

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

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

You'll need to answer the guaranteed interview scheme and equality and diversity 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.

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

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

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Guaranteed interview scheme

This page gives you instructions for how to answer the guaranteed interview scheme question.

Important: In this example, the **Guaranteed interview scheme** status is **'NOT STARTED'** and your application is incomplete as you've completed 11 out of 14 sections.

To answer the guaranteed interview scheme question, complete the following steps:

1. Select the '[Guaranteed interview scheme](#)' link.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', and a '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 'NHS BSA Training Administrator application' and indicates that the application is incomplete, with 11 of 14 sections completed. The sections and their completion status are as follows:

Section	Status
Add your personal details	
Contact details	COMPLETED
Add your right to work status	
Right to work	COMPLETED
Add your qualifications, training and job history	
Qualifications	COMPLETED
Training	COMPLETED
Job history	COMPLETED
Add your supporting evidence	
Essential and desirable criteria	COMPLETED
Add further information the employer needs from you	
Medical qualifications and details	STARTED
Dental qualifications and details	COMPLETED
Nursing qualifications and details	COMPLETED
Driving qualifications and details	COMPLETED
Unspent criminal convictions and cautions	COMPLETED
Fitness to practice	COMPLETED
Check your equal opportunities	
Guaranteed interview scheme	NOT STARTED
Equality and diversity	NOT STARTED

Additional information on the right side of the page includes: Closing date: 30 December 2021; Job reference number: T1111-21-8154; and a link to 'View the job advert (opens in new tab)'.

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

This page gives you instructions for how to confirm if any of the following affected your ability to carry out your daily activity for more than 12 months.

To confirm if any of the following affected your ability to carry out your daily activity for more than 12 months, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
 - [‘Prefer not to say’](#)
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, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' notice states: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Administrator application'. The question is: 'Have any of the following affected your ability to carry out your daily activity for more than 12 months?'. The options listed are: 'are neurodivergent', 'have a disability', and 'have a health condition'. A 'Help with this question' link is available. The help text explains that if there is a physical or mental impairment, it might be harder to do day-to-day activities, and that NHS employers are supportive of neurodivergent applicants and those with disabilities or health conditions. Below the help text, it asks the user to answer 'yes' if the condition has or will affect them for more than 12 months. There are three radio button options: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is next to the 'or' text between 'No' and 'Prefer not to say'. A green button with a yellow circle and the number '2' is labeled 'Save and continue'. A link 'Save and come back later' is at the bottom. 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 ‘Help with this question’ link for more information.

Select any of the following that apply to you

This page gives you instructions for how to select any of the following that apply to you.

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

To select any of the following that apply to you, complete the following steps:

1. Select an answer.
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' notice states: 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and contains the heading 'Select any of the following that apply to you'. Below this heading, there is explanatory text: 'People may experience more than one type of impairment, you can select more than one.' and a note: 'If another category applies, choose 'Other''. There are six radio button options: 'Physical impairment', 'Sensory impairment', 'Mental health condition', 'Learning disability or difficulty', 'Long-standing illness', and 'Other'. A yellow circle with the number '1' is placed next to the 'Learning disability or difficulty' option. Below these options is a green button labeled 'Save and continue', with a yellow circle and the number '2' next to it. 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 more than one answer.

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

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

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

To confirm if you want to be considered for interview under the Disability Confident scheme, complete the following steps:

1. Select an answer.
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 'Do you want to be considered for interview under the Disability Confident scheme?'. Below the question, there is explanatory text: 'Disability Confident employers have committed to offering interviews to applicants who declare their disability. The applicant must meet the minimum criteria for the job as defined by the employer.' There are two radio buttons: '1 Yes' and 'No'. Below the radio buttons is a green '2 Save and continue' button and a link 'Save and come back later'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

Are you a member of the UK Armed Forces community?

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

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

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
 - ['Prefer not to say'](#)
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 navigation link '< Go back' is present. The main heading is 'Administrator application' followed by the question 'Are you a member of the UK Armed Forces community?'. Below this, there is explanatory text about the scheme. Three radio button options are listed: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is placed to the left of the 'No' option. A green button with the text 'Save and continue' and a yellow circle with the number '2' is positioned below the radio buttons. 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'.

Do you want to be considered under the Guaranteed Interview scheme?

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

Important: This page is only shown if you're a member of the UK Armed Forces community.

To confirm if you want to be considered for interview under the Guaranteed Interview scheme, complete the following steps:

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

The screenshot shows a web page for NHS Jobs. 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 'Settings and preferences' and 'Sign out'. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and asks 'Do you want to be considered for interview under the Guaranteed Interview scheme?'. It explains that the employer will be encouraged to interview if the user meets the minimum criteria. There are two radio button options: 'Yes' (marked with a '1') and 'No'. Below the radio buttons is a green 'Save and continue' button (marked with a '2') and a link to 'Save and come back later'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

Check and save your guaranteed interview scheme answers

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

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

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

Do you have a health condition or disability or are you neurodivergent and has this affected your ability to carry out your daily activities for more than 12 months?	Yes	Change
Which impairment do you have?	Mental health condition	Change
Do you want to be considered for interview under the Disability Confident scheme?	Yes	Change 1
Are you a member of the UK Armed Forces community?	Yes	Change
Do you want to be considered for interview under the Guaranteed Interview scheme?	Yes	Change

2 Save and continue

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

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

Application task list

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

Important: In this example, the **Guaranteed interview scheme** status is '**COMPLETED**' and your application is incomplete as you've completed 13 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 '[Equality and diversity](#)' 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 13 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	
Fitness to practice COMPLETED	
Check your equal opportunities	
Guaranteed interview scheme COMPLETED	
1 Equality and diversity NOT STARTED	

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

2 [Save and come back later](#)

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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 guaranteed interview scheme answers.

Equality and diversity monitoring

This page gives you instructions for how to check your equality and diversity monitoring questions.

Important: The information collected will be treated confidentially and used for statistical purposes only, not to identify individuals.

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

1. Select the [‘Continue’](#) button.

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

Equality and diversity monitoring

There are protected characteristics set out by the Equality Act 2010. It is our duty as an employer to monitor who has protected characteristics through our recruitment, to ensure we employ a diverse and inclusive workforce.

We'll therefore ask you questions about:

- gender and gender reassignment
- marital status
- pregnancy, birth and any maternity or paternity leave for either
- sexual orientation
- age
- ethnicity
- religion

You can select 'prefer not to say' if you do not want to answer any of them.

The information we collect will be treated confidentially and used for statistical purposes only, not to identify individuals.

1 [Continue](#)

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What is your gender?

This page gives you instructions for how to confirm your gender.

To confirm your gender, complete the following steps:

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

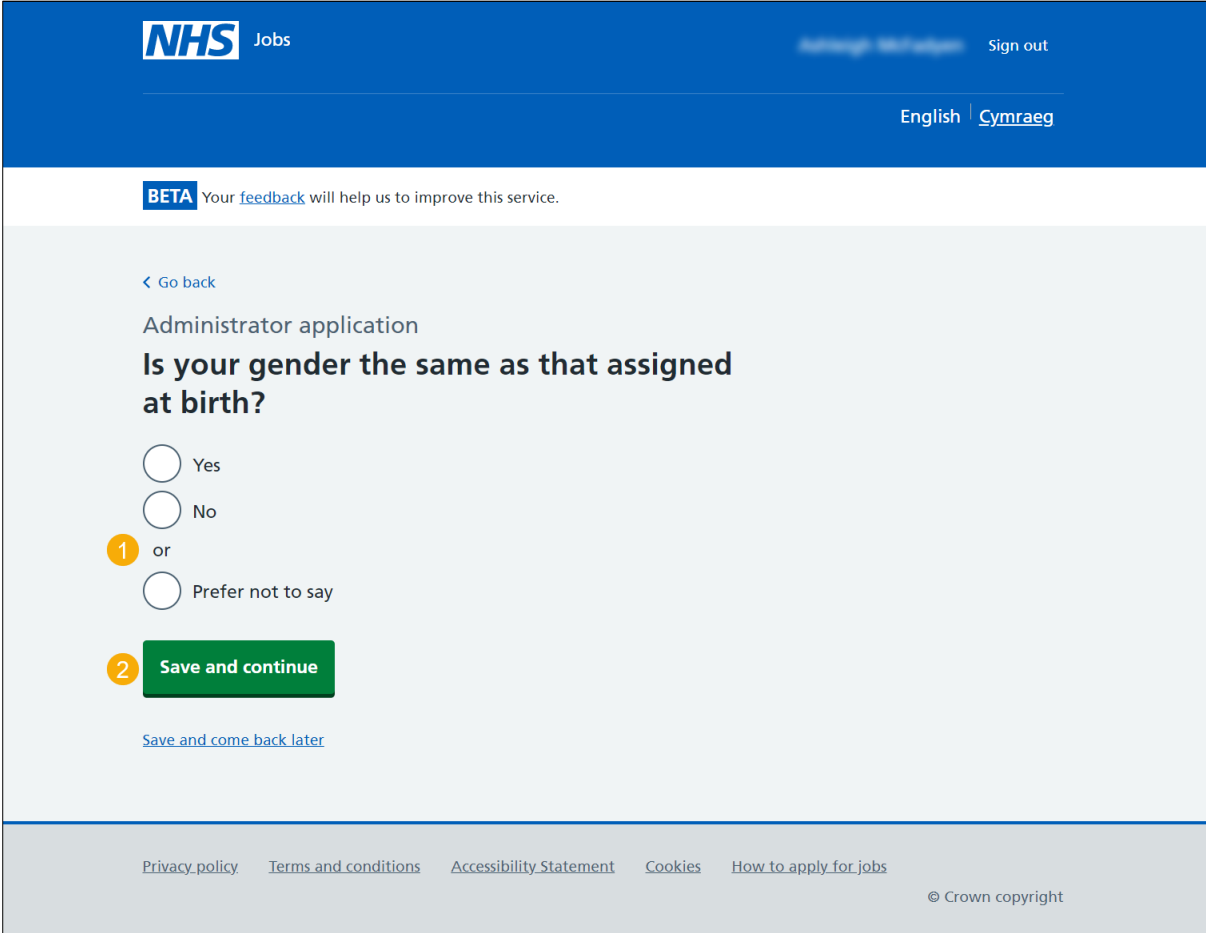
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'What is your gender?'. It features three radio button options: 'Male', 'Female', and 'Prefer not to say'. A yellow circle with the number '1' is next to the 'or' text between 'Female' and 'Prefer not to say'. Below the options is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. 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 copyright notice '© Crown copyright'.

Is your gender the same as that assigned at birth?

This page gives you instructions for how to confirm if your gender is the same as that assigned at birth.

To confirm if your gender is the same as that assigned at birth, complete the following steps:

1. Select an answer.
2. Select the [‘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 a 'Sign out' link. Below the header, there is a white bar with a 'BETA' badge and a message: '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 'Is your gender the same as that assigned at birth?'. There are three radio button options: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is next to the 'or' text between 'No' and 'Prefer not to say'. Below the options is a green button with a yellow circle and the number '2' next to the text 'Save and continue'. At the bottom of the main content area is a link that says 'Save and come back later'. The footer is a light grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

What is your marital status?

This page gives you instructions for how to confirm your marital status.

To confirm your marital status, complete the following steps:

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

Sign out
English | [Cymraeg](#)

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

[Go back](#)

Administrator application

What is your marital status?

Married

Single

Civil Partnership

1 Legally separated

Divorced

Widowed

or

Prefer not to say

2 [Save and continue](#)

[Save and come back later](#)

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Are you currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks?

This page gives you instructions for how to confirm if you're currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks.

To confirm if you're currently pregnant, on maternity/paternity leave or have given birth in the last 26 weeks, complete the following steps:

1. Select an answer.
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 navigation link '< Go back' is present. The main content area is titled 'Administrator application' and contains the question: 'Are you currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks?'. Below the question are three radio button options: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is placed to the left of the 'or' text between the 'No' and 'Prefer not to say' options. A green button with a white border and a yellow circle with the number '2' 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', followed by the copyright notice '© Crown copyright'.

Which of the following options best describes how you think of yourself?

This page gives you instructions for how to confirm how you think of yourself.

To confirm how you think of yourself, complete the following steps:

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

Which of the following options best describes how you think of yourself?

Heterosexual/straight

Bisexual

Gay/lesbian

Other sexual orientation not listed

Undecided

or

Prefer not to say

2 Save and continue

[Save and come back later](#)

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What is your age?

This page gives you instructions for how to confirm your age.

To confirm your age, complete the following steps:

1. Select an answer.
2. Select the [‘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 left, and 'Sign out' on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Administrator application' and 'What is your age?'. It features five radio button options: 'Under 24 years', '24-44 years', '45-59 years', '60-74 years', and '75+ years'. A yellow circle with the number '1' is next to the '60-74 years' option. Below these options is the word 'or' and a radio button option 'Prefer not to say'. A green button with a yellow circle and the number '2' 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', followed by the copyright notice '© Crown copyright'.

What is your ethnic group?

This page gives you instructions for how to confirm your ethnic group.

To confirm your ethnic group, complete the following steps:

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

NHS Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

What is your ethnic group?

White: English, Scottish, Welsh, Northern Irish, British

White: Irish

Any other white background

Asian/Asian British: Bangladeshi

Asian/Asian British: Chinese

Asian/Asian British: Indian

Asian/Asian British: Pakistani

Asian/Asian British: Other

1 Black/Black British: African

Black/Black British: Caribbean

Black/Black British: Other

Mixed: White and Asian

Mixed: White and Black African

Mixed: White and Black Caribbean

Mixed: Other

Any other ethnic group

or

Prefer not to say

2 [Save and continue](#)

[Save and come back later](#)

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What is your religion?

This page gives you instructions for how to confirm your religion.

To confirm your religion, complete the following steps:

1. Select an answer.
2. Select the [‘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

What is your religion?

Atheism/no religion

Buddhism

Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)

Hinduism

Judaism

1 Islam

Sikhism

Jainism

Any other religion

or

Prefer not to say

2

[Save and come back later](#)

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Check and save your equality and diversity answers

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

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

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


Sign out

English | [Cymraeg](#)

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

Administrator application

Check and save your equality and diversity answers

Your gender	Female	Change
Gender assignment	Yes	Change
Marital status	Single	Change
Pregnancy, maternity and paternity leave	No	Change
Sexual orientation	Heterosexual/straight	Change
Age	24-44 years	Change
Ethnic group	White: English, Scottish, Welsh, Northern Irish, British	Change
Religion	Atheism/no religion	Change

2

Save and continue

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Application task list

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

Important: In this example, the **Equality and diversity** status is '**COMPLETED**' and your application is incomplete as you've completed 14 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 complete
You have completed 14 of 14 sections.

<p>Add your personal details</p> <p>1 Contact details COMPLETED</p> <p>Add your right to work status</p> <p>1 Right to work COMPLETED</p> <p>Add your qualifications, training and job history</p> <p>1 Qualifications COMPLETED</p> <p>1 Training COMPLETED</p> <p>1 Job history COMPLETED</p> <p>Add your supporting evidence</p> <p>1 Essential and desirable criteria COMPLETED</p> <p>Add further information the employer needs from you</p> <p>1 Medical qualifications and details COMPLETED</p> <p>1 Dental qualifications and details COMPLETED</p> <p>1 Nursing qualifications and details COMPLETED</p> <p>1 Driving qualifications and details COMPLETED</p> <p>1 Unspent criminal convictions and cautions COMPLETED</p> <p>1 Fitness to practice COMPLETED</p> <p>Check your equal opportunities</p> <p>1 Guaranteed interview scheme COMPLETED</p> <p>1 Equality and diversity COMPLETED</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>
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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 equal opportunities information and reached the end of this user guide.