Author: Training and Support Team



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

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

If the employer has added them and depending on the role, you'll need to answer further information questions.

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**

How to apply for a job – Add further information in NHS Jobs user guide	1
Criminal convictions and/or cautions that are not protected	3
What information you might have to tell the employer	4
Do you have any convictions and/or cautions that are not protected?	<u>5</u>
When do you want to tell us about your convictions and/or cautions that are no	
Details of your convictions and/or cautions that are not protected	
Check and save your answers about your convictions and/or cautions that are protected	
Application task list	9
Fitness to practise investigations and proceedings	10
Are you currently subject to a fitness to practise investigation or any proceeding regulatory or licensing body?	gs by a 11
Tell the employer about your fitness to practise case	12
Do any of these statements apply to your healthcare work history?	13
Tell the employer about your case	14
Have you ever had any restrictions placed on your clinical practise as part of the revalidation process?	
Tell the employer about your restrictions	16
Check and save your fitness to practise answers	17
Application task list	18

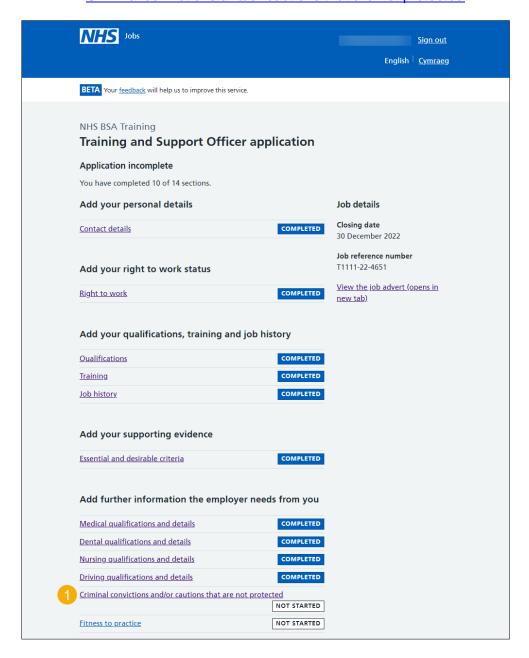
#### Criminal convictions and/or cautions that are not protected

This page gives you instructions for how to add your criminal convictions and/or cautions that are not protected.

Important: In this example, the Criminal convictions and/or cautions that are not protected status is 'NOT STARTED' and your application is incomplete as you've completed 10 out of 14 sections.

To add your criminal convictions and/or cautions that are not protected, complete the following steps:

1. Select the 'Criminal convictions and/or cautions that are not protected' link.



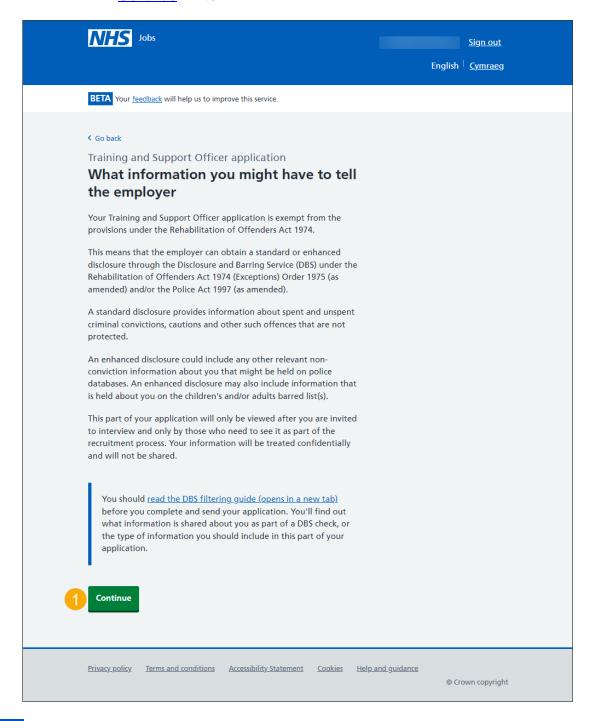
#### What information you might have to tell the employer

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

**Important:** You'll only see this page if the employer has added this question.

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

1. Select the 'Continue' button.



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

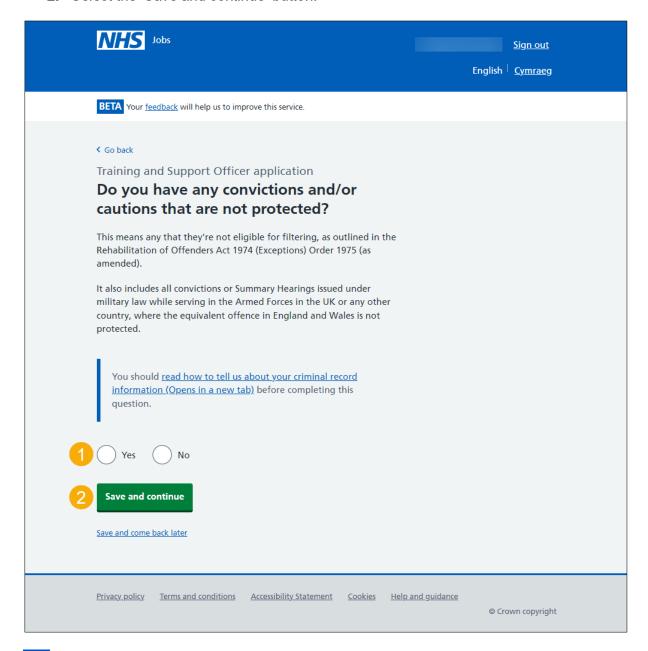
#### Do you have any convictions and/or cautions that are not protected?

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

**Important:** You'll only see this page if the employer has added this question.

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

- 1. Select an answer:
  - 'Yes'
  - 'No'
- 2. Select the 'Save and continue' button.



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

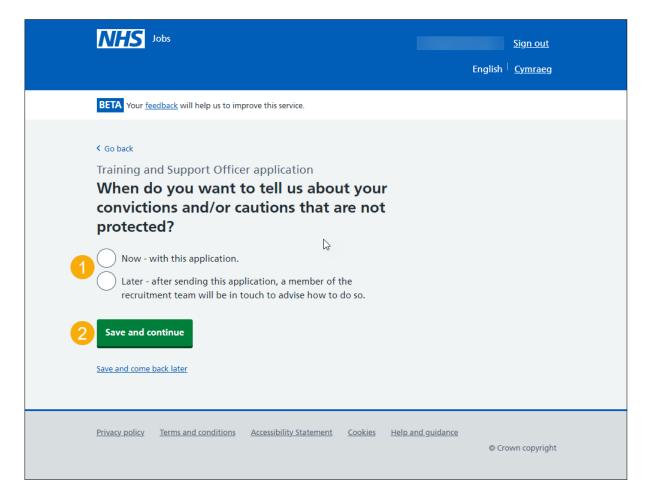
## When do you want to tell us about your convictions and/or cautions that are not protected?

This page gives you instructions for how to confirm when you want to tell the employer about your convictions and/or cautions that are not protected.

**Important:** You'll only see this page if you're adding convictions and/or cautions that are not protected.

To confirm when you want to tell the employer about your convictions and/or cautions that are not protected, complete the following steps:

- 1. Select an answer:
  - 'Now'
  - 'Later'
- 2. Select the 'Save and continue' button.



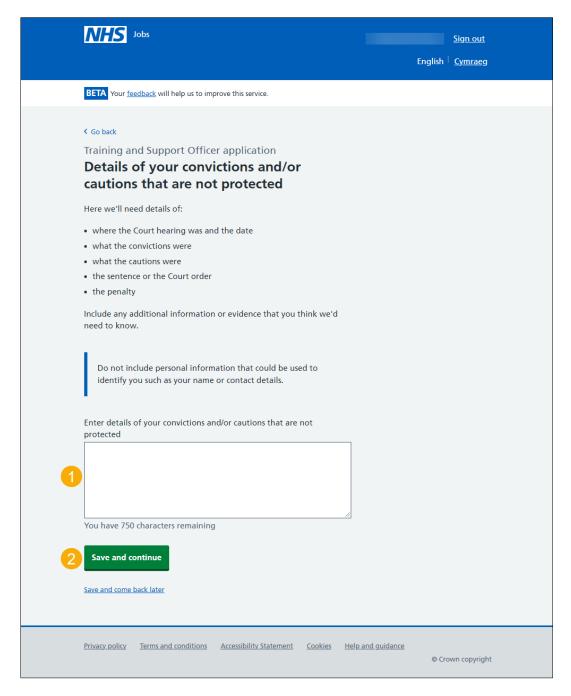
#### Details of your convictions and/or cautions that are not protected

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

**Important:** You'll only see this page if you're telling the employer now. You don't need to tell them about any parking offences. Don't include personal information that could be used to identify you such as your name or contact details.

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

- 1. In the convictions and/or cautions that are not protected box, enter the details.
- 2. Select the 'Save and continue' button.

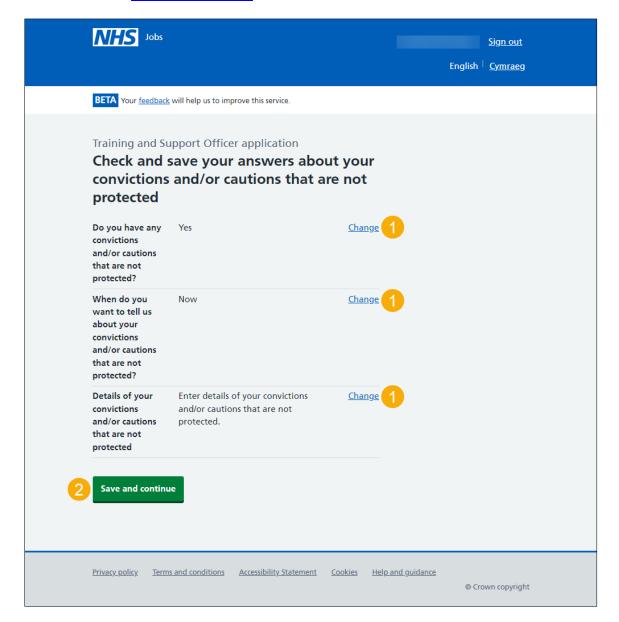


### Check and save your answers about your convictions and/or cautions that are not protected

This page gives you instructions for how to check and save your convictions and/or cautions that are not protected.

To check, change or confirm your convictions and/or cautions that are not protected, complete the following steps:

- 1. Select a 'Change' link:
  - 'Do you have any convictions and/or cautions that are not protected?' (optional)
  - 'When do you want to tell us about your convictions and/or cautions that are not protected?' (optional)
  - 'Details of your convictions and/or cautions that are not protected' (optional)
- 2. Select the 'Save and continue' button.



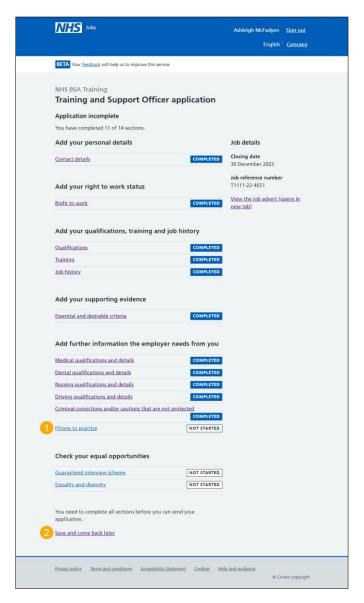
#### **Application task list**

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

Important: In this example, the Criminal convictions and/or cautions that are not protected status is 'COMPLETED' and your application is incomplete as you've completed 11 out of 14 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 'Fitness to practice' link.
- 2. 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 unspent criminal convictions and cautions and reached the end of this user guide.

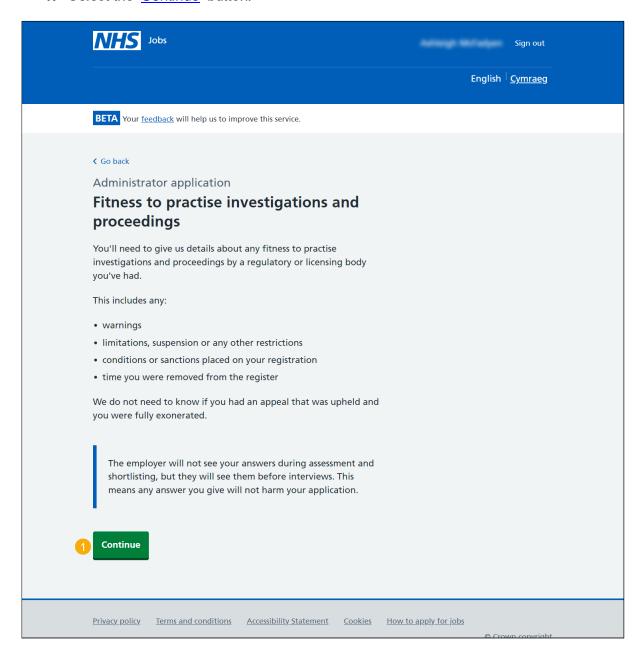
#### Fitness to practise investigations and proceedings

This page gives you instructions for how to check the fitness to practice investigations and proceedings.

**Important:** You'll only see this page if the employer has added this question. The employer will not see your answers during assessments and shortlisting, but they will see them before interviews. This means any answer you give will not harm your application.

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

1. Select the 'Continue' button.



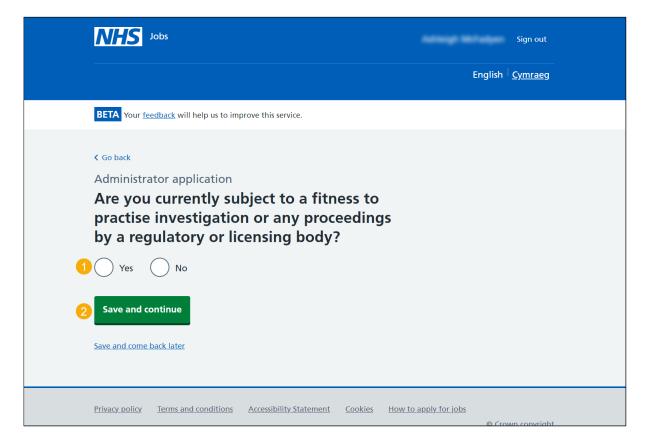
### Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?

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:** You'll only see this page if the employer has added this question.

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

- 1. Select an answer:
  - 'Yes'
  - 'No'
- 2. Select the 'Save and continue' button.



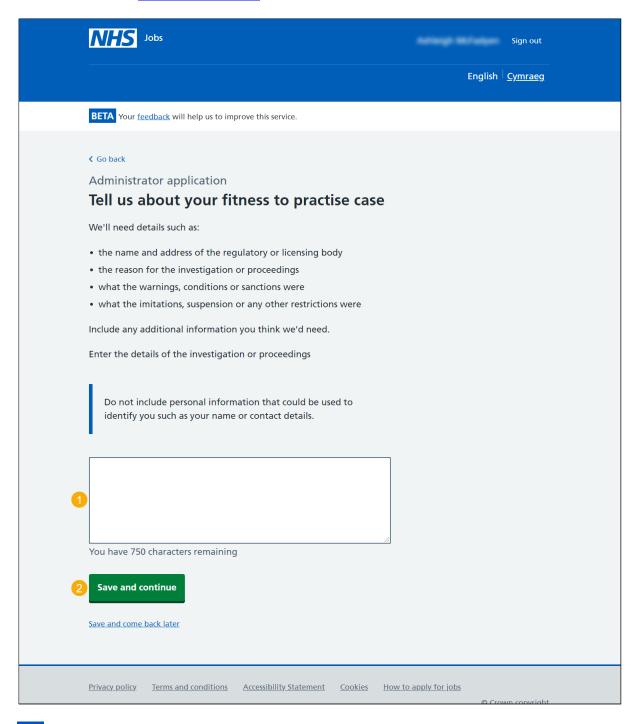
#### Tell the employer about your fitness to practise case

This page gives you instructions for how to add your fitness to practise case.

**Important:** You'll only see this page if you're adding a fitness to practise case. Don't include personal information that could be used to identify you such as your name or contact details.

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.



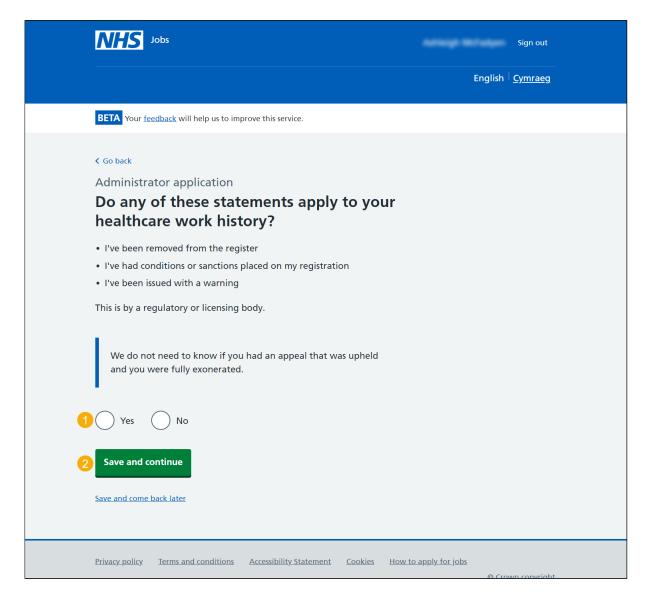
#### Do any of these statements apply to your healthcare work history?

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

**Important:** You'll only see this page if the employer has added this question. We don't need to know if you had an appeal that was upheld, and you were fully exonerated.

To confirm if any of 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.



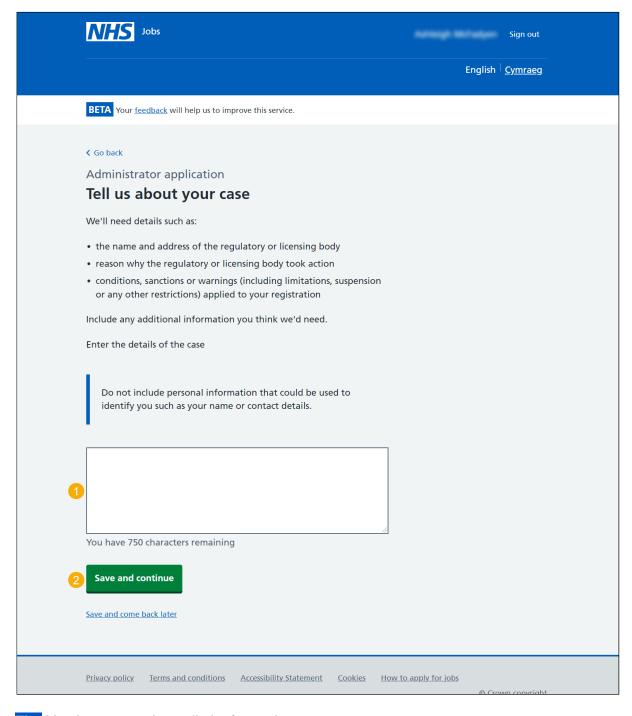
#### Tell the employer about your case

This page gives you instructions for how to add details of your case.

Important: You'll only see this page if you're fitness to practise case details apply to your healthcare work history. Don't include personal information that could be used to identify you such as your name or contact details.

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.



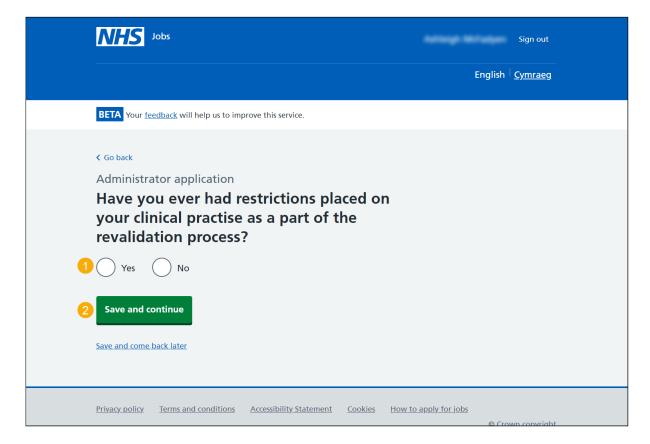
### Have you ever had any restrictions placed on your clinical practise as part of the revalidation process?

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

**Important:** You'll only see this page if the employer has added this question.

To confirm if you've had any restrictions placed on your clinical practise as part of a revalidation process, complete the following steps:

- 1. Select an answer:
  - 'Yes'
  - 'No'
- 2. Select the 'Save and continue' button.



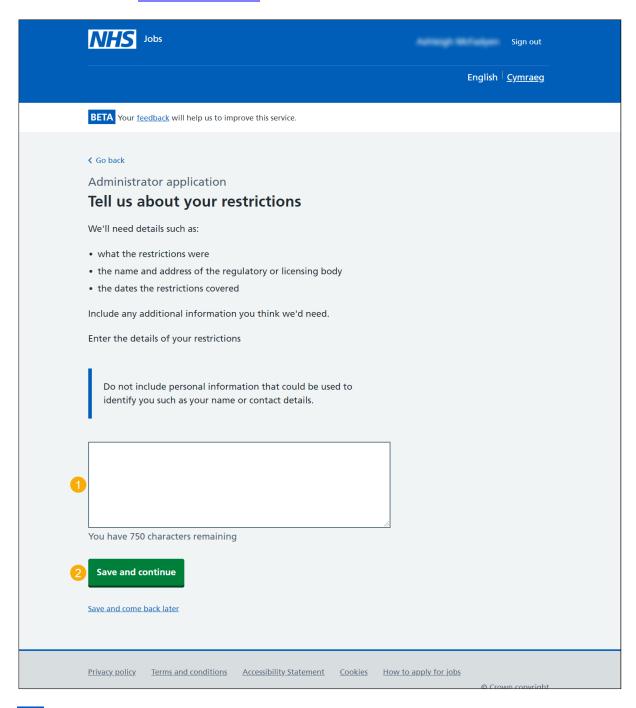
#### Tell the employer about your restrictions

This page gives you instructions for how to add your restrictions.

**Important:** You'll only see this page if you're adding restrictions. Don't include personal information that could be used to identify you such as your name or contact details.

To add your restrictions, complete the following steps:

- 1. In the **Restrictions** box, enter the details.
- 2. Select the 'Save and continue' button.

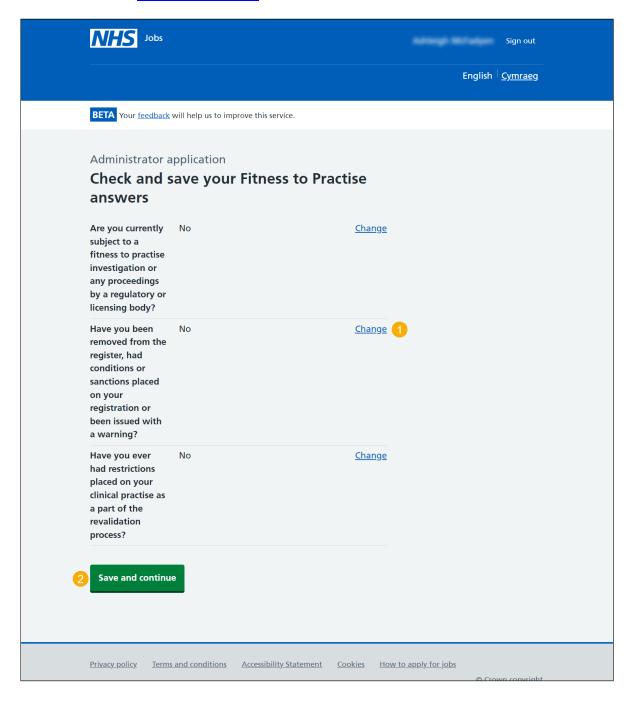


#### Check and save your fitness to practise answers

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

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

- **1.** Select a 'Change' link:
- 3. 'Are you currently subject to a fitness to practise investigation or any proceedings by a regulatory or licensing body?' (optional)
- **4.** 'Have you been removed from the register, had conditions or sanctions placed on your registration or been issued with a warning?' (optional)
- 5. '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.



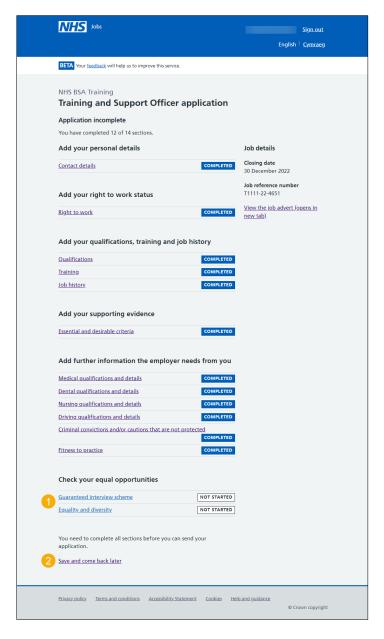
#### **Application task list**

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

Important: In this example, the **Fitness to practise** status is '**COMPLETED**' and your application is incomplete as you've completed 12 out of 14 sections. You need to complete all sections before you can send your application.

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

- Select a section link.
  or
- 2. 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 fitness to practise and reached the end of this user guide.