

## How to apply for a job in NHS Jobs user guide – Pre-application questions

This guide gives you instructions for how to complete the pre-application questions in the NHS Job service.

If the employer has added them and depending on the role, you'll need to answer any pre-application.

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 user guide – Pre-application questions</a>	<a href="#">1</a>
<a href="#">Application guidance in the current NHS Jobs service</a>	<a href="#">3</a>
<a href="#">Apply for this job</a>	<a href="#">4</a>
<a href="#">You're about to apply for a job</a>	<a href="#">5</a>
<a href="#">Do you possess NVQ level 3 qualification or equivalent?</a>	<a href="#">6</a>
<a href="#">Do you possess NMC licence?</a>	<a href="#">7</a>
<a href="#">Do you possess NMC registration?</a>	<a href="#">8</a>
<a href="#">Have you passed PLAB 2?</a>	<a href="#">9</a>
<a href="#">Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?</a>	<a href="#">10</a>
<a href="#">Are you currently employed by the Employer advertising this vacancy?</a>	<a href="#">11</a>
<a href="#">You're applying for a job</a>	<a href="#">12</a>
<a href="#">Do you want to use your saved information for this application?</a>	<a href="#">13</a>
<a href="#">Applicant task list</a>	<a href="#">14</a>

## Application guidance in the current NHS Jobs service

This page shows the application guidance in the current NHS Jobs service.

**Important:** You'll only see this page if you're applying for a job that's published in the new NHS Jobs service.

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 navigation bar with links for 'News', 'Advice', and 'Cymraeg'. The NHS logo and 'NHS Jobs' text are on the right. Below the navigation bar are buttons for 'Search Jobs', 'Browse Jobs', 'Register', 'Log in', and 'New Website'. A yellow banner contains a 'Coronavirus (COVID-19) update' with text about searching for roles and a link to 'Find Coronavirus related roles here.'. The main content area is a white box with the following sections:

- How you'll apply for this job**

We're updating the design of NHS Jobs and the way you apply. This means you'll apply for this job through a new updated version of the website.
- If you've already got an NHS Jobs account**

You'll need to create a new NHS Jobs account and apply for this job through the new version. You'll still have access to your current NHS Jobs account. For example, you can sign in and view your profile, your applications, and you can copy and paste any information from there into your new account, if you need to. You'll have these 2 accounts while there's a 'current' and 'new' version of the website. Your new account will replace your current account when the website design is fully updated.
- If you've not got an NHS Jobs account**

You'll need to continue and create one to apply for this job.
- If you want to access the website in Welsh**

The new NHS Jobs website is also available in Welsh. Choose the Welsh (Cymraeg) option on the new NHS Jobs website to change the language from English to Welsh.

At the bottom right of the white box is a green 'Continue' button with a yellow circle containing the number '1'. The footer of the page is blue and contains links for 'Help', 'Contact us', 'Accessibility', 'Terms', 'Cookies', 'Site map', 'Useful sites', and 'Privacy', along with the text 'NHS Jobs © 2021'.


## Apply for this job

This page gives you instructions for how to apply for this job.

**Important:** You'll only see this page if you're applying for a job in the new NHS Jobs service. If you have an account, you can [sign in](#). If you don't have an account, you'll need to [create an account](#).

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

1. Select the '[Apply for this job](#)' link.


Sign out

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

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

## Administrator

NHS BSA Training

**The closing date is 30 December 2021**

**Job summary**

Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite.

**Main duties of the job**

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

**About us**

Introduce the team, the atmosphere, work ethic and benefits of working at your organisation and what you can offer to the applicant.

[→ Apply for this job](#) 1

**For help with your application, contact:**

[Redacted Contact Info]

**Date posted**  
15 December 2021

**Pay scheme**  
Other

**Salary**  
£25,000 a year

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

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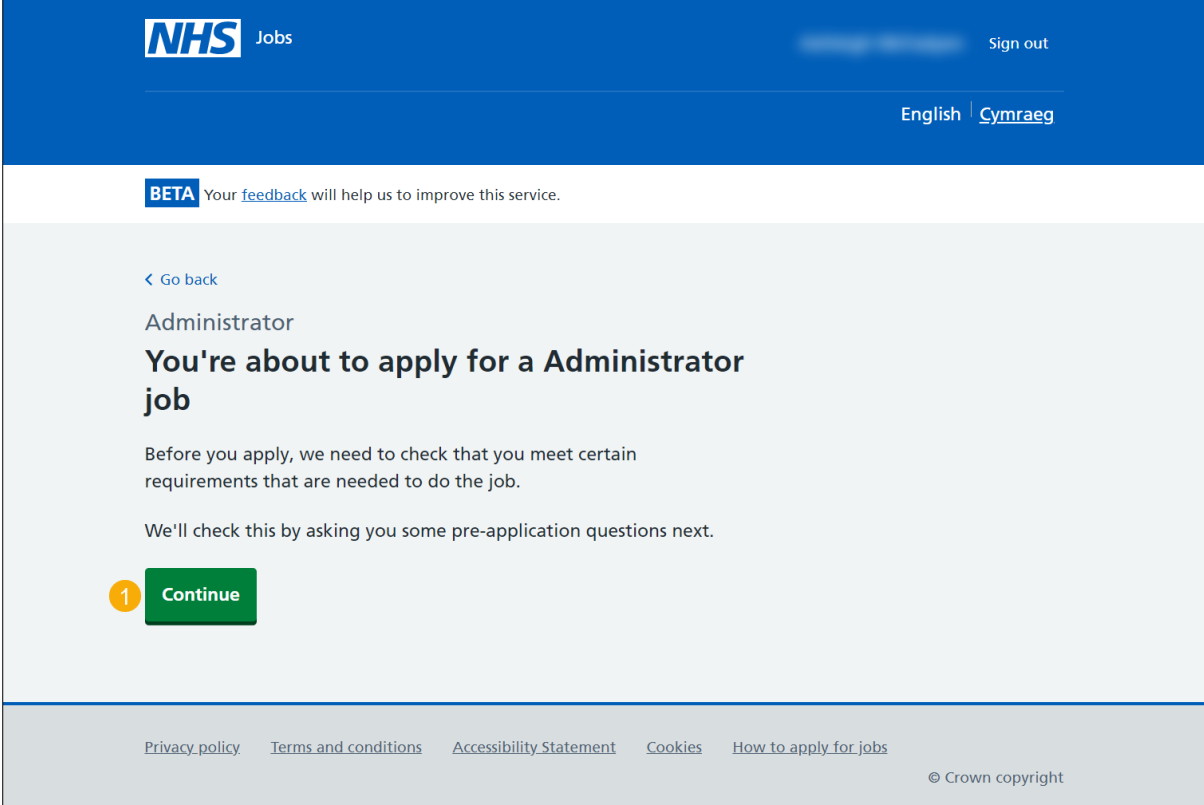
## You're about to apply for a job

This page gives you instructions for how to apply for a job.

**Important:** You'll only see this page if the employer has added pre-employment questions. If this page is not shown, go to the ['You're applying for a job'](#) page.

To apply for this job, 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 left, and a 'Sign out' link 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 features a 'Go back' link, the job title 'Administrator', and the heading 'You're about to apply for a Administrator job'. Below this, there is explanatory text about pre-application requirements and a large green 'Continue' button with a '1' in a yellow 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 '© Crown copyright' notice.

## Do you possess NVQ level 3 qualification or equivalent?

This page gives you instructions for how to confirm if you possess a qualification or equivalent.

**Important:** You'll only see this page if the employer has added this pre-application question. In this example, an NVQ Level 3 qualification is required. If you select 'No' to a pre-application question, your application will end.

To confirm if you possess this qualification or equivalent, 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, there is a white banner with a 'BETA' badge and the text '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 'Do you possess NVQ level 3 qualification or equivalent?'. Below the question are two radio buttons: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green button with a '2' in a yellow circle and the text 'Save and continue'. 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 possess NMC licence?

This page gives you instructions for how to confirm if you possess a licence.

**Important:** You'll only see this page if the employer has added this pre-application question. In this example, an NMC licence is required. If you select 'No' to a pre-application question, your application will end.

To confirm if you possess this licence, 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 white banner contains a 'BETA' label and the text '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 'Do you possess NMC licence?'. Below the question are two radio buttons: 'Yes' (with a yellow circle containing the number 1) and 'No'. Below the radio buttons is a green button with a yellow circle containing the number 2 and the text 'Save and continue'. 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 possess NMC registration?

This page gives you instructions for how to confirm if you possess a registration.

**Important:** You'll only see this page if the employer has added this pre-application question. In this example, an NMC registration is required. If you select 'No' to a pre-application question, your application will end.

To confirm if you possess this registration, 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 white banner contains a 'BETA' label and the text '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 'Do you possess NMC registration?'. Below the question are two radio button options: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green button with a '2' in a yellow circle and the text 'Save and continue'. 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'.



## Have you passed PLAB 2?

This page gives you instructions for how to confirm if you've passed PLAB 2.

**Important:** You'll only see this page if the employer has added this pre-application question. If you select 'No' to a pre-application question, your application will end.

To confirm if you've passed PLAB 2, 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 the user name 'Ashleigh McFadyen' and 'Sign out' link 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.' Below this is a navigation link '< Go back'. The main content area is titled 'Administrator application' and 'Have you passed PLAB 2?'. There are three radio button options: 'Yes', 'No', and 'Not Applicable'. The 'No' option is highlighted with a yellow circle containing the number '1'. Below the options is a green button labeled 'Save and continue', which is highlighted with a yellow circle containing the number '2'. 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 text reads '© Crown copyright'.

## Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?

This page gives you instructions for how to confirm if you've passed the IQE or ORE.

**Important:** You'll only see this page if the employer has added this pre-application question. If you select 'No' to a pre-application question, your application will end.

To confirm if you've passed the IQE or ORE, complete the following steps:

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

**NHS** Jobs Ashleigh McFadyen Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

### Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?

1  Yes  No

2 [Save and continue](#)

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## Are you currently employed by the Employer advertising this vacancy?

This page gives you instructions for how to confirm if you're currently employed by the Employer advertising this vacancy.

**Important:** You'll only see this page if the employer has added this pre-application question. If you select 'No' to a pre-application question, your application will end.

To confirm if you're employed by the Employer advertising this vacancy, 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' on the left, and the user name 'Ashleigh McFadyen' 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 contains the question 'Are you currently employed by the Employer advertising this vacancy?'. Below the question, there are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. A green 'Save and continue' button is positioned below the radio buttons, with a '2' in a yellow circle next to it. 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'.

## You're applying for a job

This page gives you instructions for how to check the information to apply for a job.

**Important:** You don't have to complete all your application in one go. You can save and return to it later by selecting the 'Save and come back later' link. You'll receive an email when you start applying with a link to take you back to your application.

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

1. Select the '[Start application](#)' 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 a 'BETA' badge 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. The job title 'Administrator' is displayed, followed by the heading 'You're applying for a Administrator job'. Below this, it says 'To do this, we'll ask questions about your:' followed by a bulleted list: 'right to work in the UK', 'qualifications', 'training', 'current or past jobs', and 'skills for the job'. A paragraph explains that the application can be saved and returned to later, with an email sent when starting. Another paragraph states that applying confirms acceptance of the employer's privacy policy. A prominent green button with a yellow '1' icon and the text 'Start application' is shown. Below it is 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 the copyright notice '© Crown copyright'.

## Do you want to use your saved information for this application?

This page gives you instructions for how to confirm if you want to use your saved information for this application.

**Important:** You'll only see this page if you've previously applied for a job and saved your application information.

To confirm if you want to use your saved information for this application, 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' on the left, and the user's name 'Ashleigh McFadyen' and 'Sign out' 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 asks 'Do you want to use your saved information for this application?'. It notes that the user last updated their information on Aug 26 2021. There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a green button labeled 'Save and continue'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer contains the copyright notice '© Crown copyright'.

**Tip:** To help you decide, check the date for when you last updated your information. 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.

## Applicant task list

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

**Important:** In this example, your application is incomplete as you've completed 0 out of 14 sections. You need to complete all sections before you can send your application.

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

1. Select the 'View the job advert' link (optional).
2. Select a section link.
- or
3. 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 0 of 14 sections.

<p><b>Add your personal details</b></p> <p><a href="#">Contact details</a> <span>NOT STARTED</span></p> <p><b>Add your right to work status</b></p> <p><a href="#">Right to work</a> <span>NOT STARTED</span></p> <p><b>Add your qualifications, training and job history</b></p> <p><a href="#">Qualifications</a> <span>NOT STARTED</span></p> <p><a href="#">Training</a> <span>NOT STARTED</span></p> <p><a href="#">Job history</a> <span>NOT STARTED</span></p> <p><b>Add your supporting evidence</b></p> <p><a href="#">Essential and desirable criteria</a> <span>NOT STARTED</span></p> <p><b>Add further information the employer needs from you</b></p> <p><a href="#">Medical qualifications and details</a> <span>NOT STARTED</span></p> <p><a href="#">Dental qualifications and details</a> <span>NOT STARTED</span></p> <p><a href="#">Nursing qualifications and details</a> <span>NOT STARTED</span></p> <p><a href="#">Driving qualifications and details</a> <span>NOT STARTED</span></p> <p><a href="#">Unspent criminal convictions and cautions</a> <span>NOT STARTED</span></p> <p><a href="#">Fitness to practice</a> <span>NOT STARTED</span></p> <p><b>Check your equal opportunities</b></p> <p><a href="#">Guaranteed interview scheme</a> <span>NOT STARTED</span></p> <p><a href="#">Equality and diversity</a> <span>NOT STARTED</span></p> <p>You need to complete all sections before you can send your application.</p> <p><a href="#">Save and come back later</a></p>	<p><b>Job details</b></p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p><a href="#">View the job advert (opens in new tab)</a></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 pre-application questions and reached the end of this user guide.