

## How to apply for a job in NHS Jobs – Dental qualifications and details

This guide gives you instructions for how to add further information the employer needs from you for your application in NHS Jobs.

You'll need to add the additional dental job specific information, depending on the role.

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.

## Contents

<a href="#">How to apply for a job in NHS Jobs – Dental qualifications and details .....</a>	<a href="#">1</a>
<a href="#">Dental qualifications and details .....</a>	<a href="#">3</a>
<a href="#">You are applying for a dental role .....</a>	<a href="#">4</a>
<a href="#">What is your GDC registration status?.....</a>	<a href="#">5</a>
<a href="#">Who is your current responsible officer? .....</a>	<a href="#">6</a>
<a href="#">When was your last revalidation? .....</a>	<a href="#">7</a>
<a href="#">When was your last appraisal? .....</a>	<a href="#">8</a>
<a href="#">Are you on this employer’s Performers List, or will you be within 3 months of the interview? .....</a>	<a href="#">9</a>
<a href="#">What is the name of your professional body? .....</a>	<a href="#">10</a>
<a href="#">What is your professional body membership category? .....</a>	<a href="#">11</a>
<a href="#">Are you currently one of the following? .....</a>	<a href="#">12</a>
<a href="#">When do you expect to gain your CCT or CESR(CP)? .....</a>	<a href="#">13</a>
<a href="#">Check and save your Dental qualifications and details .....</a>	<a href="#">14</a>
<a href="#">Application task list .....</a>	<a href="#">16</a>

## Dental qualifications and details

This page gives you instructions for how to add your dental qualifications and details.

**Important:** You'll only see this page if the employer has added additional dental job specific questions to the listing. In this example, the **Dental qualifications and details** status is **'NOT STARTED'** and your application is incomplete as you've completed 7 out of 14 sections.

To add your dental qualifications and details, complete the following steps:

1. Select the '[Dental qualifications and details](#)' link.

NHS Jobs Sign out

English [Cymraeg](#)

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

NHS BSA Training

### Administrator application

**Application incomplete**  
You have completed 7 of 14 sections.

<p><b>Add your personal details</b></p> <p><a href="#">Contact details</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <p><b>Add your right to work status</b></p> <p><a href="#">Right to work</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <p><b>Add your qualifications, training and job history</b></p> <p><a href="#">Qualifications</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <p><a href="#">Training</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <p><a href="#">Job history</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <p><b>Add your supporting evidence</b></p> <p><a href="#">Essential and desirable criteria</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <p><b>Add further information the employer needs from you</b></p> <p><a href="#">Medical qualifications and details</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <p><span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold; font-size: 0.8em;">1</span> <a href="#">Dental qualifications and details</a> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</span></p> <p><a href="#">Nursing qualifications and details</a> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</span></p> <p><a href="#">Driving qualifications and details</a> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</span></p> <p><a href="#">Unspent criminal convictions and cautions</a> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</span></p> <p><a href="#">Fitness to practice</a> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</span></p>	<p><b>Job details</b></p> <p><b>Closing date</b> 30 January 2022</p> <p><b>Job reference number</b> T1111-22-5995</p> <p><a href="#">View the job advert (opens in new tab)</a></p>
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## You are applying for a dental role

This page gives you instructions for how to check the dental qualifications and details.

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 left, and a 'Sign out' link on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and 'You are applying for a dental role'. It explains that further questions will be asked, including a list of requirements such as GDC registration status, responsible officer, revalidation and appraisal dates, and membership status. A green 'Continue' button with a '1' icon is prominently displayed. 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.

## What is your GDC registration status?

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

To confirm your GDC registration status, 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 GDC registration status?

- Full registration
- Temporary registration
- Not registered but I have passed the Overseas Registration Exam (ORE) parts 1 and 2
- 1**  Not registered but have passed ORE parts 1
- I need to pass both parts of ORE before I can register
- Not registered but I am an EEA dental graduate
- Other

**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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## Who is your current responsible officer?

This page gives you instructions for how to add your current responsible officer.

To add your current responsible officer, complete the following steps:

1. In the **Current responsible officer** 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 left, and a 'Sign out' button 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, there is a '< Go back' link. The main heading is 'Administrator application' followed by 'Who is your current responsible officer?'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green button with '2 Save and continue' and a yellow circle with '2' next to it. 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', along with the copyright notice '© Crown copyright'.

## When was your last revalidation?

This page gives you instructions for how to add your last revalidation.

To add your last revalidation, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, 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 left, and a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and 'When was your last revalidation?'. It provides an example date '27 3 2020' and three input boxes for 'Day', 'Month', and 'Year'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. 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 '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

## When was your last appraisal?

This page gives you instructions for how to add your last appraisal.

To add your last appraisal, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, 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 left, and a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and 'When was your last appraisal?'. It provides an example date '27 3 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the input boxes 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 also present. At the bottom, 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'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.



## Are you on this employer's Performers List, or will you be within 3 months of the interview?

This page gives you instructions for how to confirm if you are on this employer's Performers List or will be within 3 months of the interview.

To confirm if you are on this employer's Performers List or will be within 3 months of the interview, 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

### Are you on this employer's Performers List, or will you be within 3 months of the interview?

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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## What is the name of your professional body?

This page gives you instructions for how to add the name of your professional body.

To add the name of your professional body, complete the following steps:

1. In the **Professional body** 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 left, and a 'Sign out' link on the right. Below the header, there are language options for 'English' and 'Cymraeg'. 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 features the heading 'What is the name of your professional body?'. Below this heading, there is a sub-heading 'For example, The Royal College of Anaesthetists' and a text input field with a '1' in a yellow circle next to it. Below the input field is a green button labeled '2 Save and continue' with a '2' in a yellow circle. 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'.

## What is your professional body membership category?

This page gives you instructions for how to confirm your professional body membership category.

To confirm your professional body membership category, 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 a 'Sign out' button on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and contains the question 'What is your professional body membership category?'. Below the question, there are six radio button options: 'Junior', 'Affiliate', 'Associate', 'Members', 'Fellow', and 'Other'. A yellow circle with the number '1' is positioned to the left of the 'Associate' radio button. Below the options, there is a green button with the text 'Save and continue' and a yellow circle with the number '2' to its left. A link labeled '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'.

## Are you currently one of the following?

This page gives you instructions for how to confirm if you're one of the following.

To confirm if you're one of the following, complete the following steps:

1. Select an answer:
  - [‘On the GMC’s Specialist Register’](#)
  - [‘A Specialist Registrar \(SpR\) due to gain a relevant CCT within 6 months of interview’](#)
  - [‘A Specialist Registrar \(SpR\) due to obtain a Certificate of Eligibility for Specialist Registration via the Combined Programme \(CESR \(CP\)\) within 6 months of interview’](#)or
  - [‘None of the above’](#)
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

### Are you currently one of the following?

On the GDC's Specialist Register

A Specialist Registrar (SpR) due to obtain CCT within 6 months of interview

**1**  An SpR due to obtain a Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR (CP)) within 6 months of interview

or

None of the above

**2**

[Save and come back later](#)

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

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## When do you expect to gain your CCT or CESR(CP)?

This page gives you instructions for how to add when you expect to gain your CCT or CESR(CP).

**Important:** You'll only see this page if you're a Specialist Registrar.

To add when you expect to gain your CCT or CESR(CP), complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, 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 left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'When do you expect to gain your CCT or CESR(CP)?'. It provides an example date '27 3 2020' and labels for 'Day', 'Month', and 'Year' above three input boxes. A yellow circle with the number '1' is next to the first box. Below the boxes is a green button with a yellow circle and the number '2' and the text 'Save and continue'. A link '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 the copyright notice '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

## Check and save your Dental qualifications and details

This page gives you instructions for how to check and save your Dental qualifications and details.

To check, change and confirm your Dental qualifications and details, complete the following steps:

1. Select a 'Change' link:
  - ['What is your GDC registration status?'](#) (optional)
  - ['Who is your current responsible officer?'](#) (optional)
  - ['When was your last revalidation?'](#) (optional)
  - ['When was your last appraisal?'](#) (optional)
  - ['Are you on this employers Performers List, or will you be within 3 months of the interview?'](#) (optional)
  - ['What is the name of your professional body?'](#) (optional)
  - ['What is your professional body membership category?'](#) (optional)
  - ['Are you currently one of the following?'](#) (optional)
  - ['When do you expect to gain your CCT or CESR\(CP\)?'](#) (optional)
2. Select the ['Save and continue'](#) button.

Go to the [next page](#) to see the screenshot.

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

Administrator application

## Check and save your Dental qualifications and details

What is your GDC registration status?	Full registration	<a href="#">Change</a>
Who is your current responsible officer?	test	<a href="#">Change</a>
When was your last revalidation?	30 January 2021	<a href="#">Change</a>
When was your last appraisal?	30 January 2021	<a href="#">Change</a>
Are you on this employer's Performers List, or will you be within 3 months of the interview?	Yes	<a href="#">Change</a>
What is the name of your professional body?	test	<a href="#">Change</a> <span>1</span>
What is your professional body membership category?	Junior	<a href="#">Change</a>
Are you currently one of the following?	A Specialist Registrar (SpR) due to obtain CCT within 6 months of interview	<a href="#">Change</a>
When do you expect to gain your CCT or CESR(CP)?	30 January 2022	<a href="#">Change</a>

2 [Save and continue](#)

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 **Dental qualifications and details** status is **'COMPLETED'** and your application is incomplete as you've completed 8 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 8 of 14 sections.

Section	Status	Job details
<b>Add your personal details</b>		
<a href="#">Contact details</a>	COMPLETED	Closing date 30 January 2022
<b>Add your right to work status</b>		Job reference number T1111-22-5995
<a href="#">Right to work</a>	COMPLETED	<a href="#">View the job advert (opens in new tab)</a>
<b>Add your qualifications, training and job history</b>		
<a href="#">Qualifications</a>	COMPLETED	
<a href="#">Training</a>	COMPLETED	
<a href="#">Job history</a>	COMPLETED	
<b>Add your supporting evidence</b>		
<a href="#">Essential and desirable criteria</a>	COMPLETED	
<b>Add further information the employer needs from you</b>		
<a href="#">Medical qualifications and details</a>	COMPLETED	
<a href="#">Dental qualifications and details</a>	COMPLETED	
<b>1</b> <a href="#">Nursing qualifications and details</a>	NOT STARTED	
<a href="#">Driving qualifications and details</a>	NOT STARTED	
<a href="#">Unspent criminal convictions and cautions</a>	NOT STARTED	
<a href="#">Fitness to practice</a>	NOT STARTED	
<b>Check your equal opportunities</b>		
<a href="#">Guaranteed interview scheme</a>	NOT STARTED	
<a href="#">Equality and diversity</a>	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 dental qualifications and details and reached the end of this user guide.