

How to apply for a job in NHS Jobs – Medical 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 medical 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.

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Medical qualifications and details

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

Important: You'll only see this page if the employer has added additional medical job specific questions. In this example, the **Medical qualifications and details** status is '**NOT STARTED**' and your application is incomplete as you've completed 6 out of 14 sections.

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

1. Select the '[Medical 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 6 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> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">1</td> <td>Medical qualifications and details</td> <td style="text-align: center; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</td> </tr> <tr> <td></td> <td>Dental qualifications and details</td> <td style="text-align: center; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</td> </tr> <tr> <td></td> <td>Nursing qualifications and details</td> <td style="text-align: center; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</td> </tr> <tr> <td></td> <td>Driving qualifications and details</td> <td style="text-align: center; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</td> </tr> <tr> <td></td> <td>Unspent criminal convictions and cautions</td> <td style="text-align: center; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</td> </tr> <tr> <td></td> <td>Fitness to practice</td> <td style="text-align: center; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</td> </tr> </table>	1	Medical qualifications and details	NOT STARTED		Dental qualifications and details	NOT STARTED		Nursing qualifications and details	NOT STARTED		Driving qualifications and details	NOT STARTED		Unspent criminal convictions and cautions	NOT STARTED		Fitness to practice	NOT STARTED	<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>
1	Medical qualifications and details	NOT STARTED																	
	Dental qualifications and details	NOT STARTED																	
	Nursing qualifications and details	NOT STARTED																	
	Driving qualifications and details	NOT STARTED																	
	Unspent criminal convictions and cautions	NOT STARTED																	
	Fitness to practice	NOT STARTED																	

You are applying for a medical role

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

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

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

Sign out
English | [Cymraeg](#)

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


[Go back](#)

Administrator application

You are applying for a medical role

We need to ask you some further questions. These will include checking:

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

 [Continue](#)

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What is your GMC registration status?

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

To confirm your GMC registration status, complete the following steps:

1. Select an answer:
 - [‘Any other option’](#)
 - [‘Full registration with a licence to practise and on the Specialist Register’](#)
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 GMC registration status?

- Full registration with a licence to practise
- Full registration with a licence to practise and an Approved Practise Setting (APS) restriction
- Provisional registration with a licence to practise
- Full registration with a licence to practise and on the Specialist Register
- Full registration with a licence to practise and on the GP Register
- I have passed PLAB2
- I need to pass PLAB2 before applying for registration
- I have applied for registration
- I have not yet applied for registration
- I am registered but I do not have a licence to practice
- Other

2 Save and continue

[Save and come back later](#)

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What are your specialities on the Specialist Register?

This page gives you instructions for how to confirm your speciality on the Specialist Register.

Important: You'll only see this page if you're confirming your speciality on the Specialist Register.

To add your speciality on the Specialist Register, complete the following steps:

1. In the **Specialist Register** 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 'Sign out' on the right. Below the header, there is a white bar with 'BETA' 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 title 'What are your specialities on the Specialist Register?'. Below the title, there is a step indicator '1' next to an empty text input field. Below the input field, there is a step indicator '2' next to a green button labeled 'Save and continue'. Below the button, there is a 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', and a copyright notice '© Crown copyright'.

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' 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', 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 'Sign out' 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 revalidation?'. It provides an example date '27 3 2020' and three input fields 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 for the Crown.

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 '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 was your last appraisal?'. It provides an example date '27 3 2020' and three input fields labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' field. Below the input fields 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 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're on this employer's Performers List or will be within 3 months of the interview.

To confirm if you're 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.

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: 'Are you on this employer's Performers List, or will you be within 3 months of the interview?'. Below the question are two radio button options: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. A green 'Save and continue' button is positioned below the radio buttons, with a '2' in a yellow circle next to it. A link for 'Save and come back later' is located below the button. 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 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 gain a relevant 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 GMC's Specialist Register

A Specialist Registrar (SpR) due to gain a relevant CCT within 6 months of interview

1 A Specialist Registrar (SpR) due to gain a relevant Specialist Registration via the Combined Programme (CESR(CP)) within 6 months of interview

or

None of the above

2 [Save and continue](#)

[Save and come back later](#)

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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 is a language selector 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)?'. Below the title, it says 'For example, 27 3 2020'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with a yellow circle and the number '2' next to it, labeled '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 right side of the footer, it says '© Crown copyright'.

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

Are you currently one of the following?

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

To confirm if you're currently one of the following, 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 currently one of the following?

On the GMC's GP Register

A GP registrar due to gain a relevant CCT within 3 months of interview

1 A GP registrar due to gain a relevant Certificate of Eligibility for GP Registration (CEGPR) or equivalent within 3 months of interview

or

None of the above

2 [Save and continue](#)

[Save and come back later](#)

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Are you currently registered in this employer's region as a Responsible Clinician?

This page gives you instructions for how to confirm if you're registered in this employer's region as a Responsible Clinician.

To confirm if you're registered in this employer's region as a Responsible Clinician, complete the following steps:

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

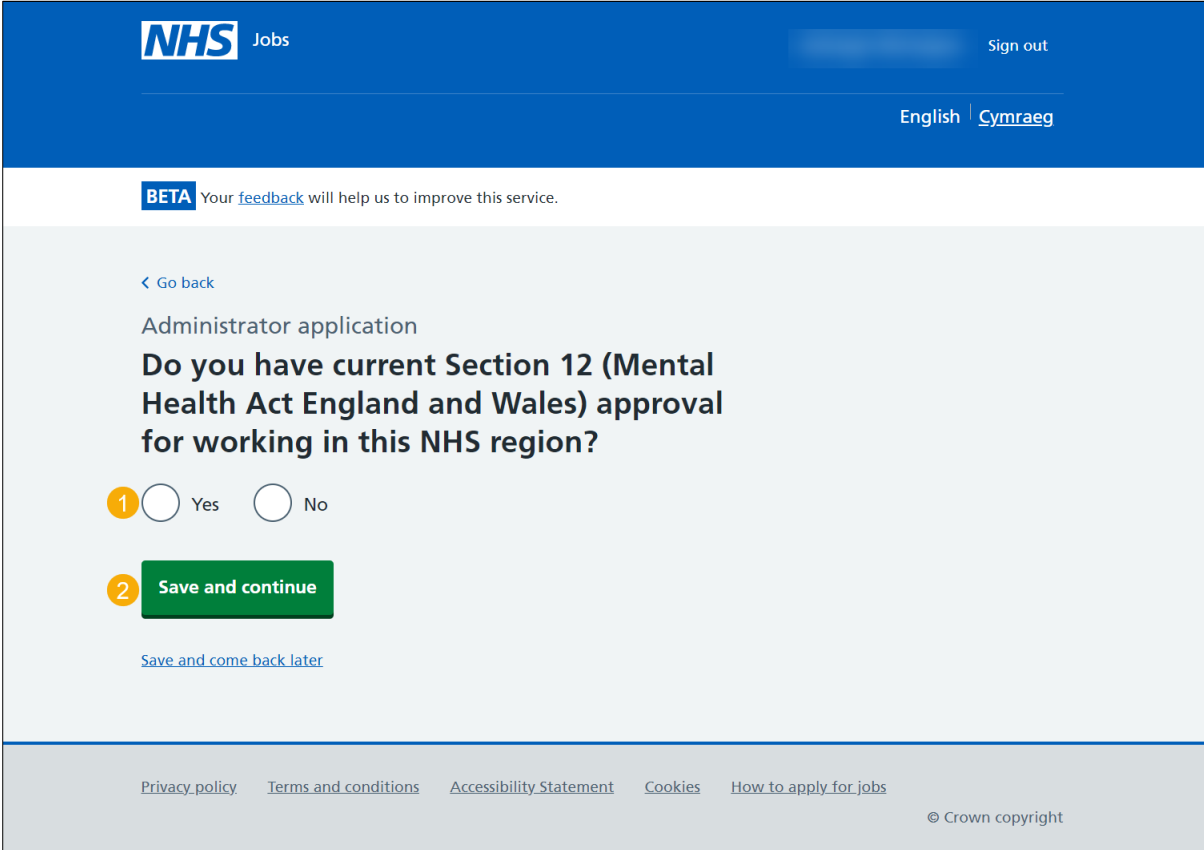
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there are language options: 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and asks the question 'Are you currently registered in this employer's region as a Responsible Clinician?'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1'. Below the radio buttons is a green button labeled 'Save and continue', which is highlighted with a yellow circle and the number '2'. A link 'Save and come back later' is also visible. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer includes the copyright notice '© Crown copyright'.

Do you have current section 12 (Mental Health Act England and Wales) approval for working in this NHS region?

This page gives you instructions for how to confirm if you have a current section 12 (Mental Health Act England and Wales) approval for working in this NHS region?

To confirm if you have a current section 12 (Mental Health Act England and Wales) approval for working in this NHS region, 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 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 contains the question: 'Do you have current Section 12 (Mental Health Act England and Wales) approval for working in this NHS region?'. Below the question, there are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, and a yellow circle with the number '1' is next to it. Below the radio buttons, there is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. A link for 'Save and come back later' is also present. 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 a copyright notice: '© Crown copyright'.

Have your Foundation Programme 1 competencies been formally signed off?

This page gives you instructions for how to confirm if your Foundation Programme 1 competencies have been formally signed off.

To confirm if your Foundation Programme 1 competencies have been formally signed off, complete the following steps:

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

The screenshot shows a web page for an NHS Jobs application. 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 contains the question: 'Have your Foundation Programme 1 competencies been formally signed off?'. 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 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', followed by the copyright notice '© Crown copyright'.

Have your Foundation Programme 2 competencies been formally signed off?

This page gives you instructions for how to confirm if your Foundation Programme 2 competencies have been formally signed off.

To confirm if your Foundation Programme 2 competencies have been formally signed off, 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 left, and a 'Sign out' link 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 contains the question 'Have your Foundation Programme 2 competencies been formally signed off?'. Below the question, there are two radio buttons: 'Yes' (with a yellow circle containing the number 1) and 'No'. A green button labeled 'Save and continue' (with a yellow circle containing the number 2) is positioned below the radio buttons. A link 'Save and come back later' is located below the button. 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'.

Why have you not completed Foundation Training?

This page gives you instructions for how to add why you've not completed Foundation Training.

Important: You'll only see this page if you're confirming your speciality on the Specialist Register. For example, I have completed equivalent training that is formally recognised by an NHS Deanery. You will need to show evidence of this if you receive a job offer.

To add why you've not completed Foundation Training, complete the following steps:

1. In the **Foundation Training** 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 a 'Sign out' link. 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 'Why have you not completed Foundation Training?'. It includes a 'Go back' link and explanatory text: 'For example, I have completed equivalent training that is formally recognised by an NHS Deanery. You will need to show evidence of this if you receive a job offer.' A large text input box is provided for the user to enter details, with a '1' in a yellow circle next to it. Below the box, it says 'You have 250 characters remaining'. A green 'Save and continue' button is shown with a '2' in a yellow circle next to it. 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 have a maximum character limit of 250 characters.

Check and save your Medical qualifications and details

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

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

1. Select a 'Change' link:
 - ['What is your GMC 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)
 - ['Are you currently one of the following?'](#) (optional)
 - ['When do you expect to gain your CCT or CESR\(CP\)?'](#) (optional)
 - ['Are you currently one of the following?'](#) (optional)
 - ['Are you currently registered in this employer's region as a Responsible Clinician?'](#) (optional)
 - ['Do you have current Section 12 approval for working in this NHS region?'](#) (optional)
 - ['Have your Foundation Programme 1 competencies been formally signed off?'](#) (optional)
 - ['Have your Foundation Programme 2 competencies been formally signed off?'](#) (optional)
 - ['Why have you not completed Foundation Training?'](#) (optional)
2. Select the ['Save and continue'](#) button.

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

NHS Jobs
Sign outEnglish [Cymraeg](#)

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

Administrator application

Check and save your Medical qualifications and details

What is your GMC registration status?	Full registration with a licence to practise and on the Specialist Register	Change
What are your specialities on the Specialist Register?	test	Change
Who is your current responsible officer?	test	Change
When was your last revalidation?	30 January 2021	Change
When was your last appraisal?	30 January 2021	Change
Are you on this employer's Performers List, or will you be within 3 months of the interview?	Yes	Change
Are you currently one of the following?	A Specialist Registrar (SpR) due to gain a relevant CCT within 6 months of interview	Change
When do you expect to gain your CCT or CESR(CP)?	21 August 2022	Change
Are you currently one of the following?	On the GMC's GP Register	Change
Are you currently registered in this employer's region as a Responsible Clinician?	Yes	Change 1
Do you have current Section 12 (Mental Health Act England and Wales) approval for working in this NHS region?	Yes	Change
Have your Foundation Programme 1 competencies been formally signed off?	Yes	Change
Have your Foundation Programme 2 competencies been formally signed off?	No	Change
Why have you not completed Foundation Training?	For example, I have completed equivalent training that is formally recognised by an NHS Deanery.	Change

2 Save and continue

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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 **Medical qualifications and details** status is **'COMPLETED'** and your application is incomplete as you've completed 7 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 7 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>1 Dental qualifications and details NOT STARTED</p> <p>Nursing qualifications and details NOT STARTED</p> <p>Driving qualifications and details NOT STARTED</p> <p>Unspent criminal convictions and cautions NOT STARTED</p> <p>Fitness to practice NOT STARTED</p> <p>Check your equal opportunities</p> <p>Guaranteed interview scheme NOT STARTED</p> <p>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>
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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 medical qualifications and details and reached the end of this user guide.