

How to manage criminal convictions and cautions in NHS Jobs

This guide gives you instructions for how to manage criminal convictions and cautions in NHS Jobs service.

You can choose to add further questions about convictions or cautions to all job applications. You can also allow the person creating the listing to add them.

In your organisations account, you can choose one of the following options:

- Yes, add them to all job applications
- No, let the person creating the listing select if they want to add them

The default setting is 'Yes'. If you change this setting, it only applies to your new job listings.

If you've selected 'Yes', further questions about convictions or cautions will be added to all job applications.

If you've selected 'No', the person creating the listing can choose if they want to add them to each job application.

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](#).

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Criminal convictions and cautions

This page gives you instructions for how to manage criminal convictions and cautions in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Criminal convictions and cautions' link if you are an NHS Jobs 'Super user' for your organisations account.

To manage your criminal convictions and cautions in your organisations account, complete the following step:

1. Select the '[Criminal convictions and cautions](#)' link.

The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table of task stages with progress bars:

Task Stage	Count	On Track	Overdue
Draft	79	6	73
Approvals	3	2	1
Published	5	3	2
Shortlisting	57	19	38

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Criminal convictions and cautions'. The 'Criminal convictions and cautions' link is highlighted with a yellow circle containing the number '1'.

Do you want to always add further questions about convictions or conditional cautions to all job applications?

This page gives you instructions for how to confirm if you want to always add further questions about convictions or conditional cautions to all job listings.

Important: The default setting for your organisations account is, 'Yes'. If you change this setting, it only applies to your new job listings.

To confirm if you want to always add further questions about convictions or conditional cautions to all job listings, complete the following steps:

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

The screenshot shows the NHS Jobs account management interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information on the right: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header is a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area is titled 'Manage account' and contains the question: 'Do you want to always add further questions about convictions or conditional cautions to all job applications?'. There are two radio button options: '1 Yes, add them to all job applications' (which is selected) and '2 No, let the person creating the listing select if they want to add them'. Below the options is a green 'Save changes' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

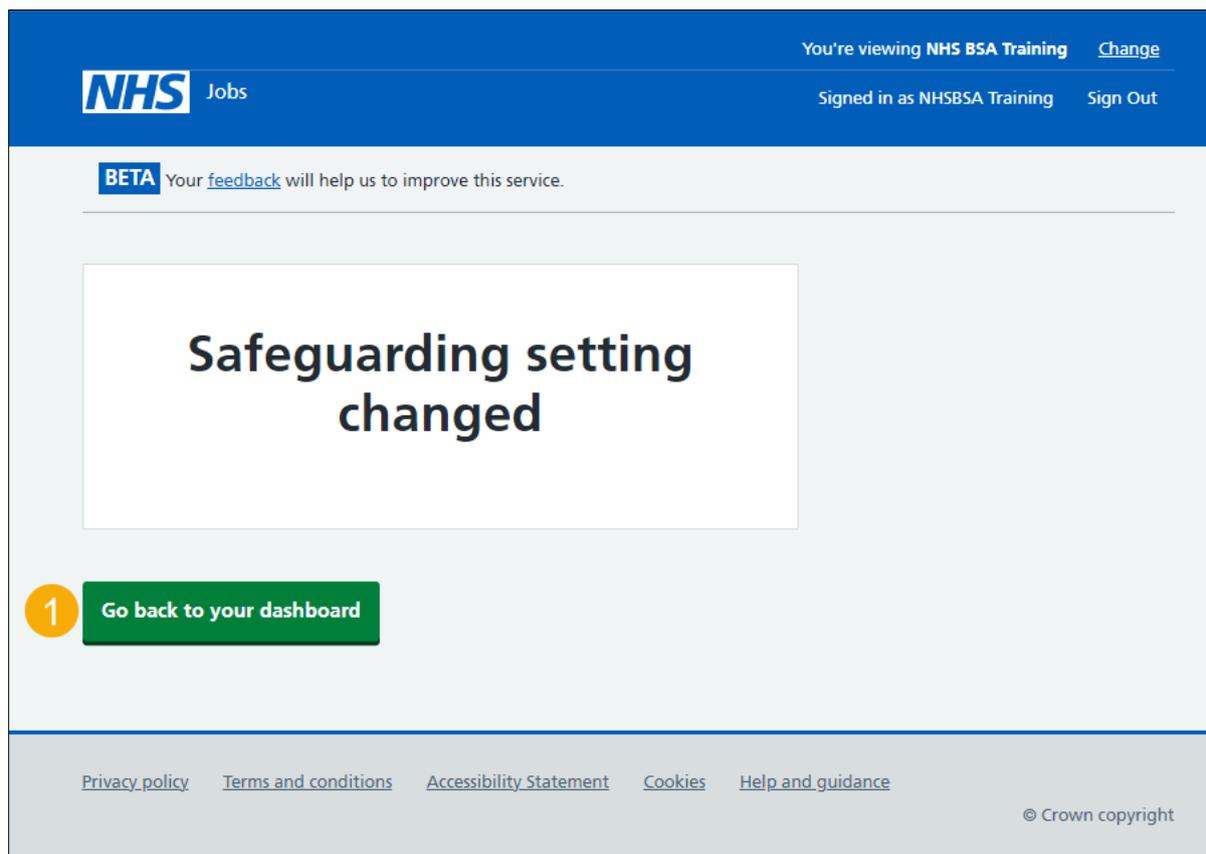
Safeguarding setting changed

This page shows confirmation you've changed the safeguarding setting.

Important: If you've selected 'Yes', further questions about convictions or cautions will be added to all job applications. If you've selected 'No', the person creating the listing can choose if they want to add them to each job application.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.



You've changed the safeguarding setting and reached the end of this user guide.