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

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.

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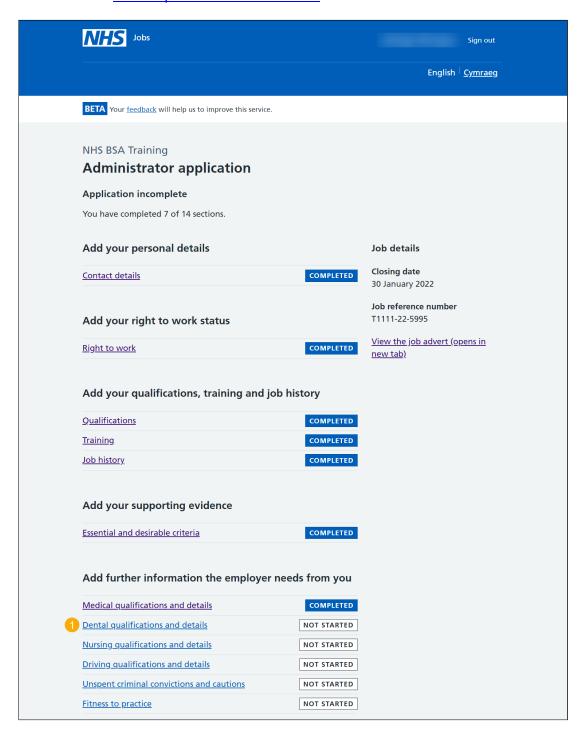
Dental qualifications and details

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.

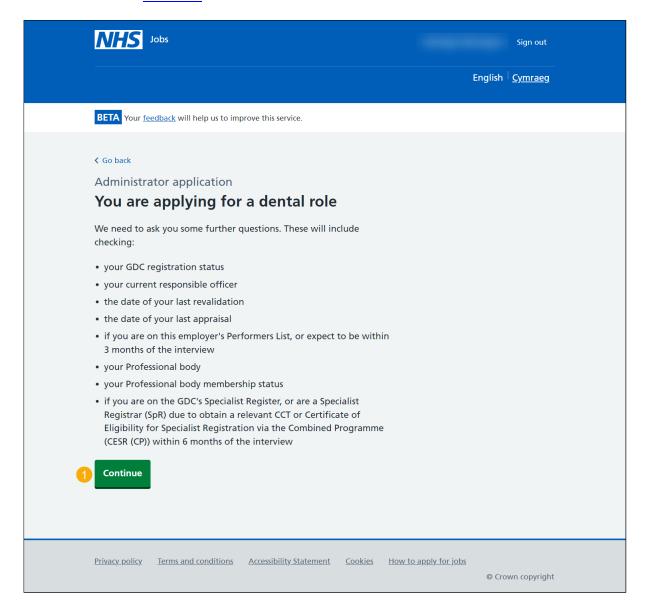


You are applying for a dental role

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.

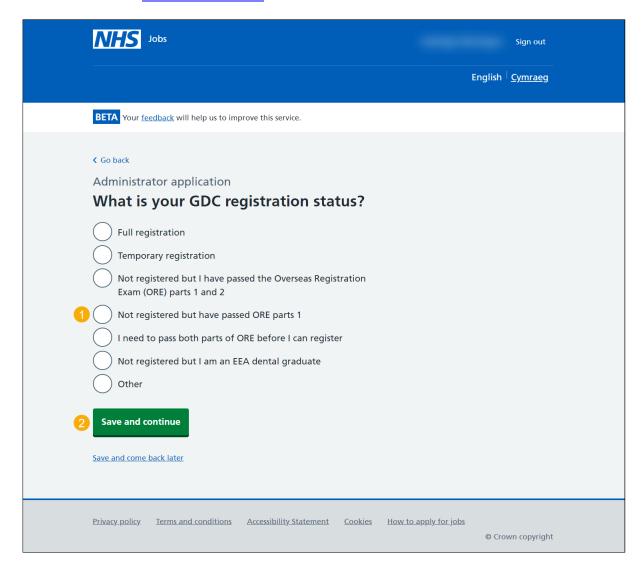


What is your GDC registration status?

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.

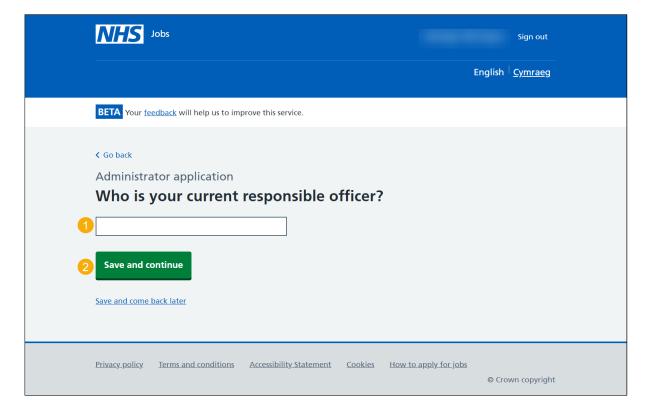


Who is your current responsible officer?

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.

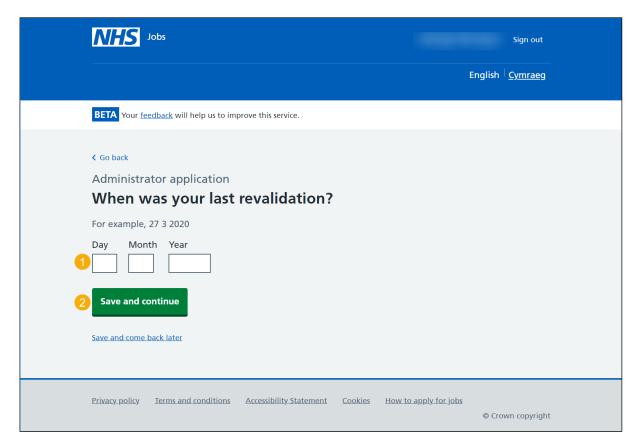


When was your last revalidation?

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.



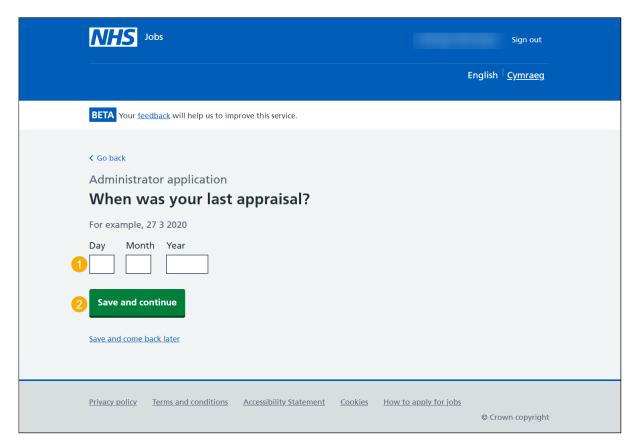
Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

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.



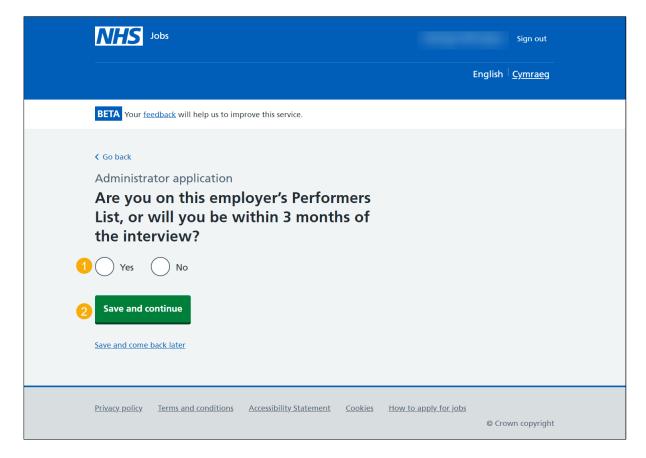
Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

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.

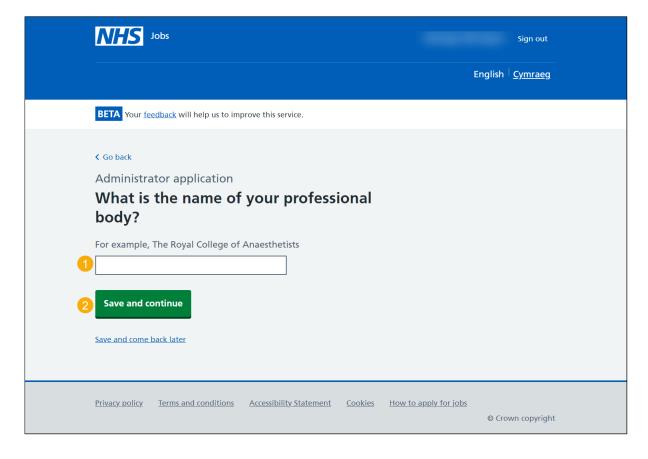


What is the name of your professional body?

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.

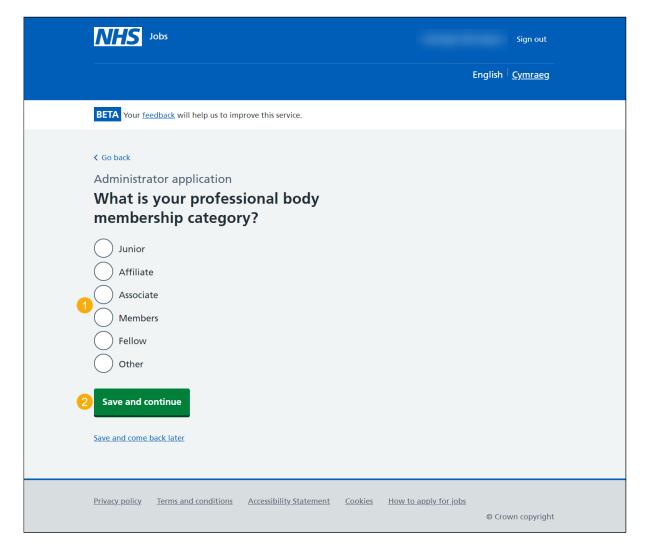


What is your professional body membership category?

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.



Are you currently one of the following?

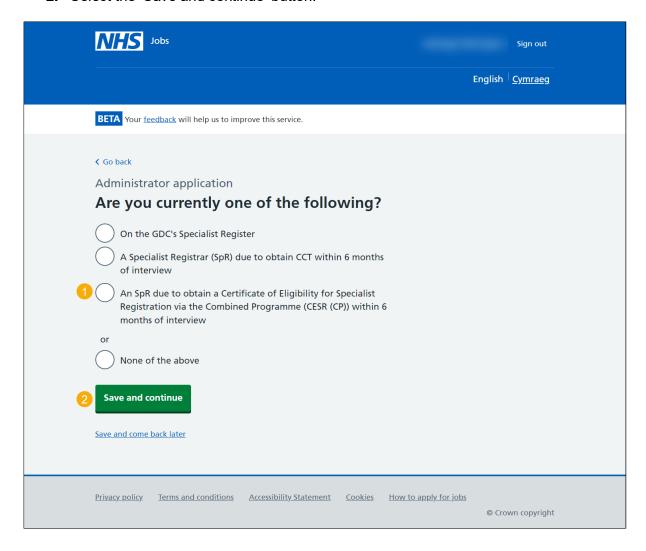
This page gives you instructions for how to confirm if you're one of the following.

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.



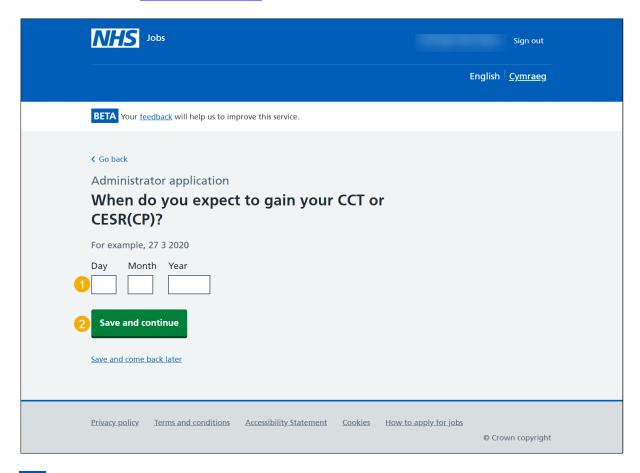
When do you expect to gain your CCT or CESR(CP)?

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.



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

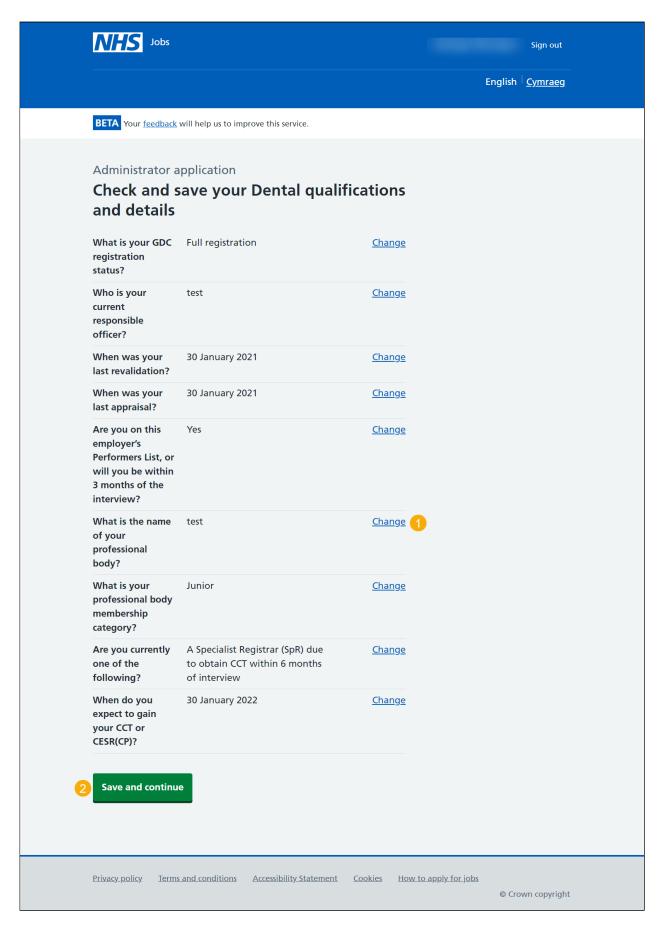
Check and save your Dental qualifications and details

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)
 - <u>'When was your last appraisal?'</u> (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.



Go to the 'Application task list' page.

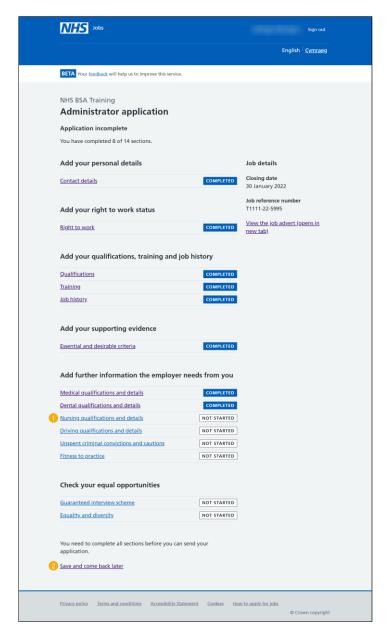
Application task list

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:

- Select a section link.
- 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 dental qualifications and details and reached the end of this user guide.