

How to apply for a job – Driving qualifications and details in NHS Jobs user guide

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 additional driving job specific information, 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.

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Driving qualifications and details

This page gives you instructions for how to add your driving qualifications and details.

Important: You'll only see this page if the employer has added additional driving job specific questions to the listing. In this example, the **Driving qualifications and details** status is **'NOT STARTED'** and your application is incomplete as you've completed 9 out of 14 sections.

To add your driving qualifications and details, complete the following steps:

1. Select the '[Driving qualifications and details](#)' link.

NHS Jobs
Sign outEnglish | [Cymraeg](#)

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

NHS BSA Training

Administrator application

Application incomplete
You have completed 9 of 14 sections.

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

This page gives you instructions for how to check the driving qualifications and details.

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 left, and 'Sign out' on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner states '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 text 'Administrator application', and the heading 'You are applying for a role that involves driving'. Below this, a paragraph explains that further questions will be asked, including a list of seven items: access to a vehicle, valid UK driving licence, vehicle categories, full or provisional C1 licence, previous driving experience, penalty points, and driving endorsements. A green 'Continue' button with a yellow '1' in a circle is positioned below the list. 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'.

Do you have access to a vehicle which can be used for work purposes?

This page gives you instructions for how to confirm if you have a vehicle which can be used for work purposes.

To confirm if you have a vehicle which can be used for work purposes, 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 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 feedback will help improve the service. The main content area is titled 'Administrator application' and contains the question 'Do you have access to a vehicle which can be used for work purposes?'. Below the question, there are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. 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 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'.

Do you have a valid UK driving licence?

This page gives you instructions for how to confirm if you have a valid UK driving licence.

To confirm if you have a valid UK driving licence, 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 left, and 'Sign out' on the right. Below the header, there are language options: 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Administrator application'. The question is 'Do you have a valid UK driving licence?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. Below the button is a link: 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer also includes the text '© Crown copyright'.

Which vehicle categories do you have a licence for?

This page gives you instructions for how to confirm the vehicle categories you have a licence for.

To confirm the vehicle categories you have a licence for, 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', and a 'Sign out' button. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and contains the question 'Which vehicle categories do you have a licence for?'. There are 13 checkboxes with corresponding vehicle categories: Car (B), Car with Trailer (B+E), Large Goods Vehicle (C), Large Goods Vehicle with Trailer (C+E), Medium Sized Vehicle (C1), Medium Sized Vehicle (C1+E), Minibus (D1), Minibus with Trailer (D1+E), Motorbike (A), Passenger Carrying Vehicle (D), Passenger Carrying Vehicle (D+E), and None of the above. A yellow circle with the number '1' is next to the 'Medium Sized Vehicle (C1+E)' checkbox. Below the list is a green 'Save and continue' button 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 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You can select more than one answer.

Do you have a full or provisional C1 licence?

This page gives you instructions for how to confirm if you have a full or provisional C1 licence.

To confirm if you have a full or provisional C1 licence, 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 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 asks 'Do you have a full or provisional C1 licence?'. There are three radio button options: 'Yes, I have a full C1 licence', 'Yes, I have a provisional C1 licence' (which is selected and marked with a '1'), and 'No'. Below the options is a green 'Save and continue' button (marked with a '2') and a blue 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 '© Crown copyright'.

Have you driven category C1 vehicles in a previous job or outside of work?

This page gives you instructions for how to confirm if you've driven category C1 vehicles in a previous job or outside of work.

To confirm if you've driven category C1 vehicles in a previous job or outside of work, 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, a 'Sign out' button, and language options for '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 contains the question: 'Have you driven category C1 vehicles in a previous job or outside of work?'. There are two radio button options: 'Yes' (marked with a '1') and 'No'. Below the options is a green 'Save and continue' button (marked with a '2') and a blue 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: '© Crown copyright'.

How many penalty points do you have on your driving licence?

This page gives you instructions for how to confirm how many penalty points you have on your driving licence.

To confirm how many penalty points you have on your driving licence, complete the following steps:

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

The screenshot shows a web page for an NHS Jobs application. 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 are language options for 'English' and 'Cymraeg'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Administrator application' followed by the question 'How many penalty points do you have on your driving licence?'. There are five radio button options: '0', '1 to 3', '4 to 6', '7 to 9', and '10 or more'. The '4 to 6' option is selected, indicated by a yellow circle with the number '1'. Below the options is a green 'Save and continue' button 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 'How to apply for jobs'. The footer text is '© Crown copyright'.

Do you have any driving endorsements or driving convictions?

This page gives you instructions for how to confirm if you have any driving endorsements or driving convictions.

To confirm if you have any driving endorsements or driving 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 side of the header, there are links for 'Settings', 'Helpdesk', and 'Sign out'. 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 asks the question 'Do you have any driving endorsements or driving convictions?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is highlighted with a yellow '2' in a circle. 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: '© Crown copyright'.

What is your driving endorsement or driving conviction offence code?

This page gives you instructions for how to add your driving endorsement or driving conviction offence code.

Important: You'll only see this page if you have a driving endorsement or driving conviction.

To add your driving endorsement or driving conviction offence code, complete the following steps:

1. In the **Driving endorsement or driving conviction offence code** 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 left, and 'Sign out' on the right. Below the header, there is a language selector showing 'English' and 'Cymraeg'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and features the heading 'What is your driving endorsement or driving conviction offence code?'. Below this heading is a text input field with a yellow '1' next to it. Underneath the input field is a green 'Save and continue' button with a yellow '2' next to it. A link for 'Save and come back later' is located below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

What was the date of issue of your driving endorsement or driving conviction?

This page gives you instructions for how to add the date of issue of your driving endorsement or driving conviction.

Important: You'll only see this page if you have a driving endorsement or driving conviction.

To confirm the date of issue of your driving endorsement or conviction, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, 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 'Settings & Notifications' and 'Sign out'. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Administrator application' and asks 'What was the date of issue of your driving endorsement or driving conviction?'. It provides an example date '27 3 2020' and three input boxes for 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day box. Below the input boxes is a green button with a yellow circle and 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 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

Do you have any other driving endorsements or driving convictions?

This page gives you instructions for how to confirm if you have any other driving endorsements or driving convictions.

Important: You'll only see this page if you have a driving endorsement or driving conviction.

To confirm if you have any other driving endorsements or driving convictions, 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' 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 'Do you have any other driving endorsements or driving convictions?'. Below the question are two radio button options: 'Yes' and 'No', with a yellow circle containing the number '1' next to the 'Yes' option. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. Below the button is a link that says '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', along with the copyright notice '© Crown copyright'.

Tip: You can add more driving endorsements and driving convictions.

Check and save your Driving qualifications and details

This page gives you instructions for how to check and save your Driving qualifications and details.

To check, change and confirm your Driving qualifications and details, complete the following steps:

1. Select a 'Change' link:
 - ['Do you have access to a vehicle which can be used for work purposes?'](#) (optional)
 - ['Do you have a valid UK driving licence?'](#) (optional)
 - ['Which vehicle categories do you have a licence for?'](#) (optional)
 - ['Do you have a full or provisional C1 licence?'](#) (optional)
 - ['Have you driven category C1 vehicles in a previous job or outside of work?'](#) (optional)
 - ['How many penalty points do you have on your driving licence?'](#) (optional)
 - ['Do you have any driving endorsements or driving convictions?'](#) (optional)
 - ['What is your driving endorsement or driving conviction offence code?'](#) (optional)
 - ['What was the date of issue of your driving endorsement or driving conviction?'](#) (optional)
 - ['Do you have any other driving endorsements or driving convictions?'](#) (optional)
2. Select the ['Save and continue'](#) button.

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

NHS Jobs
Settings Helpdesk Sign outEnglish [Cymraeg](#)

BETA Your feedback will help us to improve this service.

Administrator application

Check and save your Driving qualifications and details

Do you have access to a vehicle which can be used for work purposes?	Yes	Change
Do you have a valid UK driving licence?	Yes	Change
Which vehicle categories do you have a licence for?	Car (B)	Change
Do you have a full or provisional C1 licence?	Yes, I have a full C1 licence	Change
Have you driven category C1 vehicles in a previous job or outside of work?	Yes	Change
How many penalty points do you have on your driving licence?	0	Change
Do you have any driving endorsements or driving convictions?	Yes	Change 1
What is your driving endorsement or driving conviction offence code?	1234	Change
What was the date of issue of your driving endorsement or driving conviction?	20 January 2021	Change
Do you have any other driving endorsements or driving convictions?	Yes	Change
What is your second driving endorsement or driving conviction offence code?	0000	Change
What was the date of issue of your second driving endorsement or driving conviction?	30 January 2021	Change
Do you have any other driving endorsements or driving convictions?	Yes	Change
What is your third driving endorsement or driving conviction offence code?	0001	Change
What was the date of issue of your third driving endorsement or driving conviction?	30 January 2021	Change

2 Save and continue

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)
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Go to the [‘Application task list’](#) page.

Application task list

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

Important: In this example, the **Driving qualifications and details** status is **'COMPLETED'** and your application is incomplete as you've completed 10 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 a section link.
or
2. Select the 'Save and come back later' link (optional).

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>Add your personal details</p> <p>Contact details COMPLETED</p>	<p>Job details</p> <p>Closing date 30 January 2022</p> <p>Job reference number T1111-22-5995</p> <p>View the job advert (opens in new tab)</p>
<p>Add your right to work status</p> <p>Right to work COMPLETED</p>	
<p>Add your qualifications, training and job history</p> <p>Qualifications COMPLETED</p> <p>Training COMPLETED</p> <p>Job history COMPLETED</p>	
<p>Add your supporting evidence</p> <p>Essential and desirable criteria COMPLETED</p>	
<p>Add further information the employer needs from you</p> <p>Medical qualifications and details COMPLETED</p> <p>Dental qualifications and details COMPLETED</p> <p>Nursing qualifications and details COMPLETED</p> <p>1 Driving qualifications and details COMPLETED</p> <p>Unspent criminal convictions and cautions NOT STARTED</p> <p>Fitness to practice NOT STARTED</p>	
<p>Check your equal opportunities</p> <p>1 Guaranteed interview scheme NOT STARTED</p> <p>2 Equality and diversity NOT STARTED</p>	

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](#)

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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 driving qualifications and details and reached the end of this user guide.