

# How to apply for a job in NHS Jobs user guide – Add further information

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

If the employer has added them and depending on the role, you'll need to answer further information 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.

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

### Contents

How to apply for a job in NHS Jobs user guide – Add further information1
Criminal convictions and/or cautions that are not protected3
What information you might have to tell the employer4
Do you have any convictions and/or cautions that are not protected?
When do you want to tell us about your convictions and/or cautions that are not protected?
6
Details of your convictions and/or cautions that are not protected7
Check and save your answers about your convictions and/or cautions that are not protected
Application task list9
Fitness to practise investigations and proceedings10
Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?
Tell the employer about your fitness to practise case
Do any of these statements apply to your healthcare work history?
Tell the employer about your case
Have you ever had any restrictions placed on your clinical practise as part of the revalidation process?
Tell the employer about your restrictions16
Check and save your fitness to practise answers
Application task list

#### Criminal convictions and/or cautions that are not protected

This page gives you instructions for how to add your criminal convictions and/or cautions that are not protected.

**Important:** In this example, the **Criminal convictions and/or cautions that are not protected** status is '**NOT STARTED**' and your application is incomplete as you've completed 10 out of 14 sections.

To add your criminal convictions and/or cautions that are not protected, complete the following steps:

1. Select the '<u>Criminal convictions and/or cautions that are not protected</u>' link.

	<b>NHS</b> Jobs			<u>Sign out</u>
			English	<u>Cymraeg</u>
	BETA Your feedback will help us to improve this service.			
	NHS BSA Training			
	Training and Support Officer appli	ication		
	Application incomplete			
	You have completed 10 of 14 sections.			
	Add your personal details		Job details	
	Contact details	COMPLETED	<b>Closing date</b> 30 December 2022	
	Add your right to work status		Job reference number T1111-22-4651	
	Right to work	COMPLETED	<u>View the job advert (o</u> new tab)	<u>pens in</u>
	Add your qualifications, training and job hist	ory		
		COMPLETED		
		COMPLETED		
	<u>JOD history</u>	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		
1	Criminal convictions and/or cautions that are not protected			
	Fitness to practice	NOT STARTED		

#### What information you might have to tell the employer

This page gives you instructions for how to check what information you might have to tell the employer.

**Important:** You'll only see this page if the employer has added this question.

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

1. Select the 'Continue' button.



Tip: You can select the 'DBS filtering guide' link for more information.

#### Do you have any convictions and/or cautions that are not protected?

This page gives you instructions for how to confirm if you have any convictions and/or cautions that are not protected.

**Important:** You'll only see this page if the employer has added this question.

To confirm if you have any convictions and/or cautions that are not protected, complete the following steps:

- 1. Select an answer:
  - 'Yes'
  - '<u>No</u>'
- 2. Select the 'Save and continue' button.

NHS Jobs	Sign out English <sup> </sup> <u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.	
<ul> <li>C Go back</li> <li>Training and Support Officer application</li> <li>Do you have any convictions and/or cautions that are not protected?</li> <li>This means any that they're not eligible for filtering, as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).</li> <li>It also includes all convictions or Summary Hearings issued under military law while serving in the Armed Forces in the UK or any other country, where the equivalent offence in England and Wales is not protected.</li> <li>You should read how to tell us about your criminal record information (Opens in a new tab) before completing this question.</li> <li>Yes No</li> <li>Save and continue</li> </ul>	
pave and come back later	
Privacy policy Terms and conditions Accessibility Statement Cookies Help	<u>and guidance</u> © Crown copyright

Tip: You can select the 'criminal record' link for more information.

## When do you want to tell us about your convictions and/or cautions that are not protected?

This page gives you instructions for how to confirm when you want to tell the employer about your convictions and/or cautions that are not protected.

**Important:** You'll only see this page if you're adding convictions and/or cautions that are not protected.

To confirm when you want to tell the employer about your convictions and/or cautions that are not protected, complete the following steps:

- 1. Select an answer:
  - '<u>Now</u>'
  - <u>'Later</u>'
- 2. Select the 'Save and continue' button.

NHS Jobs	<u>Sign out</u> English <sup> </sup> <u>Cymraeg</u>
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.	
<ul> <li>C Go back</li> <li>Training and Support Officer application</li> <li>When do you want to tell us about your convictions and/or cautions that are not protected?</li> <li>Now - with this application.</li> <li>Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.</li> <li>Save and continue</li> </ul>	
Privacy policy Terms and conditions Accessibility Statement Cookies Help a	o <u>nd guidance</u> © Crown copyright

#### Details of your convictions and/or cautions that are not protected

This page gives you instructions for how to tell the employer about your convictions and/or cautions that are not protected.

**Important:** You'll only see this page if you're telling the employer now. You don't need to tell them about any parking offences. Don't include personal information that could be used to identify you such as your name or contact details.

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

- 1. In the convictions and/or cautions that are not protected box, enter the details.
- 2. Select the '<u>Save and continue</u>' button.

NH	S Jobs	English	<u>Sign out</u> <u>Cymraeg</u>
BETA Y	our <u>feedback</u> will help us to improve this service.		
<ul> <li>Go bad</li> <li>Trainir</li> <li>Deta</li> <li>cauti</li> <li>Here we</li> <li>where</li> <li>what</li> </ul>	ng and Support Officer application <b>ils of your convictions and/or</b> <b>ons that are not protected</b> 'Il need details of: e the Court hearing was and the date the convictions were		
<ul> <li>what</li> <li>the set</li> <li>the principal</li> <li>Include</li> <li>need to</li> </ul>	the cautions were ntence or the Court order enalty any additional information or evidence that you think we'd know.		
Do r iden	ot include personal information that could be used to tify you such as your name or contact details.		
Enter de protecte	tails of your convictions and/or cautions that are not d		
Save and	Ind continue		
<u>Privacy p</u>	blicy Terms and conditions Accessibility. Statement Cookies Help	o and guidance © Crc	wn copyright

### Check and save your answers about your convictions and/or cautions that are not protected

This page gives you instructions for how to check and save your convictions and/or cautions that are not protected.

To check, change or confirm your convictions and/or cautions that are not protected, complete the following steps:

- **1.** Select a 'Change' link:
  - 'Do you have any convictions and/or cautions that are not protected?' (optional)
  - <u>'When do you want to tell us about your convictions and/or cautions that are not</u> protected?' (optional)
  - 'Details of your convictions and/or cautions that are not protected' (optional)
- 2. Select the '<u>Save and continue</u>' button.

<b>NHS</b> Jobs		English	<u>Sign out</u> Cymraeg
BETA Your feedback w	vill help us to improve this service.		
Training and Sup Check and sa convictions a protected	oport Officer application ave your answers about and/or cautions that are	your not	
Do you have any convictions and/or cautions that are not protected?	Yes	Change 1	
When do you want to tell us about your convictions and/or cautions that are not protected?	Now	Change 1	
Details of your convictions and/or cautions that are not protected	Enter details of your convictions and/or cautions that are not protected.	Change 1	
2 Save and continue			
<u>Privacy policy</u> <u>Terms a</u>	and conditions Accessibility Statement Coc	kies Help and guidance © Cr	own copyright

#### **Application task list**

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

**Important:** In this example, the **Criminal convictions and/or cautions that are not protected** status is '**COMPLETED**' and your application is incomplete as you've completed 11 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 '<u>Fitness to practice</u>' link. or
- 2. Select the 'Save and come back later' link (optional).

	Ashleigh McFadyen <u>Si</u>	<u>an out</u>
	English <sup> </sup> <u>C</u> i	mraeg
BETA Your feedback will help us to improve this serv	ice.	
NHS BSA Training Training and Support Office	er application	
Application incomplete		
You have completed 11 of 14 sections.		
Add your personal details	Job details	
Contact details	COMPLETED Closing date 30 December 2022	
Add your right to work status	Job reference number T1111-22-4651	
<u>Right to work</u>	COMPLETED View the job advert (open new tab)	<u>is in</u>
Add your qualifications, training and	l job history	
Qualifications	COMPLETED	
Training	COMPLETED	
Job history	COMPLETED	
Essential and desirable criteria	COMPLETED	
Add further information the employ	er needs from you	
Medical qualifications and details	COMPLETED	
Dental gualifications and details	COMPLETED	
Nursing gualifications and details	COMPLETED	
Driving qualifications and details	COMPLETED	
Criminal convictions and/or cautions that are n	COMPLETED	
Fitness to practice	NOT STARTED	
Check your equal opportunities		
Guaranteed interview scheme	NOT STARTED	
Equality and diversity	NOT STARTED	
You need to complete all sections before you o application.	an send your	
Save and come back later		

**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 <u>'Help and support for applicants'</u> webpage.

You've added your unspent criminal convictions and cautions and reached the end of this user guide.

#### Fitness to practise investigations and proceedings

This page gives you instructions for how to check the fitness to practice investigations and proceedings.

**Important:** You'll only see this page if the employer has added this question. The employer will not see your answers during assessments and shortlisting, but they will see them before interviews. This means any answer you give will not harm your application.

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

**1.** Select the '<u>Continue</u>' button.

NH	<b>S</b> Jobs		Sign out
		English	<u>Cymraeg</u>
BETA	our <u>feedback</u> will help us to improve this service.		
< Go bac Admir Fitne proc You'll n investig you've l	k histrator application ess to practise investigations and eedings eed to give us details about any fitness to practise ations and proceedings by a regulatory or licensing body had.		
inis inc • warn • limita • condi • time We do i you we The show	udes any: ngs tions, suspension or any other restrictions tions or sanctions placed on your registration you were removed from the register not need to know if you had an appeal that was upheld and re fully exonerated. employer will not see your answers during assessment and tisting, but they will see them before interviews. This		
1 Conti	tlisting, but they will see them before interviews. This ns any answer you give will not harm your application.	How to apply for jobs	

## Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?

This page gives you instructions for how to confirm if you're subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body.

**Important:** You'll only see this page if the employer has added this question.

To confirm if you're subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body, complete the following steps:

- 1. Select an answer:
  - '<u>Yes</u>'
  - '<u>No</u>'
- 2. Select the 'Save and continue' button.

NHS Jobs	Anticip McCulyer	Sign out
	English	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.		
<ul> <li>C Go back</li> <li>Administrator application</li> <li>Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?</li> <li>Yes No</li> <li>Save and continue</li> <li>Save and come back later</li> </ul>		
Privacy policy Terms and conditions Accessibility Statement Cookies How t	to apply for jobs	wn.copyright

#### Tell the employer about your fitness to practise case

This page gives you instructions for how to add your fitness to practise case.

**Important:** You'll only see this page if you're adding a fitness to practise case. Don't include personal information that could be used to identify you such as your name or contact details.

To add your fitness to practise case, complete the following steps:

- 1. In the Fitness to practise box, enter the details.
- 2. Select the '<u>Save and continue</u>' button.

Jobs	Sign out
	English Cymraeg
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back	
Administrator application Tell us about your fitness to practise case	
We'll need details such as:	
<ul> <li>the name and address of the regulatory or licensing body</li> <li>the reason for the investigation or proceedings</li> <li>what the warnings, conditions or sanctions were</li> <li>what the imitations, suspension or any other restrictions were</li> <li>Include any additional information you think we'd need.</li> <li>Enter the details of the investigation or proceedings</li> </ul>	
Do not include personal information that could be used to identify you such as your name or contact details.	
You have 750 characters remaining	
2 Save and continue Save and come back later	
Privacy policy Terms and conditions Accessibility Statement Cookies How to	o apply for jobs

#### Do any of these statements apply to your healthcare work history?

This page gives you instructions for how to confirm if any of these statements apply to your healthcare work history.

**Important:** You'll only see this page if the employer has added this question. We don't need to know if you had an appeal that was upheld, and you were fully exonerated.

To confirm if any of these statements apply to your healthcare work history, complete the following steps:

- 1. Select an answer:
  - 'Yes'
  - 'No'
- **2.** Select the 'Save and continue' button.

Jobs		Sign out
	English	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.		
Go back		
Administrator application Do any of these statements apply to your healthcare work history?		
<ul> <li>I've been removed from the register</li> <li>I've had conditions or sanctions placed on my registration</li> <li>I've been issued with a warning</li> </ul>		
This is by a regulatory or licensing body.		
We do not need to know if you had an appeal that was upheld and you were fully exonerated.		
1 Yes No		
2 Save and continue		
Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Cookies How to	o apply for jobs	

#### Tell the employer about your case

This page gives you instructions for how to add details of your case.

**Important:** You'll only see this page if you're fitness to practise case details apply to your healthcare work history. Don't include personal information that could be used to identify you such as your name or contact details.

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

- 1. In the Case box, enter the details.
- 2. Select the 'Save and continue' button.

	NHS Jobs		Sign out
		English	<u>Cymraeg</u>
	BETA Your feedback will help us to improve this service.		
	<ul> <li>C Go back</li> <li>Administrator application</li> <li><b>Tell us about your case</b></li> <li>We'll need details such as: <ul> <li>the name and address of the regulatory or licensing body</li> <li>reason why the regulatory or licensing body took action</li> <li>conditions, sanctions or warnings (including limitations, suspension or any other restrictions) applied to your registration</li> </ul> </li> <li>Include any additional information you think we'd need.</li> <li>Enter the details of the case</li> </ul>		
1	identify you such as your name or contact details.		
	Privacy policy Terms and conditions Accessibility Statement Cookies How to	o apply for jobs	wn.copyright

## Have you ever had any restrictions placed on your clinical practise as part of the revalidation process?

This page gives you instructions for how to confirm if you've had any restrictions placed on your clinical practise as part of a revalidation process.

**Important:** You'll only see this page if the employer has added this question.

To confirm if you've had any restrictions placed on your clinical practise as part of a revalidation process, complete the following steps:

- **1.** Select an answer:
  - '<u>Yes</u>'
  - '<u>No</u>'
- 2. Select the 'Save and continue' button.

Jobs	Autompt McCalyer	Sign out
	English	<u>Cymraeg</u>
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.		
<ul> <li>Coback</li> <li>Administrator application</li> <li>Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?</li> <li>Yes No</li> <li>Save and continue</li> </ul> Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Cookies Ho	ow to apply for jobs	wp.copyright

#### Tell the employer about your restrictions

This page gives you instructions for how to add your restrictions.

**Important:** You'll only see this page if you're adding restrictions. Don't include personal information that could be used to identify you such as your name or contact details.

To add your restrictions, complete the following steps:

- 1. In the **Restrictions** box, enter the details.
- 2. Select the '<u>Save and continue</u>' button.

Jobs		Sign out
	English	<u>Cymraeg</u>
BETA Your <u>feedback</u> will help us to improve this service.		
<section-header>C Go back Administrator application Define a boot your restrictions We'll need details such as: • what the restrictions were • the name and address of the regulatory or licensing body • the dates the restrictions covered Include any additional information you think we'd need. Enter the details of your restrictions O not include personal information that could be used to identify you such as your name or contact details. Tou have 750 characters remaining Save and continue Save and come back later</section-header>		
Privacy policy Terms and conditions Accessibility Statement Cookies How to	to apply for jobs	
	© (rov	wn.copyright

#### Check and save your fitness to practise answers

This page gives you instructions for how to check and save your fitness to practise answers.

To check, change or confirm your fitness to practise answers, complete the following steps:

- **1.** Select a 'Change' link:
- **3.** '<u>Are you currently subject to a fitness to practise investigation or any proceedings by</u> <u>a regulatory or licensing body?</u>' (optional)
- 4. <u>'Have you been removed from the register, had conditions or sanctions placed on your registration or been issued with a warning?</u>' (optional)
- 5. '<u>Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?</u>' (optional)
- 2. Select the '<u>Save and continue</u>' button.

<b>NHS</b> Jobs			Sign out
		English	<u>Cymraeg</u>
BETA Your feedback	will help us to improve this service.		
Administrator a	application save your Fitness to Practi	se	
Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?	No	<u>Change</u>	
Have you been removed from the register, had conditions or sanctions placed on your registration or been issued with a warning?	No	Change 1	
Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?	No	Change	
<b>2</b> Save and continu	Je		
Privacy policy Term	is and conditions Accessibility Statement Coo	kies How to apply for jobs	

#### **Application task list**

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

**Important:** In this example, the **Fitness to practise** status is '**COMPLETED**' and your application is incomplete as you've completed 12 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 Training and Support Officer applicat	ion		
	Application incomplete You have completed 12 of 14 sections.			
	Add your personal details		Job details	
	Contact details	PLETED	Closing date	
			30 December 2022	
	Add your right to work status		Job reference number T1111-22-4651	
	Right to work COM	PLETED	View the job advert (opens in	
			new (ab)	
	Add your qualifications, training and job history			
	Qualifications	PLETED		
	Training COM	PLETED		
	Job history COM	PLETED		
	Add your supporting evidence Essential and desirable criteria	PLETED		
	Add further information the employer needs from	n you		
	Medical gualifications and details COM	PLETED		
	Dental qualifications and details	PLETED		
	Nursing qualifications and details	PLETED		
	Driving gualifications and details COM	PLETED		
	Criminal convictions and/or cautions that are not protected	PLETED		
	Fitness to practice COM	PLETED		
	Check your equal opportunities			
1	Guaranteed interview scheme NOT S	TARTED		
	Equality and diversity NOT S	TARTED		
	You need to complete all sections before you can send your application.			
2	Save and come back later			
	Privacy.policy. Terms and conditions Accessibility.Statement Cook	<u>kies Help</u>	I <u>p and guidance</u> © Crown copyright	

**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 <u>'Help and support for applicants'</u> webpage.

You've added your fitness to practise and reached the end of this user guide.