NHS Jobs

How to apply for a job in NHS Jobs user guide – Pre-application questions

This guide gives you instructions for how to complete the pre-application questions in the NHS Job service.

If the employer has added them and depending on the role, you'll need to answer any pre-application.

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

Application guidance in the current NHS Jobs service

This page shows the application guidance in the current NHS Jobs service.

<mark>Important:</mark> You'll only see this page if you're applying for a job that's published in the new NHS Jobs service.

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

1. Select the '<u>Continue</u>' button.

Apply for this job

This page gives you instructions for how to apply for this job.

<mark>Important:</mark> You'll only see this page if you're applying for a job in the new NHS Jobs service. If you have an account, you can sign in. If you don't have an account, you'll need to create an account.

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

1. Select the 'Apply for this job' link.

NHS Jobs   Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

Administrator

NHS BSA Training

The closing date is 30 December 2021

Job summary

Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite.

Main duties of the job

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

About us

Introduce the team, the atmosphere, work ethic and benefits of working at your organisation and what you can offer to the applicant.

→ Apply for this job 1

For help with your application, contact:

Date posted
15 December 2021

Pay scheme
Other

Salary
£25,000 a year

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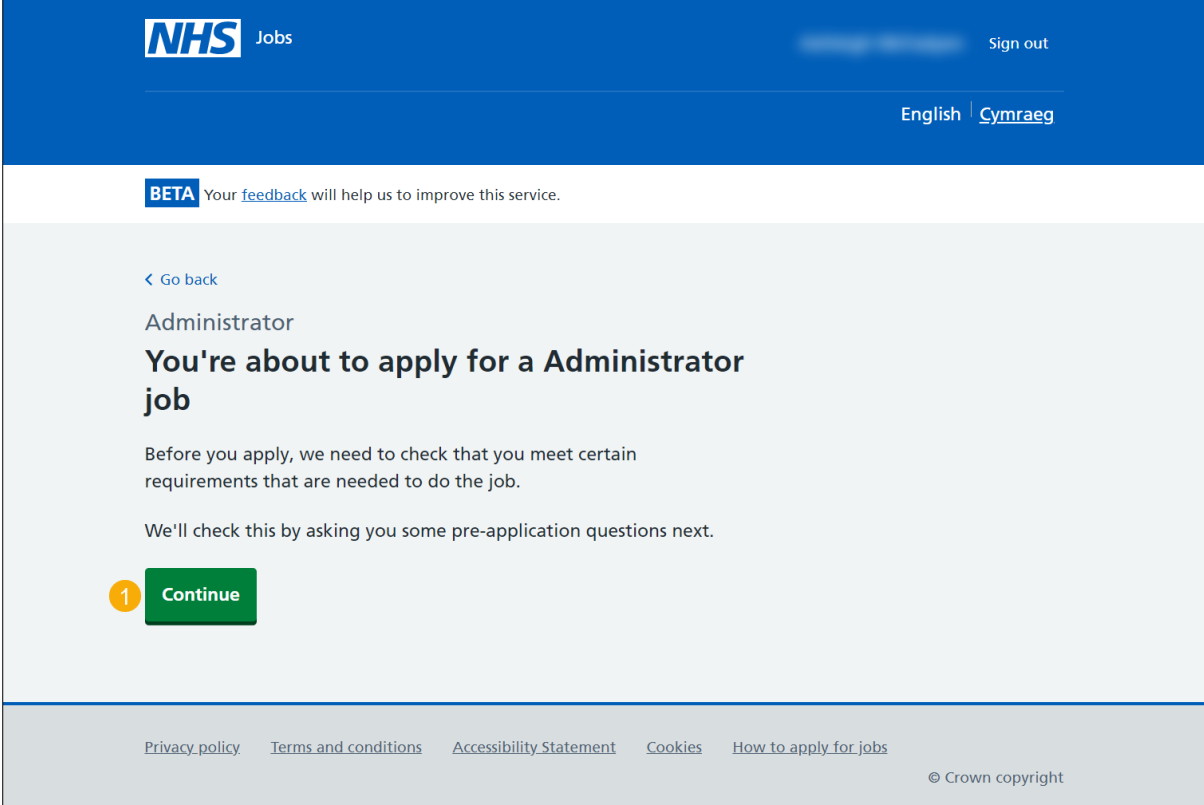
© Crown copyright

You're about to apply for a job

This page gives you instructions for how to apply for a job.

Important: You'll only see this page if the employer has added pre-employment questions. If this page is not shown, go to the 'You're applying for a job' page.

To apply for this job, complete the following step:

1. Select the 'Continue' button.

NHS Jobs

Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

< Go back

Administrator

You're about to apply for a Administrator job

Before you apply, we need to check that you meet certain requirements that are needed to do the job.

We'll check this by asking you some pre-application questions next.

1 **Continue**

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

© Crown copyright

Do you possess NVQ level 3 qualification or equivalent?

This page gives you instructions for how to confirm if you possess a qualification or equivalent.

<mark>Important:</mark> You'll only see this page if the employer has added this pre-application question. In this example, an NVQ Level 3 qualification is required. If you select 'No' to a pre-application question, your application will end.

To confirm if you possess this qualification or equivalent, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Do you possess NMC licence?

This page gives you instructions for how to confirm if you possess a licence.

<mark>Important:</mark> You'll only see this page if the employer has added this pre-application question. In this example, an NMC licence is required. If you select 'No' to a pre-application question, your application will end.

To confirm if you possess this licence, complete the following steps:

1. Select an answer.
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 possess NMC licence?

1 ◯ Yes   ◯ No

2 **Save and continue**

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

© Crown copyright

Do you possess NMC registration?

This page gives you instructions for how to confirm if you possess a registration.

<mark>Important:</mark> You'll only see this page if the employer has added this pre-application question. In this example, an NMC registration is required. If you select 'No' to a pre-application question, your application will end.

To confirm if you possess this registration, complete the following steps:

1. Select an answer.
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 possess NMC registration?

1 ◯ Yes   ◯ No

2 **Save and continue**

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

© Crown copyright

Have you passed PLAB 2?

This page gives you instructions for how to confirm if you've passed PLAB 2.

<mark>Important:</mark> You'll only see this page if the employer has added this pre-application question. If you select 'No' to a pre-application question, your application will end.

To confirm if you've passed PLAB 2, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?

This page gives you instructions for how to confirm if you've passed the IQE or ORE.

Important: You'll only see this page if the employer has added this pre-application question. If you select 'No' to a pre-application question, your application will end.

To confirm if you've passed the IQE or ORE, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

Are you currently employed by the Employer advertising this vacancy?

This page gives you instructions for how to confirm if you're currently employed by the Employer advertising this vacancy.

Important: You'll only see this page if the employer has added this pre-application question. If you select 'No' to a pre-application question, your application will end.

To confirm if you're employed by the Employer advertising this vacancy, complete the following steps:

1. Select an answer.
2. Select the '<u>Save and continue</u>' button.

NHS Jobs

Ashleigh McFadyen   **Sign out**

English | **Cymraeg**

BETA Your feedback will help us to improve this service.

< Go back

Administrator application

Are you currently employed by the Employer advertising this vacancy?

1 ◯ Yes   ◯ No

2 **Save and continue**

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

© Crown copyright

You're applying for a job

This page gives you instructions for how to check the information to apply for a job.

<mark>Important:</mark> You don't have to complete all your application in one go. You can save and return to it later by selecting the 'Save and come back later' link. You'll receive an email when you start applying with a link to take you back to your application.

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

1. Select the '<u>Start application</u>' button.

Do you want to use your saved information for this application?

This page gives you instructions for how to confirm if you want to use your saved information for this application.

<mark>Important:</mark> You'll only see this page if you've previously applied for a job and saved your application information.

To confirm if you want to use your saved information for this application, complete the following steps:

1. Select an answer.
2. Select the '<u>Save and continue</u>' button.

Tip: To help you decide, check the date for when you last updated your information. To find out how to complete your application, go to a user guide or video from the '**Apply for a job**' section of the '<u>Help and support for applicants</u>' webpage.

Applicant task list

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

Important: In this example, your application is incomplete as you've completed 0 out of 14 sections. You need to complete all sections before you can send your application.

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

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

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 pre-application questions and reached the end of this user guide.