

# How to create a job listing – Add additional questions in NHS Jobs user guide

This guide gives you instructions for how to add pre-application and additional questions when creating a job listing in the NHS Jobs service.

To add pre-application and additional questions, you'll need to add:

- any pre-application questions including qualifications, licences, registrations, PLAB 2, IQE/ORE and if you're employed by the Employer advertising the job (optional)
- any additional questions including medical, dental, nursing and driving (optional)

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the <u>employer dashboard</u>.

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#### **Pre-application questions**

This page gives you instructions for how to add pre-application questions.

The different statuses are:

- **NOT STARTED** you haven't started the job listing section.
- **STARTED** you've started the job listing section but it's incomplete.
- **COMPLETED** you've completed the job listing section.
- **CANNOT START YET** you need to complete all sections before this is available.

To add pre-application questions, complete the following steps:

1. Select the '<u>Pre-applications questions</u>' link.

			You're viewing NHSBSA MW UAT	<u>Change</u>
	NHS Jobs		Signed in as Michael Wardman	Sign Out
	BETA Your feedback will help us to improve this service.			
	NHSBSA MW UAT			
	Training and Support Officer job listing	ng		
	DRAFT Reference no: A0201-22-4879			
	Job listing incomplete			
	You have completed 8 of 13 sections.			
	Add the job title			
	Job title and reference number	COMPLETED	l.	
	Add the details of the job			
	About the job and pay	COMPLETED		
	Location	COMPLETED		
	Contact details and closing date	COMPLETED		
	Add the job overview, job description and persor specification	ı		
	Job overview	COMPLETED	l	
	Job description	COMPLETED		
	Person specification	COMPLETED		
	Supporting information	COMPLETED		
	Add pre-application and additional application qu	uestions		
1	Pre-application questions	NOT STARTED	]	
	Additional application guestions	NOT STARTED	]	
	Add the internal documents			
	Internal documents	NOT STARTED	1	
			-	
	Add the recruitment team			
	Recruitment team	NOT STARTED	]	
	Add the Welsh (Cymraeg) translation for this adv	ert		
	Welsh translation CANN	OT START YET	1	
			1	
	You need to complete all sections before you send it for appro-	val.		
	Save and come back later			
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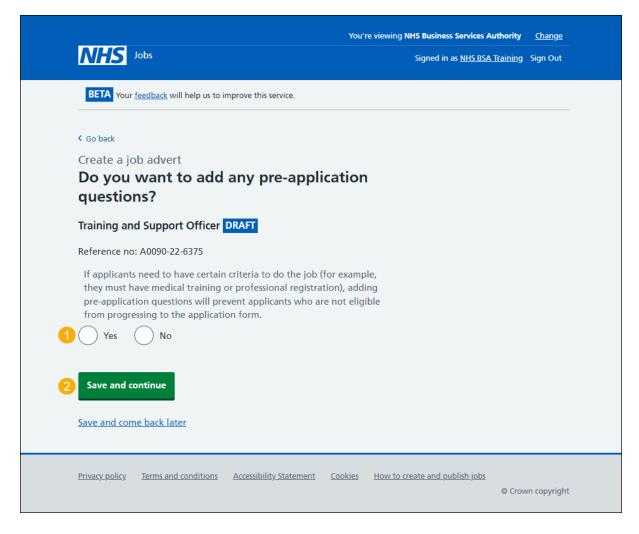
#### Do you want to add any pre-application questions?

This page gives you instructions for how to confirm if you want to add any pre-application questions.

**Important:** If you add pre-application questions and the applicant selects 'No', their application will end, and they won't be able to submit their application.

To confirm if you want to add any pre-application questions, complete the following steps:

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



#### Select the pre-application questions

This page gives you instructions for how to select the pre-application questions.

**Important:** You'll only see this page if you're adding pre-application questions. You can select more than one answer.

To select the pre-application questions, complete the following steps:

- **1.** Select the 'how to use the pre-application questions' link for more information (optional).
- **2.** Select a pre-application question.
- **3.** Select the '<u>Save and continue</u>' button.

Jobs       Signed in         BETA       Your feedback will help us to improve this service.         < Go back       Create a job advert         Select the pre-application questions       Training and Support Officer DRAFT         Reference no: T1111-22-1234       The questions need to be appropriate to the job criteria and person specification.         This will stop anyone applying who does not match your essential criteria.         You should confirm the questions with your organisation's HR team before using them. This will make sure they do not breach employment legislation.         If you're unsure, read about how to use the pre-application questions.         Select all that apply         Do you possess [enter the name] qualification or equivalent?         Do you possess [enter the name] registration?         Have you passed PLAB 2?         Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?         Are you currently employed by the Employer advertising this vacancy?	as <u>NHSBSA Training</u>	
<ul> <li>C Go back</li> <li>Create a job advert</li> <li><b>Select the pre-application questions</b></li> <li>Training and Support Office DRAFT</li> <li>Reference no: T1111-22-1234</li> <li>The questions need to be appropriate to the job criteria and person specification.</li> <li>This will stop anyone applying who does not match your essential criteria.</li> <li>You should confirm the questions with your organisation's HR team before using them. This will make sure they do not breach employment legislation.</li> <li>If you're unsure, read about how to use the pre-application questions.</li> <li>Select all that apply</li> <li>Do you possess [enter the name] qualification or equivalent?</li> <li>Do you possess [enter the name] registration?</li> <li>Have you passed PLAB 2?</li> <li>Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?</li> <li>Are you currently employed by the Employer advertising this</li> </ul>		Sign Out
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Overseas Registration Exam (ORE)? Are you currently employed by the Employer advertising this		
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Save and continue		
Save and come back later		

#### Enter the name of the qualification

This page gives you instructions for how to enter the name of the qualification.

**Important:** You'll only see this page if you're adding a pre-application qualification question.

To enter the name of the qualification or equivalent, complete the following steps:

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

If you're adding a licence, go to the 'Enter the name of the licence' page.

NHS Jobs	You're viewing NHS Business Services Authority <u>Change</u> Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back Create a job advert Enter the name of the qualification	
Training and Support Officer DRAFT	
Reference no: A0090-22-6375	
Enter the name <b>1</b> Have you got a qualification or the equ	ivalent?
2 Save and continue	
Save and come back later	
Privacy policy Terms and conditions Accessibility Statement Con	okies How to create and publish jobs © Crown copyright

#### Enter the name of the licence

This page gives you instructions for how to enter the name of the licence.

**Important:** You'll only see this page if you're adding a pre-application licence question.

To enter the name of the licence, complete the following steps:

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

If you're adding a registration, go to the 'Enter the name of the registration' page.

NHS Jobs	You're viewing <b>NH5 Business Services Authority</b> Signed in as <u>NHS BSA Training</u>	
BETA Your <u>feedback</u> will help us to improve this service.		
<ul> <li>Go back</li> <li>Create a job advert</li> </ul>		
Enter the name of the licence Training and Support Officer DRAFT		
Reference no: A0090-22-6375 Enter the name		
Do you possess a licence?		
2 Save and continue		
Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Co	ookies How to create and publish jobs	wn copyright

#### Enter the name of the registration

This page gives you instructions for how to enter the name of the registration.

**Important:** You'll only see this page if you're adding a pre-application registration question.

To enter the name of the registration, complete the following steps:

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

NHS Jobs	You're viewing NHS Business Services Authority Signed in as <u>NHS BSA Training</u>	<u>Change</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back Create a job advert		
Enter the name of the registration Training and Support Officer DRAFT		
Reference no: A0090-22-6375		
Enter the name 1 Are you registered?		
2 Save and continue		
Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Co	okies How to create and publish jobs © Crow	n copyright

#### Check and save the pre-application questions

This page gives you instructions for how to check and save the pre-application questions.

To check, change and save the pre-application questions, complete the following steps:

- **1.** Select a 'Change' link (optional):
  - 'Do you want to add pre-application questions?'
  - 'Pre-application questions'
- 2. Select the '<u>Save and continue</u>' button.

NHS Jobs		You're viewing NHS Business Services Author	
BETA Your feedback	will help us to improve this service.		
	<sup>ert</sup> ave the pre-application	1	
<b>questions</b> Do you want to add pre-application questions?	Yes	Change 1	
Pre-application questions	Do you possess NVQ level 3 qualification or equivalent?	Change 1	
2 Save and continue			
Privacy policy Terms a	and conditions Accessibility. Statement	Cookies How to create and publish jobs	rown copyright

#### You've completed pre-application questions

This page shows confirmation you've completed the pre-application questions section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

- 1. Select the <u>'Additional application questions</u>' link to begin this section. or
- 2. Select the 'Save and come back later' link.

		You're viewing NHSBSA MW UAT	<u>Change</u>
	NHS Jobs	Signed in as Michael Wardman	Sign Out
	BETA Your feedback will help us to improve this service.		
	NHSBSA MW UAT Training and Support Officer job listing		
	DRAFT		
	Reference no: A0201-22-4879		
	Job listing incomplete		
	You have completed 9 of 13 sections.		
	Add the job title		
	Job title and reference number COMP	LETED	
	Add the details of the job		
	Add the details of the job About the job and pay COMP	STED	
	About the job and pay. COMPU		
	Contact details and closing date COMP		
	specification		
	Job overview COMP		
	Job overview COMP Job description COMP	LETED	
	Job overview COMP Job description COMP	LETED	
	Job overview         COMP           Job description         COMP           Person specification         COMP	ETED ETED	
	Job overview COMP Job description COMP Person specification COMP Supporting information COMP Add pre-application and additional application question	LETED LETED NS	
1	Job overview         COMP           Job description         COMP           Person specification         COMP           Supporting information         COMP	LETED LETED NS	
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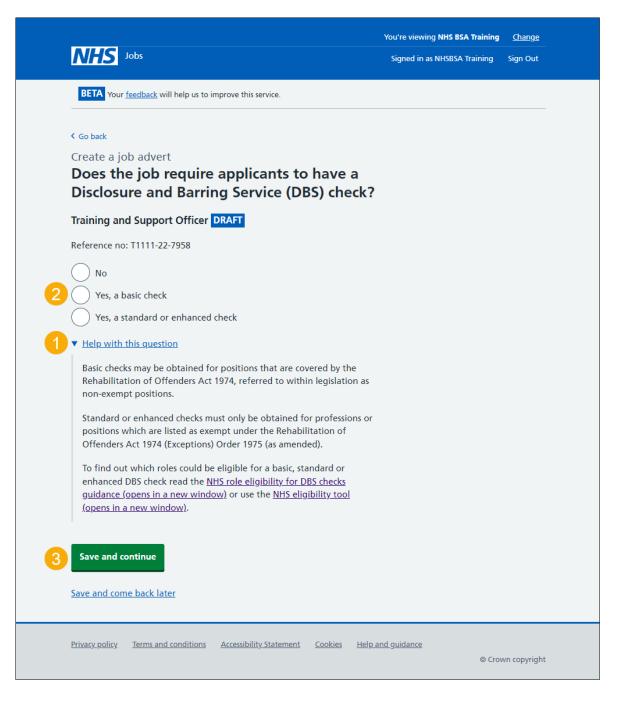
If you select the 'Save and come back later' link, you've reached the end of this user guide.

### Does the job require applicants to have a Disclosure and Barring Service (DBS) check?

This page gives you instructions for how to confirm if the job requires applicants to have a Disclosure and Barring Service (DBS) check.

To confirm if the job requires applicants to have a DBS check, complete the following steps:

- 1. Select the 'Help with this question' link for more information (optional).
- **2.** Select an answer:
  - '<u>No</u>'
  - <u>'Yes, a basic check</u>'
  - 'Yes, a standard or enhanced check'
- 3. Select the 'Save and continue' button.



## Do you want to add further questions about unspent convictions and/or conditional cautions to the job application?

This page gives you instructions for how to confirm if you want to add further questions about unspent convictions and/or conditional cautions to the job application.

**Important:** You'll only see this page if you don't require applicants to have a Disclosure and Barring Service (DBS) check or only require a basic check. If you've set your organisation's safeguarding settings to 'Yes', you won't see this page.

To confirm if you want to add further questions about unspent convictions and/or conditional cautions to the job application, complete the following steps:

- 1. Select the 'Help with this question' link for more information (optional).
- 2. Select an answer:
  - 'Yes'
  - 'No'
- **3.** Select the '<u>Save and continue</u>' button.

	You're viewing NHS BSA Training	<u>Change</u>
NHS Jobs	Signed in as NHSBSA Training	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back		
Create a job advert Do you want to add further questions about unspent convictions and/or conditional cautions to the job application?		
Training and Support Officer DRAFT		
Reference no: T1111-22-7958		
This self-declaration can only be seen after you invite the applicant to interview.		
2 Yes No		
1 ▼ <u>Help with this question</u>		
For roles covered by the Rehabilitation of Offenders Act 1974 you are only entitled to ask about unspent convictions and to carry out a basic DBS check.		
Asking applicants to complete a self-declaration has two purposes:		
<ul> <li>It helps you to have an open conversation at interview about the circumstances behind any information they may have declared</li> </ul>		
<ul> <li>it gives the applicant an opportunity to present any other evidence they might like us to consider in support of their application and/or to ask questions, if anything is unclear</li> </ul>		
Asking for a self-declaration from applicants should be complementary to good recruitment practice. It does not substitute the need to carry out the range of pre-appointment checks that are required by law or are available to employers.		
3 Save and continue		
Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Cookies Help a	and guidance © Crov	vn copyright

### Do you want to add further questions about convictions and/or cautions that are not protected to the application?

This page gives you instructions for how to confirm if you want to add further questions about convictions and/or cautions that are not protected to the application.

**Important:** You'll only see this page if you require applicants to have a standard or enhanced Disclosure and Barring Service (DBS) check.

To confirm if you want to add further questions about convictions and/or cautions that are not protected to the application, complete the following steps:

- 1. Select the 'Help with this question' link for more information (optional).
- 2. Select an answer:
  - 'Yes'
  - 'No'
- 3. Select the 'Save and continue' button.

	You're viewing NHS BSA Training	<u>Change</u>
NHS Jobs	Signed in as NHSBSA Training	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back		
Create a job advert Do you want to add further questions about convictions and/or cautions that are not protected to the application?		
Training and Support Officer DRAFT		
Reference no: T1111-22-7958		
This self-declaration can only be seen after you invite the applicant to interview.		
2 Yes No		
1 • Help with this question		
Where the role is exempt from the Rehabilitation of Offenders Act 1974, it will be eligible for a standard or enhanced DBS check.		
Asking applicants to complete a self-declaration has two purposes:		
<ul> <li>it helps you to have an open conversation at interview about the circumstances behind any information they may have declared</li> </ul>		
<ul> <li>it gives the applicant an opportunity to present any other evidence they might like us to consider in support of their application and/or to ask questions, if anything is unclear</li> </ul>		
Asking for a self-declaration from applicants should be complementary to good recruitment practice. It does not substitute the need to carry out the range of pre-appointment checks that are required by law or are available to employers.		
3 Save and continue		
Save and come back later		
Privacy_policy Terms and conditions Accessibility_Statement Cookies Help a	a <u>nd guidance</u> © Crov	vn copyright

#### Is the job open to applicants outside the UK?

This page gives you instructions for how to confirm if the job is open to applicants outside the UK.

To confirm if the job is open to applicants outside the UK, complete the following steps:

- 1. Select the 'Help with applicants outside the UK' link for more information (optional).
- 2. Select an answer.
- **3.** Select the '<u>Save and continue</u>' button.

	You're viewing NHS BSA Training	<u>Change</u>
NHS Jobs	Signed in as NHSBSA Training	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
<ul> <li>Go back</li> </ul>		
Create a job advert		
Is the job open to applicants outside the		
UK?		
Training and Support Officer DRAFT		
Reference no: T1111-22-7958		
Yes		
No		
■ Help with applicants outside the UK		
You should select YES if the job applications from job seekers outside		
the UK who require a <u>Skilled Worker visa</u> (or are eligible for a <u>Health</u> and <u>Care Worker visa</u> ) to work in the UK will be considered alongside		
all other applications. This information will be displayed on the job		
advert.		
The <u>Skilled Worker eligibility checker tool</u> can be used to check if an		
applicant is eligible for a Skilled Worker visa.		
3 Save and continue		
Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Cookies Help	and guidance	
	-	/n copyright

#### Does the job require current UK professional registration?

This page gives you instructions for how to confirm if the job requires a current UK professional registration.

To confirm if the job requires a current UK professional registration, complete the following steps:

- 1. Select the 'Help with professional registration' link for more information (optional).
- 2. Select an answer.
- 3. Select the 'Save and continue' button.

	You're viewing NHS BSA Training	<u>Change</u>
<b>NHS</b> Jobs	Signed in as <u>NHSBSA Training</u>	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
< Go back		
Create a job advert		
Does the job require current UK		
professional registration?		
Training and Support Officer DRAFT		
Reference no: T1111-22-1234		
2 Yes No		
Help with professional registration		
You should select YES if the job applicants must have current UK		
professional registration. Overseas job applicants for a post that requires professional registration, will need to register with the		
appropriate regulatory body. If applicants are registered in their home country but do not have UK registration, the employer might need to	2	
help them with this. This information will be displayed on the job		
advert.		
3 Save and continue		
Save and come back later		
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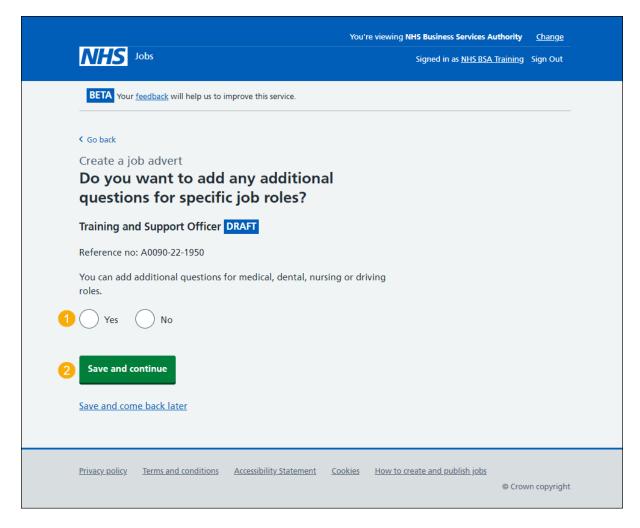
#### Do you want to add any additional questions for job specific roles?

This page gives you instructions for how to confirm if you want to add any additional questions for job specific roles.

Important: You can add additional questions for medical, dental, nursing or driving roles.

To confirm if you want to add any additional questions for job specific roles, complete the following steps:

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



#### What type of additional questions do you want to add?

This page gives instructions for how to confirm the type of additional questions you want to add.

**Important:** You'll only see this page if you're adding additional questions for job specific roles. You can select more than one answer.

To confirm the type of additional questions you want to add, complete the following steps:

- 1. Select an answer:
  - '<u>Medical</u>'
  - <u>'Dental'</u>
  - '<u>Nursing</u>'
  - 'Driving'
- 2. Select the 'Save and continue' button.

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	Dental							
	Nursing	]						
	Driving							
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						© Crow	vn copyright	

#### Which additional medical questions do you want to add?

This page gives instructions for how to confirm which additional medical questions you want to add.

**Important:** You'll only see this page if you're adding additional medical questions. You can select more than one answer.

To add the additional medical questions, complete the following steps:

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

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BE	TA Your <u>feedback</u> will help us to improve this service.		
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Wh	ate a job advert nich additional medical questions do you nt to add?		
Train	ning and Support Officer DRAFT		
Refer	rence no: A0090-22-1950		
Select	t all that apply.		
	What is your GMC registration status?		
	Who is your current responsible officer?		
	When was your last revalidation?		
	When was your last appraisal?		
	Are you on this employer's Performers List, or will you be within 3 months of the interview?		
	Are you 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?		
	Are you 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?		
	Are you currently registered in this employer's region as a Responsible Clinician?		
	Do you have current Section 12 (Mental Health Act England and Wales) approval for working in this NHS region?		
	Have your Foundation Programme 1 competencies been formally signed off?		
	Have your Foundation Programme 2 competencies been formally signed off?		
Sav	ve and continue		
Save	and come back later		

#### Which additional dental questions do you want to add?

This page gives instructions for how to confirm which additional dental questions you want to add.

**Important:** You'll only see this page if you're adding additional dental questions. You can select more than one answer.

To add the additional dental questions, complete the following steps:

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

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Λ	Jobs	Signed in as <u>NHS BSA Trainir</u>	ıg Sign Out
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< (	Go back		
V	reate a job advert Vhich additional dental questions de vant to add?	o you	
Tra	aining and Support Officer DRAFT		
Re	ference no: A0090-22-1950		
Se	lect all that apply.		
F	What is your GDC registration status? Who is your current responsible officer?		
F	When was your last revalidation?		
	When was your last appraisal?		
	Are you on this employer's Performers List, or will you be months of the interview?	e within 3	
	What is the name of your professional body?		
	What is your professional body membership category?		
	Are you on the GDC's Specialist Register, or a Specialist R (SpR) due to obtain a relevant Certificate of Completion (CCT) or Certificate of Eligibility for Specialist Registratic Combined Programme (CESR (CP)) within 6 months of the interview?	of Training n via the	
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#### Which additional nursing questions do you want to add?

This page gives instructions for how to confirm which additional nursing questions you want to add.

**Important:** You'll only see this page if you're adding additional nursing questions. You can select more than one answer.

To add the additional nursing questions, complete the following steps:

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

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	BETA Your <u>feedback</u> will help us to improve this service.		
2	C Go back Create a job advert Which additional nursing questions want to add? Training and Support Officer DRAFT Reference no: A0090-22-1950 Select all that apply. Does the NMC require you to have a period of supervise or take the objective structured clinical examination (O) Do you have a care certificate or equivalent? Have you passed the computer based test (CBT)? Have you passed an NMC approved English language test Are you a student or newly registered nurse? When is your revalidation due? Do you want to give any more details about your revalidation due? Save and continue Save and come back later	ed practice SCE)?	
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#### Which additional driving questions do you want to add?

This page gives instructions for how to confirm which additional driving questions you want to add.

**Important:** You'll only see this page if you're adding additional driving questions. You can select more than one answer.

To add the additional driving questions, complete the following steps:

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

	You're viewing NHS Business Services Authority Change
NHS Jobs	Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
<ul> <li>Go back</li> </ul>	
Create a job advert Which additional driving questions want to add?	do you
Training and Support Officer DRAFT	
Reference no: A0090-22-1950	
Select all that apply.	
Do you have access to a vehicle which can be used for y purposes?	work
Do you have a valid UK driving licence?	
Which vehicle categories do you have a licence for?	
1 Do you have a full or provisional C1 licence?	
Have you driven category C1 vehicles in previous job or work?	r outside of
How many penalty points do you currently have on you licence?	ur driving
Do you have any driving endorsements or driving conv	ictions?
2 Save and continue	
Save and come back later	
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#### Do you need to add fitness to practise questions?

This page gives you instructions for how to confirm if you need to add fitness to practise questions.

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

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

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BETA Your <u>feedback</u> will help us to improve this service.	
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Create a job advert	
Do you need to add fitness to pract questions?	ise
Training and Support Officer DRAFT	
Reference no: A0090-22-1950	
Applicants will confirm if:	
<ul> <li>they're currently subject to a fitness to practise investigation proceedings by a regulatory or licensing body</li> </ul>	on or
<ul> <li>they've been removed from the register</li> </ul>	
<ul> <li>they've had conditions or sanctions placed on their registra</li> </ul>	ation
<ul> <li>they've ever had restrictions placed on their clinical practis the revalidation process</li> </ul>	se as a part of
1 Yes No	
2 Save and continue	
Save and come back later	
Privacy policy Terms and conditions Accessibility Statement Co	ookies How to create and publish jobs © Crown copyright

#### Check and save the additional application questions

This page gives you instructions for how to check and save the additional application questions.

To check, change and save the additional application questions, complete the following steps:

- 1. Select a 'Change' link (optional):
  - <u>'Does the job require applicants to have a Disclosure and Barring Service (DBS)</u> <u>check?</u>
  - 'Do you want to add further questions about convictions and/or cautions that are not protected to the application?'
  - 'Is the job open to applicants outside the UK?'
  - 'Does the job require current UK professional registration?'
  - 'Do you want to add any additional questions?'
  - 'Do you need to add fitness to practise questions?'
- 2. Select the '<u>Save and continue</u>' button.

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#### You've completed additional questions

This page shows confirmation you've completed the additional questions section.

Important: You need to complete all sections before you can publish your listing.

To go to a new section of your task list, complete the following steps:

- 1. Select a link to begin a section of the task list. or
- 2. Select the 'Save and come back later' link.

Initial State Sta	viewing NHSBSA MW UAT	<u>Change</u>
NHSBSA MW UAT         Training and Support Officer job listing         CRAFT         Reference no: A0201-22-4879         Job listing incomplete         You have completed 10 of 13 sections.         Add the job title         lob title and reference number       COMPLETED         Add the details of the job         About the job and pay       COMPLETED         Contact details and closing date       COMPLETED         Add the job overview, job description and person specification       COMPLETED         Job overview       COMPLETED         Job overview       COMPLETED         Add pre-application and additional application questions       COMPLETED         Add the internal documents       COMPLETED         Add the internal documents       INOT STARTED         Add the recruitment team       INOT STARTED         Add the Welsh (Cymraeg) translation for this advert       Welsh translation	d in as Michael Wardman	Sign Out
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You need to complete all sections before you send it for approval		
Save and come back later		

**Tip:** To find out how to create a job listing, go to a user guide or video from the '**Create a job listing'** section of the '<u>Help and support for employers'</u> webpage.

You've added the additional questions and reached the end of this user guide.