How to apply for a job in NHS Jobs – Nursing 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 nursing 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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Nursing qualifications and details
This page gives you instructions for how to add your nursing qualifications and details.

Important: You'll only see this page if the employer has added additional nursing job specific questions to the listing. In this example, the Nursing qualifications and details status is 'NOT STARTED' and your application is incomplete as you've completed 8 out of 14 sections.

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

1. Select the 'Nursing qualifications and details' link.
You are applying for a nursing role
This page gives you instructions for how to check the nursing qualifications and details.

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

1. Select the ‘Continue’ button.
Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)?

This page gives you instructions for how to confirm if the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE).

To confirm if the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE), complete the following steps:

1. Select an answer:
   - ‘Any other option’
   - ‘I do not have NMC registration’
2. Select the ‘Save and continue’ button.
Do you have a decision letter for your NMC registration?
This page gives you instructions for how to confirm if you have a decision letter for your NMC registration.

**Important:** You’ll only see this page if you do not have NMC registration.

To confirm if you have a decision letter for your NMC registration, complete the following steps:

1. Select an answer:
   - ‘Yes’
   - ‘No’
2. Select the ‘Save and continue’ button.
What is the date of the NMC registration decision letter?
This page gives you instructions for how to add the date of the NMC registration decision letter.

**Important:** You’ll only see this page if you have a registration decision letter for your NMC.

To add the date of the NMC registration decision letter, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the ‘**Save and continue**’ button.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.
Do you have a care certificate or equivalent?
This page gives you instructions for how to confirm if you have a care certificate or equivalent.

To confirm if you have a care certificate or equivalent, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.
Have you passed the Computer-based test (CBT)?
This page gives you instructions for how to confirm if you’ve passed the Computer-based test (CBT).

To confirm if you’ve passed the Computer-based test (CBT), complete the following steps:

1. Select an answer.
2. Select the ‘Save and continue’ button.
Have you passed an NMC approved English language test?
This page gives you instructions for how to confirm if you’ve passed an NMC approved English language test.

To confirm if you’ve passed an NMC approved English language test, complete the following steps:

1. Select an answer.
2. Select the ‘Save and continue’ button.

Tip: You can select the ‘NMC approved English language test’ link for more information.
**Are you a student or newly qualified nurse?**
This page gives you instructions for how to confirm if you’re a student or newly qualified nurse.

To confirm if you’re a student or newly qualified nurse, complete the following steps:

1. Select an answer.
2. Select the ‘Save and continue’ button.
When is your revalidation due?
This page gives you instructions for how to add when your revalidation is due.

To add when your revalidation is due, complete the following steps:

1. In the Day, Month and Year boxes, enter the details.
2. Select the 'Save and continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.
Do you want to give any more details about your revalidation? (Optional)

This page gives you instructions for how to confirm if you want to give any more details about your revalidation.

To confirm if you want to give any more details about your revalidation, complete the following steps:

1. In the **More details** box, enter the details (optional).
2. Select the ‘Save and continue’ button.

**Tip:** You have a maximum character limit of 250 characters.
Check your Nursing qualifications and details

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

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

1. Select a ‘Change’ link:
   - ‘Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)?’ (optional)
   - ‘Do you have a decision letter for your NMC registration?’ (optional)
   - ‘What is the date of the NMC registration decision letter?’ (optional)
   - ‘Do you have a care certificate or equivalent?’ (optional)
   - ‘Have you passed your Computer-based test (CBT)?’ (optional)
   - ‘Have you passed an NMC approved English language test?’ (optional)
   - ‘Are you a student or newly qualified nurse?’ (optional)
   - ‘When is your revalidation due?’ (optional)
   - ‘Do you want to give any more details about your revalidation?’ (optional)

2. Select the ‘Save and continue’ button.

Go to the next page to see the screenshot.
## Administrator application

### Check and save your Nursing qualifications and details

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)?</td>
<td>I do not have NMC registration</td>
<td></td>
</tr>
<tr>
<td>Do you have a decision letter for your NMC registration?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>What is the date of the NMC registration decision letter?</td>
<td>28 February 2021</td>
<td></td>
</tr>
<tr>
<td>Do you have a care certificate or equivalent?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Have you passed the Computer-based test (CBT)?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Have you passed an NMC approved English language test?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are you a student or newly qualified nurse?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>When is your revalidation due?</td>
<td>30 June 2022</td>
<td></td>
</tr>
<tr>
<td>Do you want to give any more details about your revalidation? (Optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Save and continue**

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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 Nursing qualifications and details status is 'COMPLETED' and your application is incomplete as you’ve completed 9 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).

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 nursing qualifications and details and reached the end of this user guide.