NHS Jobs

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.

Delivered by the NHS Business Services Authority

Contents

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.

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.

<mark>Important:</mark> 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.

You're viewing **NHS BSA Training**   Change

NHS Jobs   Signed in as NHSBSA Training   Sign Out

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< Go back

Manage account

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

1   ● Yes, add them to all job applications

    ○ No, let the person creating the listing select if they want to add them

2   **Save changes**

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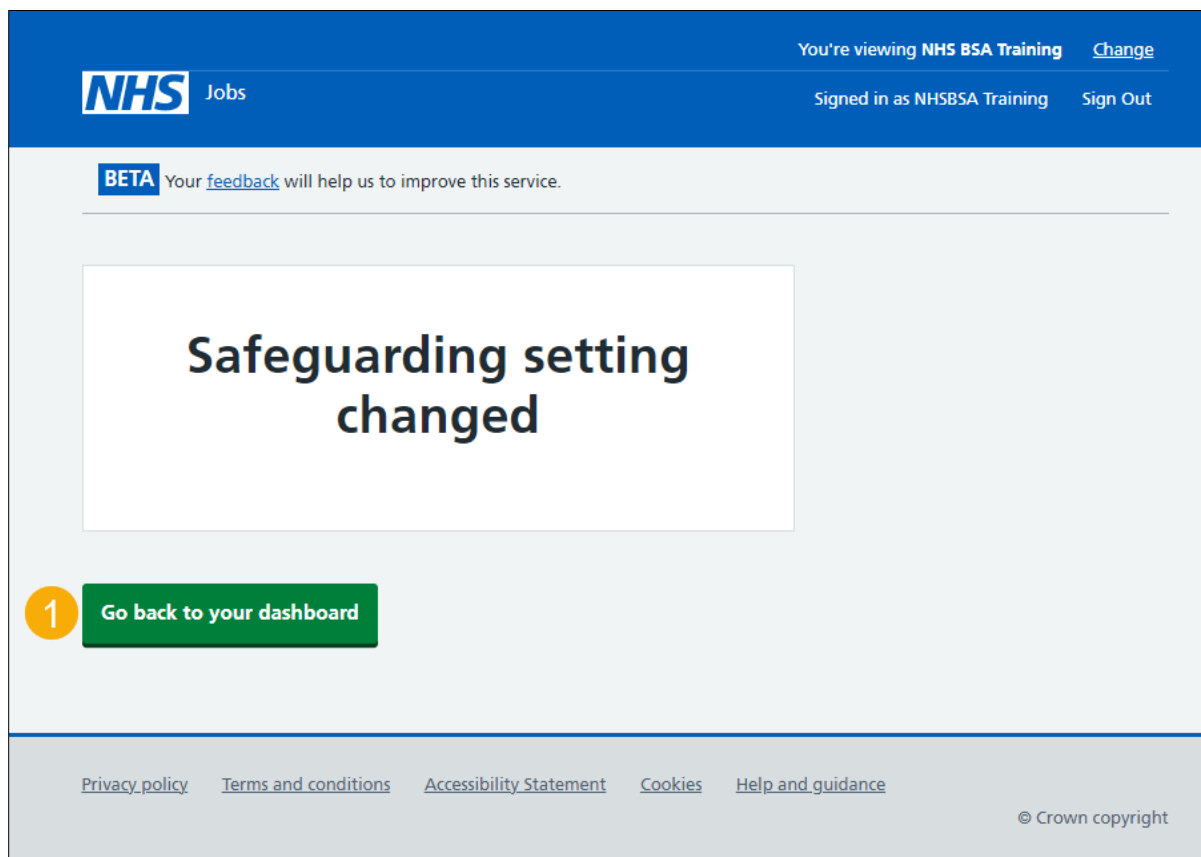
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Safeguarding setting changed

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

<mark>Important:</mark> 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.