

How to apply for a job – Check your equal opportunities in NHS Jobs user guide

This guide gives you instructions for how to add your equal opportunities information to your application in the NHS Jobs service.

You'll need to answer the guaranteed interview scheme and equality and diversity questions.

If you've previously applied for a role and saved your application information to your applicant profile, you can choose to use this saved information when completing an application.

You'll need to complete your equality and diversity monitoring information. The information collected will be treated confidentially and used for statistical purposes only, not to identify individuals.

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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Guaranteed interview scheme

This page gives you instructions for how to answer the guaranteed interview scheme question.

Important: In this example, the **Guaranteed interview scheme** status is **'NOT STARTED'** and your application is incomplete as you've completed 7 out of 9 sections.

To answer the guaranteed interview scheme question, complete the following steps:

1. Select the '[Guaranteed interview scheme](#)' link.

The screenshot shows the NHS Jobs application interface for a 'Team Manager application'. The page is titled 'NHS BSA Training Team Manager application' and indicates that the application is incomplete, with 7 out of 9 sections completed. The sections are listed as follows:

- Add your personal details:** Contact details (COMPLETED)
- Add your right to work status:** Right to work (COMPLETED)
- Add your qualifications, training and job history:** Qualifications (COMPLETED), Training (COMPLETED), Job history (COMPLETED)
- Add your supporting evidence:** Essential and desirable criteria (COMPLETED)
- Add further information the employer needs from you:** Unspent criminal convictions and/or cautions (COMPLETED)
- Check your equal opportunities:**
 - Guaranteed interview scheme (NOT STARTED) - This section is highlighted with a yellow circle and a '1' in a yellow circle.
 - Equality and diversity (NOT STARTED)

Job details on the right include: Closing date (30 May 2023) and Job reference number (T1111-23-0000). A link to 'View the job advert (opens in new tab)' is also present.

At the bottom, there is a footer with links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with the copyright notice '© Crown copyright'.

Have any of the following affected your ability to carry out your daily activity for more than 12 months?

This page gives you instructions for how to confirm if any of the following affected your ability to carry out your daily activity for more than 12 months.

To confirm if any of the following affected your ability to carry out your daily activity for more than 12 months, complete the following steps:

1. Select the 'help with this question' link for more information (optional).
2. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
 - ['Prefer not to say'](#)
3. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', and a 'Sign out' button. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Team Manager application' and contains the question: 'Have any of the following affected your ability to carry out your daily activity for more than 12 months?'. The question lists three categories: 'are neurodivergent', 'have a disability', and 'have a health condition'. A '1' in a yellow circle highlights the 'Help with this question' link. The help text explains that if a user has a physical or mental impairment, it might be harder to do day-to-day activities, and that NHS employers are supportive of neurodivergent applicants and those with disabilities or health conditions. Below the help text, a '2' in a yellow circle highlights the radio button options: 'Yes', 'No', and 'Prefer not to say'. A '3' in a yellow circle highlights the 'Save and continue' button. At the bottom of the form, there is a link to 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

Select any of the following that apply to you

This page gives you instructions for how to select any of the following that apply to you.

Important: This page is only shown if you're adding an impairment.

To select any of the following that apply to you, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', a search bar, and 'Sign out' link. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Team Manager application' and 'Select any of the following that apply to you'. It includes instructions: 'People may experience more than one type of impairment, you can select more than one.' and 'If another category applies, choose 'Other''. There are six checkboxes with corresponding labels: 'Physical impairment', 'Sensory impairment', 'Mental health condition', 'Learning disability or difficulty', 'Long-standing illness', and 'Other'. A yellow circle with the number '1' is next to the 'Mental health condition' checkbox. Below the checkboxes is the word 'or' and another 'Other' checkbox. A green button with a white '2' and the text 'Save and continue' is highlighted. Below the button is a link 'Save and come back later'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Tip: You can select more than one answer.

Do you want to be considered for interview under the Disability Confident scheme?

This page gives you instructions for how to confirm if you want to be considered for interview under the Disability Confident scheme.

Important: You'll only see this page if you've confirmed you have an impairment.

To confirm if you want to be considered for interview under the Disability Confident scheme, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, the word 'Jobs', a search bar, and a 'Sign out' link. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Team Manager application' and asks the user 'Do you want to be considered for interview under the Disability Confident scheme?'. It explains that Disability Confident employers have committed to offering interviews to applicants who declare their disability. The user is presented with two radio button options: '1 Yes' and '2 No'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A link for 'Save and come back later' is also visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice for the Crown.

Are you a member of the UK Armed Forces community?

This page gives you instructions for how to confirm if you're a member of the UK Armed Forces community.

To confirm if you're a member of the UK Armed Forces community, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
 - ['Prefer not to say'](#)
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', a search bar, and 'Sign out' link. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Team Manager application' and 'Are you a member of the UK Armed Forces community?'. It explains the scheme and provides three radio button options: 'Yes', 'No', and 'Prefer not to say'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Do you want to be considered under the Guaranteed Interview scheme?

This page gives you instructions for how to confirm if you want to be considered for interview under the Guaranteed Interview scheme.

Important: You'll only see this page if you're a member of the UK Armed Forces community.

To confirm if you want to be considered for interview under the Guaranteed Interview scheme, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, the word 'Jobs', a user profile icon, and a 'Sign out' link. Below the header, there are navigation links for 'Your profile' and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Team Manager application' and asks the user 'Do you want to be considered for interview under the Guaranteed Interview scheme?'. Below the question, it states: 'The employer will be encouraged to interview you if you meet the minimum criteria in their person specification.' There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' option. Below the radio buttons is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. A link 'Save and come back later' is also present. 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'.

Check and save your guaranteed interview scheme answers

This page gives you instructions for how to check and save your guaranteed interview scheme answers.

To check, change and confirm your guaranteed interview scheme answers, complete the following steps:

1. Select a 'Change' link:
 - ['Do you have a health condition or disability or are you neurodivergent and has this affected your ability to carry out your daily activities for more than 12 months?'](#) (optional)
 - ['Which impairment do you have?'](#) (optional)
 - ['Do you want to be considered for interview under the Disability Confident scheme?'](#) (optional)
 - ['Are you a member of the UK Armed Forces community?'](#) (optional)
 - ['Do you want to be considered for interview under the Guaranteed Interview scheme?'](#) (optional)
2. Select the ['Save and continue'](#) button.

Go to the [next page](#) to see the screenshot.

NHS Jobs
[Sign out](#)

[English](#) | [Cymraeg](#)

Your profile
Your applications

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

Team Manager application

Check and save your guaranteed interview scheme answers

<p>Do you have a health condition or disability or are you neurodivergent and has this affected your ability to carry out your daily activities for more than 12 months?</p>	<p>Yes</p>	<p>Change</p>
<p>Which impairment do you have?</p>	<p>Mental health condition</p>	<p>Change</p>
<p>Do you want to be considered for interview under the Disability Confident scheme?</p>	<p>Yes</p>	<p>Change</p>
<p>Are you a member of the UK Armed Forces community?</p>	<p>Yes</p>	<p>Change</p>
<p>Do you want to be considered for interview under the Guaranteed Interview scheme?</p>	<p>Yes</p>	<p>Change</p>

2

Save and continue

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Go to the [‘Application task list’](#) next page.

Application task list

This page gives you instructions for how to view your application task list.

Important: In this example, the **Guaranteed interview scheme** status is '**COMPLETED**' and your application is incomplete as you've completed 8 out of 9 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select the '[Equality and diversity](#)' link.
or
2. Select the 'Save and come back later' link (optional).

The screenshot shows the NHS Jobs application task list for a 'Team Manager application'. The page is titled 'NHS BSA Training Team Manager application' and indicates that the application is incomplete, with 8 out of 9 sections completed. The sections are listed as follows:

- Add your personal details:** Contact details (COMPLETED)
- Add your right to work status:** Right to work (COMPLETED)
- Add your qualifications, training and job history:** Qualifications (COMPLETED), Training (COMPLETED), Job history (COMPLETED)
- Add your supporting evidence:** Essential and desirable criteria (COMPLETED)
- Add further information the employer needs from you:** Unspent criminal convictions and/or cautions (COMPLETED)
- Check your equal opportunities:** Guaranteed interview scheme (COMPLETED), Equality and diversity (NOT STARTED)

At the bottom of the task list, there is a message: 'You need to complete all sections before you can send your application.' Below this message, the 'Save and come back later' link is highlighted with a red circle and the number 2.

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 guaranteed interview scheme answers.

Equality and diversity monitoring

This page gives you instructions for how to check your equality and diversity monitoring questions.

Important: The information collected will be treated confidentially and used for statistical purposes only, not to identify individuals.

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

1. Select the ['Continue'](#) button.

NHS Jobs [Sign out](#)

English | [Cymraeg](#)

[Your profile](#) [Your applications](#)

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

[< Go back](#)

Team Manager application

Equality and diversity monitoring

There are protected characteristics set out by the Equality Act 2010. It is our duty as an employer to monitor who has protected characteristics through our recruitment, to ensure we employ a diverse and inclusive workforce.

We'll therefore ask you questions about:

- gender and gender reassignment
- marital status
- pregnancy, birth and any maternity or paternity leave for either
- sexual orientation
- age
- ethnicity
- religion

You can select 'prefer not to say' if you do not want to answer any of them.

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

1 [Continue](#)

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

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What is your gender?

This page gives you instructions for how to confirm your gender.

To confirm your gender, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there are navigation links for 'Your profile' and 'Your applications'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Team Manager application' followed by 'What is your gender?'. A vertical blue bar highlights a confidentiality notice: 'The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.' Below the notice are three radio button options: 'Male', 'Female', and 'Prefer not to say'. A yellow circle with the number '1' is positioned to the left of the 'Female' option. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' to its left. A link 'Save and come back later' is located below the button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text reads '© Crown copyright'.

Is your gender the same as that assigned at birth?

This page gives you instructions for how to confirm if your gender is the same as that assigned at birth.

To confirm if your gender is the same as that assigned at birth, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there is a 'Sign out' button and language options for 'English' and 'Cymraeg'. Below the header, there are navigation links for 'Your profile' and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Team Manager application' and features the question 'Is your gender the same as that assigned at birth?'. A privacy notice states that the information collected is confidential and used for statistical purposes only. There are three radio button options: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is placed next to the 'or' text between the 'No' and 'Prefer not to say' options. A green button with the number '2' and the text 'Save and continue' is highlighted. Below the button is a link for 'Save and come back later'. 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 for '© Crown copyright'.

What is your marital status?

This page gives you instructions for how to confirm your marital status.

To confirm your marital status, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Team Manager application' and 'What is your marital status?'. A blue vertical bar on the left contains a 'Go back' link. Below this, a paragraph states: 'The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.' There are seven radio button options: 'Married', 'Single', 'Civil Partnership', 'Legally separated', 'Divorced', 'Widowed', and 'Prefer not to say'. A yellow circle with the number '1' is next to the 'Legally separated' option. Below the options is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. A link 'Save and come back later' is located below the button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text reads '© Crown copyright'.

Are you currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks?

This page gives you instructions for how to confirm if you're currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks.

To confirm if you're currently pregnant, on maternity/paternity leave or have given birth in the last 26 weeks, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, the word 'Jobs', a search bar, and a 'Sign out' link. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Team Manager application' and contains the question: 'Are you currently pregnant, on maternity or paternity leave or have you given birth in the last 26 weeks?'. Below the question, a privacy notice states: 'The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.' There are three radio button options: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is placed next to the 'No' option. Below these options is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. A link 'Save and come back later' is located below the 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'.

Which of the following options best describes how you think of yourself?

This page gives you instructions for how to confirm how you think of yourself.

To confirm how you think of yourself, complete the following steps:

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

NHS Jobs [Sign out](#)

[English](#) | [Cymraeg](#)

[Your profile](#) [Your applications](#)

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

[< Go back](#)

Team Manager application

Which of the following options best describes how you think of yourself?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

- Heterosexual/straight
- Bisexual
- 1** Gay/lesbian
- Other sexual orientation not listed
- Undecided

or

- Prefer not to say

2

[Save and come back later](#)

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What is your age?

This page gives you instructions for how to confirm your age.

To confirm your age, complete the following steps:

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

NHS Jobs [Sign out](#)

English | [Cymraeg](#)

[Your profile](#) [Your applications](#)

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

[Go back](#)

Team Manager application

What is your age?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

Under 24 years

24 to 44

1 45 to 59

60 to 74

75 years and over

or

Prefer not to say

2 [Save and continue](#)

[Save and come back later](#)

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What is your ethnic group?

This page gives you instructions for how to confirm your ethnic group.

To confirm your ethnic group, complete the following steps:

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

NHS Jobs
Sign out

English | Cymraeg

Your profile
Your applications

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

[Go back](#)

Team Manager application

What is your ethnic group?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

- White: English, Scottish, Welsh, Northern Irish, British
- White: Irish
- Any other white background
- Asian/Asian British: Bangladeshi
- Asian/Asian British: Chinese
- Asian/Asian British: Indian
- Asian/Asian British: Pakistani
- 1** Asian/Asian British: Other
- Black/Black British: African
- Black/Black British: Caribbean
- Black/Black British: Other
- Mixed: White and Asian
- Mixed: White and Black African
- Mixed: White and Black Caribbean
- Mixed: Other
- Any other ethnic group

or

- Prefer not to say

2 [Save and continue](#)

[Save and come back later](#)

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What is your religion?

This page gives you instructions for how to confirm your religion.

To confirm your religion, complete the following steps:

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

NHS Jobs [Sign out](#)

[English](#) | [Cymraeg](#)

[Your profile](#) [Your applications](#)

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

[Go back](#)

Team Manager application

What is your religion?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

- Atheism/no religion
- Buddhism
- Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)
- Hinduism
- Judaism
- 1** Islam
- Sikhism
- Jainism
- Any other religion

or

- Prefer not to say

2 [Save and continue](#)

[Save and come back later](#)

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Check and save your equality and diversity answers

This page gives you instructions for how to check and save your equality and diversity answers.

To check, change and confirm your equality and diversity answers, complete the following steps:

1. Select a 'Change' link:
 - ['Your gender'](#) (optional)
 - ['Gender assignment'](#) (optional)
 - ['Marital status'](#) (optional)
 - ['Pregnancy, maternity and paternity leave'](#) (optional)
 - ['Sexual orientation'](#) (optional)
 - ['Age'](#) (optional)
 - ['Ethnic group'](#) (optional)
 - ['Religion'](#) (optional)
2. Select the ['Save and continue'](#) button.

NHS Jobs Sign out

English | Cymraeg

Your profile Your applications

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

Team Manager application

Check and save your equality and diversity answers

Your gender	Female	Change
Gender assignment	Yes	Change
Marital status	Single	Change
Pregnancy, maternity and paternity leave	No	Change
Sexual orientation	Heterosexual/straight	Change
Age	24 to 44	Change
Ethnic group	White: English, Scottish, Welsh, Northern Irish, British	Change
Religion	Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	Change

2 [Save and continue](#)

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Application task list

This page gives you instructions for how to view your application task list.

Important: In this example, the **Equality and diversity** status is '**COMPLETED**' and your application is incomplete as you've completed 9 out of 9 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link.
or
2. Select the 'Save and come back later' link (optional).

The screenshot shows the NHS Jobs application task list for a 'Team Manager application'. The application is marked as 'Application complete' because 9 out of 9 sections have been completed. The sections listed are:

- Add your personal details:** Contact details (COMPLETED)
- Add your right to work status:** Right to work (COMPLETED)
- Add your qualifications, training and job history:** Qualifications (COMPLETED), Training (COMPLETED), Job history (COMPLETED)
- Add your supporting evidence:** Essential and desirable criteria (COMPLETED)
- Add further information the employer needs from you:** Unspent criminal convictions and/or cautions (COMPLETED)
- Check your equal opportunities:** Guaranteed interview scheme (COMPLETED), Equality and diversity (COMPLETED)
- Save and come back later:** Save and come back later (2)

Job details include: Closing date (30 May 2023) and Job reference number (T1111-23-0000). A link to 'View the job advert (opens in new tab)' is also present.

The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with the text '© Crown copyright'.

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 equal opportunities information and reached the end of this user guide.