

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 [employer dashboard](#).

Contents

How to create a job listing – Add additional questions in NHS Jobs user guide	1
Pre-application questions	3
Do you want to add any pre-application questions?.....	4
Select the pre-application questions	5
Enter the name of the qualification	6
Enter the name of the licence.....	7
Enter the name of the registration.....	8
Check and save the pre-application questions	9
You've completed pre-application questions	10
Does the job require applicants to have a Disclosure and Barring Service (DBS) check?	11
Do you want to add further questions about unspent convictions and/or conditional cautions to the job application?	12
Do you want to add further questions about convictions and/or cautions that are not protected to the application?	13
Is the job open to applicants outside the UK?.....	14
Does the job require current UK professional registration?	15
Do you want to add any additional questions for job specific roles?	16
What type of additional questions do you want to add?	17
Which additional medical questions do you want to add?	18
Which additional dental questions do you want to add?.....	19
Which additional nursing questions do you want to add?	20
Which additional driving questions do you want to add?	21
Do you need to add fitness to practise questions?.....	22
Check and save the additional application questions	23
You've completed additional questions	24

Pre-application questions

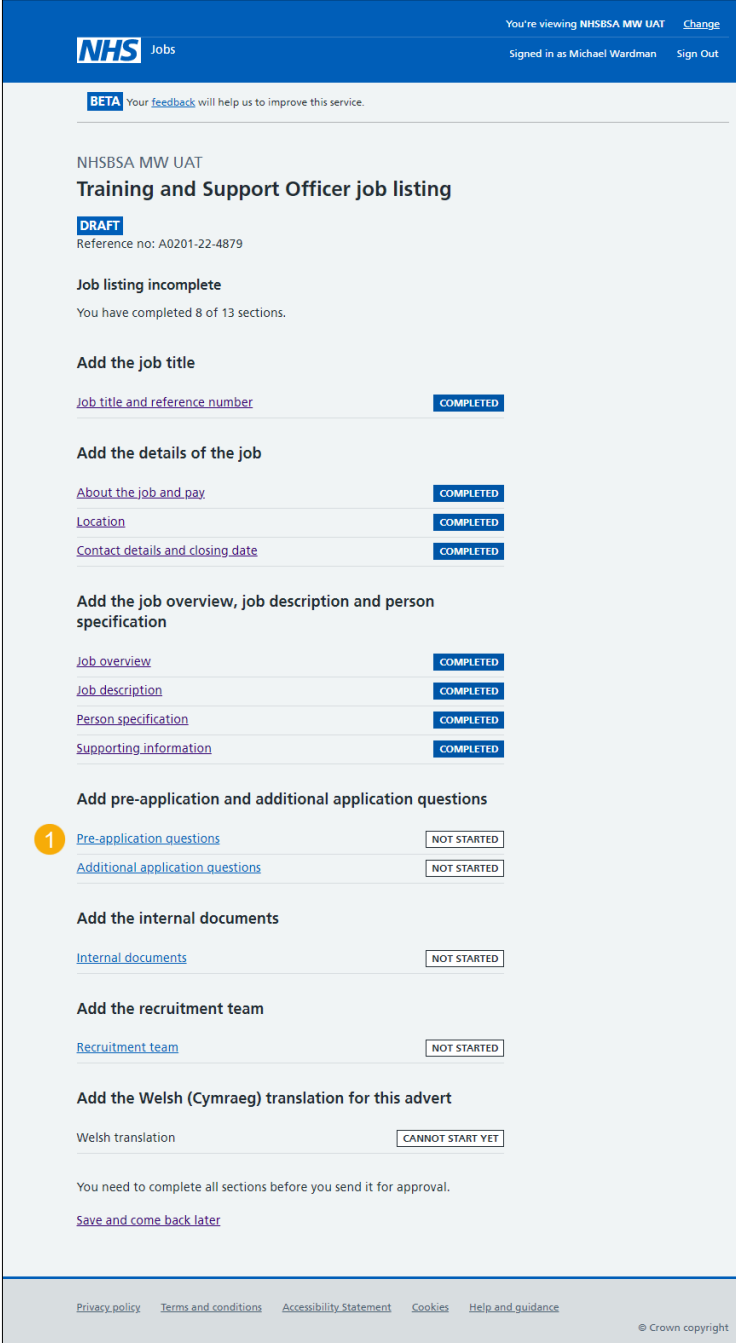
This page gives you instructions for how to add pre-application questions.

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 '[Pre-applications questions](#)' link.



NHS Jobs

You're viewing NHSBSA MW UAT [Change](#)

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 8 of 13 sections.

Add the job title

[Job title and reference number](#) **COMPLETED**

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 person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

[Person specification](#) **COMPLETED**

[Supporting information](#) **COMPLETED**

Add pre-application and additional application questions

1 [Pre-application questions](#) **NOT STARTED**

[Additional application questions](#) **NOT STARTED**

Add the internal documents

[Internal documents](#) **NOT STARTED**

Add the recruitment team

[Recruitment team](#) **NOT STARTED**

Add the Welsh (Cymraeg) translation for this advert

Welsh translation **CANNOT START YET**

You need to complete all sections before you send it for approval.

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

© Crown copyright


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:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.


Jobs

You're viewing **NHS Business Services Authority**
[Change](#)

Signed in as [NHS BSA Training](#)
[Sign Out](#)

BETA

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

[Go back](#)

Create a job advert

Do you want to add any pre-application questions?

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

If applicants need to have certain criteria to do the job (for example, they must have medical training or professional registration), adding pre-application questions will prevent applicants who are not eligible from progressing to the application form.

1

☐ Yes
☐ No

2

Save and continue

[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

© Crown copyright

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

1. Select the 'how to use the pre-application questions' link for more information (optional).
2. Select a pre-application question.
3. Select the '[Save and continue](#)' button.

Copyright: © NHS Jobs

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 '[Save and continue](#)' button.

If you're adding a licence, go to the '[Enter the name of the licence](#)' page.

Jobs

You're viewing **NHS Business Services Authority** [Change](#)
Signed in as **NHS BSA Training** [Sign Out](#)

BETA Your [feedback](#) 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 1

Have you got a qualification or the equivalent?

2 **Save and continue**

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [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 '[Save and continue](#)' button.

If you're adding a registration, go to the '[Enter the name of the registration](#)' page.

Jobs

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

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

[< Go back](#)

Create a job advert

Enter the name of the licence

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

Enter the name 1

Do you possess a licence?

2 **Save and continue**

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown 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 '[Save and continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and user information: 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and is titled 'Create a job advert' followed by 'Check and save the pre-application questions'. There are two rows of questions, each with a 'Change' link and a yellow circle containing the number '1':
1. Question: 'Do you want to add pre-application questions?' with the answer 'Yes'.
2. Question: 'Pre-application questions' with the sub-question 'Do you possess NVQ level 3 qualification or equivalent?'.
At the bottom of the main content area, there is a green button labeled 'Save and continue' with a yellow circle containing the number '2' to its left. The footer is a light grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

You're viewing NHS Business Services Authority [Change](#)

Signed in as NHS BSA Training [Sign Out](#)

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

Create a job advert

Check and save the pre-application questions

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 and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown 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 '[Additional application questions](#)' link to begin this section.
or
2. Select the 'Save and come back later' link.

NHS Jobs

You're viewing NHSBSA MW UAT [Change](#)

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](#) **COMPLETED**

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 person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

[Person specification](#) **COMPLETED**

[Supporting information](#) **COMPLETED**

Add pre-application and additional application questions

[Pre-application questions](#) **COMPLETED**

1 [Additional application questions](#) **NOT STARTED**

Add the internal documents

[Internal documents](#) **NOT STARTED**

Add the recruitment team

[Recruitment team](#) **NOT STARTED**

Add the Welsh (Cymraeg) translation for this advert

[Welsh translation](#) **CANNOT START YET**

You need to complete all sections before you send it for approval.

2 [Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

© Crown copyright

If you select the 'Save and come back later' link, you've reached the end of this user guide.

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:
 - ['No'](#)
 - ['Yes, a basic check'](#)
 - ['Yes, a standard or enhanced check'](#)
3. Select the 'Save and continue' button.

Copyright: © NHS Jobs

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.

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.

Copyright: © NHS Jobs

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** [Change](#)
 Signed in as NHSBSA Training [Sign Out](#)

BETA Your [feedback](#) 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:

- it helps you to have an open conversation at interview about the circumstances behind any information they may have declared
- 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

 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 and guidance](#)

© Crown copyright

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:
 - [‘Medical’](#)
 - [‘Dental’](#)
 - [‘Nursing’](#)
 - [‘Driving’](#)
2. Select the ‘Save and continue’ button.

Jobs

You're viewing NHS Business Services Authority

[Change](#)

Signed in as NHS BSA Training

[Sign Out](#)

BETA

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

[Go back](#)

Create a job advert

What type of additional questions do you want to add?

Training and Support Officer

DRAFT

Reference no: A0090-22-1950

Select all that apply.

☐ Medical

☐ Dental

☐ Nursing

☐ Driving

1

2

Save and continue

[Save and come back later](#)

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

© Crown 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 '[Save and continue](#)' button.

Jobs

You're viewing NHS Business Services Authority

Change

Signed in as NHS BSA Training

Sign Out

BETA

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

[< Go back](#)

Create a job advert

Which additional medical questions do you want to add?

Training and Support Officer **DRAFT**

Reference no: A0090-22-1950

Select 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?

1

☐ 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?

2

Save and continue

[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

© Crown copyright

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

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

Copyright: © NHS Jobs

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 '[Save and continue](#)' button.

Jobs

You're viewing NHS Business Services Authority

[Change](#)

Signed in as NHS BSA Training

[Sign Out](#)

BETA

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

[Go back](#)

Create a job advert

Which additional nursing questions do you 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 supervised practice or take the objective structured clinical examination (OSCE)?

☐

Do you have a care certificate or equivalent?

☐

Have you passed the computer based test (CBT)?

1

☐

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?

2

Save and continue

[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

© Crown copyright

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 '[Save and continue](#)' button.

You're viewing NHS Business Services Authority

[Change](#)

NHSJobs

Signed in as NHS BSA TrainingSign Out

BETAYour feedback will help us to improve this service.

< Go back

Create a job advert

Which additional driving questions do you want to add?

Training and Support OfficerDRAFT

Reference no: A0090-22-1950

Select all that apply.

☐

Do you have access to a vehicle which can be used for work purposes?

☐

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 outside of work?

☐

How many penalty points do you currently have on your driving licence?

☐

Do you have any driving endorsements or driving convictions?

2Save and continue

[Save and come back later](#)

Privacy policyTerms and conditionsAccessibility StatementCookiesHow 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):
 - [‘Does the job require applicants to have a Disclosure and Barring Service \(DBS\) check?’](#)
 - [‘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 [‘Save and continue’](#) button.

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as NHSBSA Training [Sign Out](#)

BETA Your feedback will help us to improve this service.

Create a job advert

Check and save the additional application questions

Criminal Convictions

Does the job require applicants to have a Disclosure and Barring Service (DBS) check? Yes, a standard or enhanced check [Change](#) 1

Do you want to add further questions about convictions and/or cautions that are not protected to the application? No [Change](#) 1

Other information displayed on the job advert

Is the job open to applicants outside the UK? No [Change](#) 1

Does the job require current UK professional registration? No [Change](#) 1

Job specific role questions

Do you want to add any additional questions? No [Change](#) 1

Fitness to practise

Fitness to practise You have chosen NO to ask if the candidate has been removed from the register. You have chosen NO to ask if the candidate has conditions or sanctions placed on their registration. You have chosen NO to ask if the candidate has ever had restrictions placed on their clinical practise as a part of the revalidation process. [Change](#) 1

2 [Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

© Crown copyright

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.

NHS Jobs

You're viewing NHSBSA MW UAT [Change](#)

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 10 of 13 sections.

Add the job title

[Job title and reference number](#) **COMPLETED**

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 person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

[Person specification](#) **COMPLETED**

[Supporting information](#) **COMPLETED**

Add pre-application and additional application questions

[Pre-application questions](#) **COMPLETED**

[Additional application questions](#) **COMPLETED**

Add the internal documents

1 [Internal documents](#) **NOT STARTED**

Add the recruitment team

1 [Recruitment team](#) **NOT STARTED**

Add the Welsh (Cymraeg) translation for this advert

Welsh translation **CANNOT START YET**

You need to complete all sections before you send it for approval.

2 [Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

© Crown copyright

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 '[Help and support for employers](#)' webpage.

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