change or confirm 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.

NHS Jobs Sign out

[English](#) | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

Administrator application

Check and save your Fitness to Practise answers

<p>Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?</p>	No	Change
<p>Have you been removed from the register, had conditions or sanctions placed on your registration or been issued with a warning?</p>	No	Change 1
<p>Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?</p>	No	Change

2

Save and continue

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

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Application task list

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

Important: In this example, the **Fitness to practise** status is **'COMPLETED'** and your application is incomplete as you've completed 12 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link.
- or
2. Select the 'Save and come back later' link (optional).

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 12 of 14 sections.

<p>Add your personal details</p> <p>Contact details COMPLETED</p> <p>Add your right to work status</p> <p>Right to work COMPLETED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications COMPLETED</p> <p>Training COMPLETED</p> <p>Job history COMPLETED</p> <p>Add your supporting evidence</p> <p>Essential and desirable criteria COMPLETED</p> <p>Add further information the employer needs from you</p> <p>Medical qualifications and details COMPLETED</p> <p>Dental qualifications and details COMPLETED</p> <p>Nursing qualifications and details COMPLETED</p> <p>Driving qualifications and details COMPLETED</p> <p>Unspent criminal convictions and cautions COMPLETED</p> <p>Fitness to practise COMPLETED</p> <p>Check your equal opportunities</p> <p>1 Guaranteed interview scheme NOT STARTED</p> <p>2 Equality and diversity NOT STARTED</p>	<p>Job details</p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p>View the job advert (opens in new tab)</p>
--	--

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

2 [Save and come back later](#)

Privacy policy Terms and conditions Accessibility Statement Cookies How to apply for jobs

Tip: To find out how to complete your application, go to a user guide or video from the 'Apply for a job' section of the ['Help and support for applicants'](#) webpage.

You've added your fitness to practise and reached the end of this user guide.