

## How to apply for a job in NHS Jobs user guide – Add further information

This guide gives you instructions for how to add further information the employer needs from you for your application in NHS Jobs.

You'll need to add the following information to complete your application:

- unspent criminal convictions and cautions
- fitness to practise information

The employer may add pre-application, further information, and fitness to practise questions depending on the role.

If you've previously applied for a role and saved your application information, you can use this to apply.

If you have any draft applications, you can view this information to help you with your most recent application.

If you save your application information, you can use it to apply for other roles and any previous information will be replaced.

## Contents

<a href="#">How to apply for a job in NHS Jobs user guide – Add further information.....</a>	<a href="#">1</a>
<a href="#">    Unspent criminal convictions and cautions .....</a>	<a href="#">3</a>
<a href="#">    Further information the employer needs from you .....</a>	<a href="#">4</a>
<a href="#">    Do you have any unspent convictions?.....</a>	<a href="#">5</a>
<a href="#">    When do you want to tell the employer about your unspent convictions? .....</a>	<a href="#">6</a>
<a href="#">    Details of your unspent convictions .....</a>	<a href="#">7</a>
<a href="#">    Do you have any unspent cautions?.....</a>	<a href="#">8</a>
<a href="#">    When do you want to tell the employer about your unspent cautions?.....</a>	<a href="#">9</a>
<a href="#">    Details of your unspent cautions.....</a>	<a href="#">10</a>
<a href="#">    What information you might have to tell the employer.....</a>	<a href="#">11</a>
<a href="#">    Do you have any convictions that are not protected?.....</a>	<a href="#">12</a>
<a href="#">    When do you want to tell the employer about your convictions that are not protected? ...</a>	<a href="#">13</a>
<a href="#">    Details of your convictions that are not protected .....</a>	<a href="#">14</a>
<a href="#">    Do you have any cautions, reprimands or final warnings that are not protected?.....</a>	<a href="#">15</a>
<a href="#">    When do you want to tell the employer about your cautions, reprimands and final warnings that are not protected? .....</a>	<a href="#">16</a>
<a href="#">    Details of your cautions, reprimands and final warnings that are not protected.....</a>	<a href="#">17</a>
<a href="#">    Check and save your answers about your unspent convictions and cautions .....</a>	<a href="#">18</a>
<a href="#">    Application task list.....</a>	<a href="#">20</a>
<a href="#">    Fitness to practise investigations and proceedings.....</a>	<a href="#">22</a>
<a href="#">    Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body? .....</a>	<a href="#">23</a>
<a href="#">    Tell the employer about your fitness to practise case .....</a>	<a href="#">24</a>
<a href="#">    Do any of these statements apply to your healthcare work history?.....</a>	<a href="#">25</a>
<a href="#">    Tell the employer about your case.....</a>	<a href="#">26</a>
<a href="#">    Have you ever had any restrictions placed on your clinical practise as part of the revalidation process?.....</a>	<a href="#">27</a>
<a href="#">    Tell the employer about your restrictions .....</a>	<a href="#">28</a>
<a href="#">    Check and save your fitness to practise answers .....</a>	<a href="#">29</a>
<a href="#">    Application task list.....</a>	<a href="#">30</a>

## Unspent criminal convictions and cautions

This page gives you instructions for how to add your unspent criminal convictions and cautions.

**Important:** The sections of your task list will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you've completed. You can't send a job application until all sections are completed.

If the employer has included any additional job specific questions, go to the Medical, Dental, Nursing and Driving user guide or videos from the 'Apply for a job' box on the ['Help and support for applicants'](#) webpage.

To add your unspent criminal convictions and cautions, complete the following steps:

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

**NHS Jobs** Sign out

English | Cymraeg

**BETA** Your feedback will help us to improve this service.

NHS BSA Training  
**Administrator application**

**Application incomplete**  
You have completed 10 of 14 sections.

<p><b>Add your personal details</b></p> <p><a href="#">Contact details</a> <b>COMPLETED</b></p>	<p><b>Job details</b></p> <p>Closing date 30 January 2022</p> <p>Job reference number T1111-22-5995</p> <p><a href="#">View the job advert (opens in new tab)</a></p>
<p><b>Add your right to work status</b></p> <p><a href="#">Right to work</a> <b>COMPLETED</b></p>	
<p><b>Add your qualifications, training and job history</b></p> <p><a href="#">Qualifications</a> <b>COMPLETED</b></p> <p><a href="#">Training</a> <b>COMPLETED</b></p> <p><a href="#">Job history</a> <b>COMPLETED</b></p>	
<p><b>Add your supporting evidence</b></p> <p><a href="#">Essential and desirable criteria</a> <b>COMPLETED</b></p>	
<p><b>Add further information the employer needs from you</b></p> <p><a href="#">Medical qualifications and details</a> <b>COMPLETED</b></p> <p><a href="#">Dental qualifications and details</a> <b>COMPLETED</b></p> <p><a href="#">Nursing qualifications and details</a> <b>COMPLETED</b></p> <p><a href="#">Driving qualifications and details</a> <b>COMPLETED</b></p> <p><b>1</b> <a href="#">Unspent criminal convictions and cautions</a> <b>NOT STARTED</b></p> <p><a href="#">Fitness to practice</a> <b>NOT STARTED</b></p>	

## Further information the employer needs from you

This page gives you instructions for how to add further information the employer needs from you.

**Important:** This page is only shown if the employer has added this question.

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

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

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The title 'Administrator application' is followed by the main heading 'Further information the employer needs from you'. Below this, there is a paragraph explaining that for the Administrator job, the employer needs further information from the user about past or current unspent convictions and cautions. Another paragraph states that this information will be viewed confidentially and not shared. A callout box with a blue vertical bar on the left contains a tip: 'You should read the Rehabilitation of Offenders Act 1974 (opens in new tab) to find out what you'll have to tell us. The Act deals with the fair treatment of ex-offenders and helping them into work. We'll refer to it in this part of your application.' At the bottom of the callout box is a green 'Continue' button with a yellow circle containing the number '1' to its left. The footer of the page contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a small copyright notice.

**Tip:** You can select the 'Rehabilitations' link for more information.

## Do you have any unspent convictions?

This page gives you instructions for how to confirm if you have any unspent convictions.

**Important:** This page is only shown if the employer has added this question.

To confirm if you have any unspent convictions, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
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, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' badge indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and features the question 'Do you have any unspent convictions?'. It includes explanatory text about the scope of the question, including other countries and military law. A tip box suggests reading a link about criminal records before answering. Below the text are two radio buttons labeled 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. A green 'Save and continue' button is labeled 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 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

**Tip:** You can select the ‘criminal record’ link for more information.

## When do you want to tell the employer about your unspent convictions?

This page gives you instructions for when you want to tell the employer about your unspent convictions.

**Important:** This page is only shown if you're adding unspent convictions.

To confirm when you want to tell the employer, complete the following steps:

1. Select an answer:
  - [Now](#)
  - [Later](#)
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, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link. The title of the page is 'Administrator application' followed by the question 'When do you want to tell us about your unspent convictions?'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.'. A green button labeled '2 Save and continue' is positioned below the second option. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. A small copyright notice '© Crown copyright' is visible in the bottom right corner of the footer area.

## Details of your unspent convictions

This page gives you instructions for how to tell the employer about your unspent convictions.

**Important:** This page is only shown if you're telling the employer now.

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

1. In the **unspent convictions** box, enter the details.
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', and 'Sign out' link. Below the header, there is a 'BETA' notice and a language selector for 'English' and 'Cymraeg'. The main content area is titled 'Administrator application' and 'Details of your unspent convictions'. It instructs the user to provide details of convictions, including court hearing location and date, conviction types, and sentences. A tip box states that parking offences do not need to be reported and that personal information should not be included. A large text input field is marked with a '1' and shows 'You have 750 characters remaining'. Below the input field is a green 'Save and continue' button marked with a '2', and a link for 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice.

**Tip:** You don't need to tell the employer about any parking offences.

## Do you have any unspent cautions?

This page gives you instructions for how to confirm if you have any unspent cautions.

**Important:** This page is only shown if the employer has added this question.

To confirm if you have any unspent cautions, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and features the question 'Do you have any unspent cautions?'. Below the question, there is explanatory text: 'If issued in any other country, it includes those where it would be an equivalent offence in England and Wales. This also applies to Summary Hearings issued under military law while serving in the Armed Forces.' A blue box contains a tip: 'You should read how to tell us about your criminal record information (opens in new tab) before completing this question.' Below this, there are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is positioned below the options. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

**Tip:** You can select the ‘criminal record’ link for more information.

## When do you want to tell the employer about your unspent cautions?

This page gives you instructions for when you want to tell the employer about your unspent cautions.

**Important:** This page is only shown if you're adding unspent cautions.

To confirm when you want to tell the employer, complete the following steps:

1. Select an answer:
  - [Now](#)
  - [Later](#)
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, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link. The title of the page is 'Administrator application' followed by the question 'When do you want to tell us about your unspent cautions?'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.'. A green button labeled '2 Save and continue' is positioned below the options. A link 'Save and come back later' is located at the bottom of the main content area. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

## Details of your unspent cautions

This page gives you instructions for how to tell the employer about your unspent cautions.

**Important:** This page is only shown if you're telling the employer now.

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

1. In the **unspent cautions** box, enter the details.
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', and 'Sign out' link. Below the header, there is a 'BETA' notice and a language selector for 'English' and 'Cymraeg'. The main content area is titled 'Administrator application' and 'Details of your unspent cautions'. It provides instructions on what information to include and what to exclude. A large text input box is present, with a '1' in a yellow circle next to it. Below the input box, it says 'You have 750 characters remaining'. A green button with '2' in a yellow circle and the text 'Save and continue' is visible. A link for 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice.

**Tip:** You don't need to tell the employer about any parking offences.

## What information you might have to tell the employer

This page gives you instructions for what information you might have to tell the employer.

**Important:** This page is only shown if the employer has added this question.

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

1. Select the [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' and language options 'English' and 'Cymraeg'. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The title 'Administrator application' is followed by the main heading 'What information you might have to tell the employer'. The text explains that the application is exempt from the Rehabilitation of Offenders Act 1974, meaning the employer can get a standard or enhanced disclosure through the DBS. It also notes that an enhanced disclosure could include other relevant non-conviction information. A tip box with a vertical blue bar on the left contains the text: 'You should read the DBS filtering guide (opens in new tab) before you complete and send your application. You'll find out what information is shared about you as part of a DBS check, or the type of information you should include in this part of your application.' Below the tip box is a green 'Continue' button with a yellow circle containing the number '1' to its left. At the bottom of the main content area, there is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a small copyright notice.

**Tip:** You can select the 'DBS filtering guide' link for more information.

## Do you have any convictions that are not protected?

This page gives you instructions for how to confirm if you have any convictions that are not protected.

**Important:** This page is only shown if the employer has added this question.

To confirm if you have any convictions that are not protected, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Save and continue’ button.

**NHS** Jobs Sign out

English [Cymraeg](#)

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

[< Go back](#)

Administrator application

### Do you have any convictions that are not protected?

This means that they are not eligible for filtering, as explained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

It also includes all convictions or Summary Hearings issued under military law while serving in the Armed Forces in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You should [read how to tell us about your criminal record information \(opens in new tab\)](#) before completing this question.

1  Yes  No

2 [Save and continue](#)

[Save and come back later](#)

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

© Crown copyright

**Tip:** You can select the ‘criminal record’ link for more information.

## When do you want to tell the employer about your convictions that are not protected?

This page gives you instructions for when you want to tell the employer about your convictions that are not protected.

**Important:** This page is only shown if you're adding convictions that are not protected.

To confirm when you want to tell the employer, complete the following steps:

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

**NHS** Jobs Sign out

English | [Cymraeg](#)

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

[Go back](#)

Administrator application

### When do you want to tell us about your convictions that are not protected?

1  Now - with this application.

2  Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.

**Save and continue**

[Save and come back later](#)

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

© Crown copyright

## Details of your convictions that are not protected

This page gives you instructions for how to tell the employer about your convictions that are not protected.

**Important:** This page is only shown if you're telling the employer now.

To add your convictions that are not protected, complete the following steps:

1. In the **convictions** box, enter the details.
2. Select the ['Save and continue'](#) button.

**NHS** Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

### Administrator application

## Details of your convictions that are not protected

Here we'll need details of:

- what the convictions were
- the penalty
- the sentence or the Court order
- where the Court hearing was and the date

Enter details of your convictions that are not protected

Do not include personal information that could be used to identify you such as your name or contact details.

1

You have 750 characters remaining

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#) © Crown copyright

## Do you have any cautions, reprimands or final warnings that are not protected?

This page gives you instructions for how to confirm if you've got any cautions, reprimands or final warnings that are not protected.

**Important:** This page is only shown if the employer has added this question.

To confirm if you've got any cautions, reprimands or final warnings that are not protected, complete the following steps:

1. Select an answer:
  - [Yes](#)
  - [No](#)
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', and a 'Sign out' link. Below the header, there is a 'BETA' notice and a language selector for 'English' and 'Cymraeg'. The main content area is titled 'Administrator application' and contains the question 'Do you have any cautions, reprimands or final warnings that are not protected?'. Below the question, there is explanatory text about the meaning of the question and a link to 'read how to tell us about your criminal record information'. At the bottom of the form, there are two radio buttons for 'Yes' and 'No', a green 'Save and continue' button, and a 'Save and come back later' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice.

**Tip:** You can select the 'criminal record' link for more information.

## When do you want to tell the employer about your cautions, reprimands and final warnings that are not protected?

This page gives you instructions for when you want to tell the employer about your cautions, reprimands and final warnings that are not protected.

**Important:** This page is only shown if you're adding cautions that are not protected.

To confirm when you want to tell the employer, complete the following steps:

1. Select an answer:
  - [Now](#)
  - [Later](#)
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, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link. The title of the page is 'Administrator application' followed by the main heading 'When to tell us about your cautions, reprimands or final warnings that are not protected'. There are two radio button options: '1 Now - with this application.' and '2 Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.' Below these options is a green 'Save and continue' button. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

## Details of your cautions, reprimands and final warnings that are not protected

This page gives you instructions for how to tell the employer about your cautions, reprimands and final warnings that are not protected.

**Important:** This page is only shown if you're telling the employer now.

To add your cautions that are not protected, complete the following steps:

1. In the **cautions** box, enter the details.
2. Select the ['Save and continue'](#) button.

**NHS** Jobs Sign out

English | [Cymraeg](#)

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

[Go back](#)

Administrator application

### Details of your cautions, reprimands or final warnings that are not protected

Here we'll need details of:

- what the cautions were
- the penalty
- the sentence or the Court order
- where the Court hearing was and the date

Enter details of your cautions that are not protected

Do not include personal information that could be used to identify you such as your name or contact details.

1

You have 750 characters remaining

2 Save and continue

[Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

© Crown copyright

## Check and save your answers about your unspent convictions and cautions

This page gives you instructions for how to check and save your unspent convictions and cautions details.

To confirm or change your unspent convictions or cautions information, complete the following steps:

1. Select a 'Change' link:

- ['Do you have any unspent convictions?'](#) (optional)
- ['When do you want to tell us about your unspent convictions?'](#) (optional)
- ['Do you have any unspent cautions?'](#) (optional)
- ['When do you want to tell us about your unspent cautions?'](#) (optional)
- ['Do you have any convictions that are not protected?'](#) (optional)
- ['When do you want to tell us about your convictions that are not protected?'](#) (optional)
- ['Do you have any cautions, reprimands or final warnings that are not protected?'](#) (optional)
- ['When to tell us about your cautions, reprimands or final warnings that are not protected?'](#) (optional)
- Select the ['Save and continue'](#) button.

[Go to the next page to see the screen shot](#)



[Sign out](#)

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

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

### Administrator application

## Check and save your answers about your unspent convictions and cautions

Do you have any unspent convictions?	Yes	<a href="#">Change</a>
When do you want to tell us about your unspent convictions?	Later	<a href="#">Change</a>
Do you have any unspent cautions?	Yes	<a href="#">Change</a>
When do you want to tell us about your unspent cautions?	Later	<a href="#">Change</a>
Do you have any convictions that are not protected?	Yes	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
When do you want to tell us about your convictions that are not protected?	Later	<a href="#">Change</a>
Do you have any cautions, reprimands or final warnings that are not protected?	Yes	<a href="#">Change</a>
When to tell us about your cautions, reprimands or final warnings that are not protected	Later	<a href="#">Change</a>

2

Save and continue

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

© Crown copyright

[Go to the next page](#)

## Application task list

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

**Important:** The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed' depending on the tasks you have completed. You cannot send a job application until all sections are completed.

To start completing a new section of your tasklist, complete the following steps:

1. Select the ['Fitness to practice'](#) link to begin this section.
2. Select the 'Save and come back later' link (optional).

[Go to the next page to see the screen shot](#)

**NHS** Jobs
Sign out

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

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

## NHS BSA Training

### Administrator application

**Application incomplete**

You have completed 11 of 14 sections.

#### Add your personal details

<a href="#">Contact details</a>	<b>COMPLETED</b>
---------------------------------	------------------

#### Add your right to work status

<a href="#">Right to work</a>	<b>COMPLETED</b>
-------------------------------	------------------

#### Add your qualifications, training and job history

<a href="#">Qualifications</a>	<b>COMPLETED</b>
<a href="#">Training</a>	<b>COMPLETED</b>
<a href="#">Job history</a>	<b>COMPLETED</b>

#### Add your supporting evidence

<a href="#">Essential and desirable criteria</a>	<b>COMPLETED</b>
--	------------------

#### Add further information the employer needs from you

<a href="#">Medical qualifications and details</a>	<b>COMPLETED</b>
<a href="#">Dental qualifications and details</a>	<b>COMPLETED</b>
<a href="#">Nursing qualifications and details</a>	<b>COMPLETED</b>
<a href="#">Driving qualifications and details</a>	<b>COMPLETED</b>
<a href="#">Unspent criminal convictions and cautions</a>	<b>COMPLETED</b>
<b>1</b> <a href="#">Fitness to practice</a>	<b>NOT STARTED</b>

#### Check your equal opportunities

<a href="#">Guaranteed interview scheme</a>	<b>NOT STARTED</b>
<a href="#">Equality and diversity</a>	<b>NOT STARTED</b>

#### Job details

**Closing date**  
30 December 2021

**Job reference number**  
T1111-21-8154

[View the job advert \(opens in new tab\)](#)

You need to complete all sections before you can send your application.

**2** [Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

© Crown copyright

[Go to the next page](#)

## Fitness to practise investigations and proceedings

This page gives you instructions for how to add any fitness to practise investigations and proceedings.

**Important:** This page is only shown if the employer has added this question.

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

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

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and 'Fitness to practise investigations and proceedings'. It explains that users need to provide details about any fitness to practise issues, such as warnings, suspensions, or sanctions. A list of examples is provided: warnings, limitations, suspension or other restrictions, conditions or sanctions on registration, and time removed from the register. A note states that appeals that were upheld and fully exonerated do not need to be reported. A callout box highlights that the employer will not see answers during assessment and shortlisting, but they will be visible before interviews. At the bottom of the main content area, there is a green 'Continue' button with a yellow circle containing the number '1' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

## Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?

This page gives you instructions for how to confirm if you're subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body.

**Important:** This page is only shown if the employer has added this question.

To confirm if you're subject to a fitness to practise investigation or any proceedings, complete the following steps:

1. Select an answer:
  - [Yes](#)
  - [No](#)
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, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the question 'Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?'. Below the question are two radio buttons: 'Yes' (with a yellow circle containing the number 1) and 'No'. A green button labeled 'Save and continue' (with a yellow circle containing the number 2) is positioned below the radio buttons. A link 'Save and come back later' is located below the 'Save and continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the text '@ Crown copyright'.

## Tell the employer about your fitness to practise case

This page gives you instructions for how to tell the employer about your fitness to practise case.

**Important:** This page is only shown if you're adding a fitness to practise case.

To add your fitness to practise case, complete the following steps:

1. In the **fitness to practise** box, enter the details.
2. Select the [Save and continue](#) button.

The screenshot shows the NHS Jobs website 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 is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The title is 'Administrator application' followed by 'Tell us about your fitness to practise case'. Below the title, it says 'We'll need details such as:' followed by a bulleted list: 'the name and address of the regulatory or licensing body', 'the reason for the investigation or proceedings', 'what the warnings, conditions or sanctions were', and 'what the imitations, suspension or any other restrictions were'. It then says 'Include any additional information you think we'd need.' and 'Enter the details of the investigation or proceedings'. A blue vertical bar highlights a warning: 'Do not include personal information that could be used to identify you such as your name or contact details.' Below this is a large text input box with a '1' in a yellow circle to its left. Underneath the box, it says 'You have 750 characters remaining'. Below the input box is a green button with a '2' in a yellow circle and the text 'Save and continue'. Below the button is a link: 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the far right of the footer, it says '© Crown copyright'.

## Do any of these statements apply to your healthcare work history?

This page gives you instructions for how to confirm if any of these statements apply to your healthcare work history.

**Important:** This page is only shown if the employer has added this question.

To confirm if these statements apply to your healthcare work history, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
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' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and features the question 'Do any of these statements apply to your healthcare work history?'. Three bullet points list conditions: 'I've been removed from the register', 'I've had conditions or sanctions placed on my registration', and 'I've been issued with a warning'. A note specifies 'This is by a regulatory or licensing body.' A tip box indicates 'We do not need to know if you had an appeal that was upheld and you were fully exonerated.' Below this, there are two radio button options: '1 Yes' and 'No'. A green '2 Save and continue' button is prominently displayed. A link for 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for the Crown.

**Tip:** We don't need to know if you had an appeal that was upheld, and you were fully exonerated.

## Tell the employer about your case

This page gives you instructions for how to tell the employer about your case.

**Important:** This page is only shown if you're fitness to practise case details apply to your healthcare work history.

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

1. In the **case** box, enter the details.
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs website 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, a 'BETA' notice states: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Administrator application' followed by 'Tell us about your case'. The text reads: 'We'll need details such as:' followed by a bulleted list: 'the name and address of the regulatory or licensing body', 'reason why the regulatory or licensing body took action', and 'conditions, sanctions or warnings (including limitations, suspension or any other restrictions) applied to your registration'. Below this, it says 'Include any additional information you think we'd need.' and 'Enter the details of the case'. A blue vertical bar contains the instruction: 'Do not include personal information that could be used to identify you such as your name or contact details.' A large text input box is shown with a yellow circle containing the number '1' to its left. Below the box, it says 'You have 750 characters remaining'. A green button with a yellow circle containing the number '2' and the text 'Save and continue' is positioned below the box. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '@ Crown copyright'.

## Have you ever had any restrictions placed on your clinical practise as part of the revalidation process?

This page gives you instructions for how to confirm if you've had restrictions placed on your clinical practise as part of a revalidation process.

**Important:** This page is only shown if the employer has added this question.

To confirm if you've had restrictions, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
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' and language options 'English' and 'Cymraeg'. Below the header, a white banner contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the question 'Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?'. Below the question are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No' (with a '2' in a yellow circle). A green 'Save and continue' button is positioned below the radio buttons. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by a copyright notice '© Crown copyright'.

## Tell the employer about your restrictions

This page gives you instructions for how to tell the employer about your restrictions.

**Important:** This page is only shown if you're adding restrictions.

To add your restriction, complete the following steps:

1. In the **restrictions** box, enter the details.
2. Select the ['Save and continue'](#) button.

**NHS** Jobs Sign out

English | [Cymraeg](#)

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

[< Go back](#)

### Administrator application

## Tell us about your restrictions

We'll need details such as:

- what the restrictions were
- the name and address of the regulatory or licensing body
- the dates the restrictions covered

Include any additional information you think we'd need.

Enter the details of your restrictions

Do not include personal information that could be used to identify you such as your name or contact details.

**1**

You have 750 characters remaining

**2** Save and continue

[Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

© Crown copyright

## Check and save your fitness to practise answers

This page gives you instructions for how to check and save your fitness to practise answers.

To confirm or change your fitness to practise answers, complete the following steps:

1. Select a 'Change' link:
  - [‘Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?’](#) (optional)
  - [‘Have you been removed from the register, had conditions or sanctions placed on your registration or been issued with a warning?’](#) (optional)
  - [‘Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?’](#) (optional)
2. Select the [‘Save and continue’](#) button.

NHS Jobs Sign out

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

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

Administrator application

### Check and save your Fitness to Practise answers

Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?	No	<a href="#">Change</a>
Have you been removed from the register, had conditions or sanctions placed on your registration or been issued with a warning?	No	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
Have you ever had restrictions placed on your clinical practise as a part of the revalidation process?	No	<a href="#">Change</a>

2 Save and continue

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

© Crown copyright

## Application task list

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

**Important:** The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you have completed. You cannot send a job application until all sections are completed.

To begin completing your tasklist, complete the following steps:

1. Select a link to begin a section of the tasklist.
2. Select the 'Save and come back later' link (optional).

[Go to the next page to see the screen shot](#)

NHS Jobs Sign out

English Cymraeg

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

NHS BSA Training

## Administrator application

**Application incomplete**

You have completed 12 of 14 sections.

**Add your personal details**

[Contact details](#) COMPLETED

**Job details**

Closing date  
30 December 2021

Job reference number  
T1111-21-8154

[View the job advert \(opens in new tab\)](#)

**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**

[Medical qualifications and details](#) COMPLETED

[Dental qualifications and details](#) COMPLETED

[Nursing qualifications and details](#) COMPLETED

[Driving qualifications and details](#) COMPLETED

[Unspent criminal convictions and cautions](#) COMPLETED

[Fitness to practice](#) COMPLETED

**Check your equal opportunities**

1 [Guaranteed interview scheme](#) NOT STARTED

[Equality and diversity](#) NOT STARTED

You need to complete all sections before you can send your application.

2 [Save and come back later](#)

Privacy policy
Terms and conditions
Accessibility Statement
Cookies
How to apply for jobs

© Crown copyright

**Tip:** You must complete all sections of the tasklist before you can send your application.

For help and guidance, go to the 'How to apply for a job in NHS Jobs – Check your equal opportunities' user guide or video in the 'Apply for a job' box of the ['Help and support for applicants'](#) webpage.