

How to apply for a job – Nursing 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 nursing 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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Nursing qualifications and details

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

Important: You'll only see this page if the employer has added additional nursing job specific questions to the listing. In this example, the **Nursing qualifications and details** status is '**NOT STARTED**' and your application is incomplete as you've completed 8 out of 14 sections.

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

1. Select the '[Nursing qualifications and details](#)' 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 8 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>1 Nursing qualifications and details NOT STARTED</p> <p>Driving qualifications and details NOT STARTED</p> <p>Unspent criminal convictions and cautions NOT STARTED</p> <p>Fitness to practice NOT STARTED</p> | |

You are applying for a nursing role

This page gives you instructions for how to check the nursing 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 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 and contains a 'Go back' link, the text 'Administrator application', and the heading 'You are applying for a nursing role'. Below this, a paragraph states: 'We need to ask you some further questions. These will include checking:'. A bulleted list follows, detailing requirements such as NMC supervision, OSCE, certificates, CBT, English language tests, and revalidation. At the bottom of the list is a green 'Continue' button with a yellow '1' in a circle to its left. 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'.

Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)?

This page gives you instructions for how to confirm if the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE).

To confirm if the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE), complete the following steps:

1. Select an answer:
 - [‘Any other option’](#)
 - [‘I do not have NMC registration’](#)
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

Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)?

Yes. 3 months of supervised practise

Yes. 6 months of supervised practise

Yes. I need to take the OSCE

1 Yes. I need to take the OSCE and 3 months of supervised practise

Yes. I need to take the OSCE and 6 months of supervised practise

I do not have NMC registration

Other

[Save and come back later](#)

[Save and come back later](#)

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

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Do you have a decision letter for your NMC registration?

This page gives you instructions for how to confirm if you have a decision letter for your NMC registration.

Important: You'll only see this page if you do not have NMC registration.

To confirm if you have a decision letter for your NMC registration, 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 left, and a 'Sign out' button on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and asks 'Do you have a decision letter for your NMC registration?'. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. A link '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 is the date of the NMC registration decision letter?

This page gives you instructions for how to add the date of the NMC registration decision letter.

Important: You'll only see this page if you have a registration decision letter for your NMC.

To add the date of the NMC registration decision letter, 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 left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'What is the date of the NMC registration decision letter?'. Below the title, it says 'For example, 27 3 2020'. There are three input boxes labeled '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' next to it, labeled 'Save and continue'. 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'. On the far right of the footer, it says '© Crown copyright'.

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

Do you have a care certificate or equivalent?

This page gives you instructions for how to confirm if you have a care certificate or equivalent.

To confirm if you have a care certificate or equivalent, complete the following steps:

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

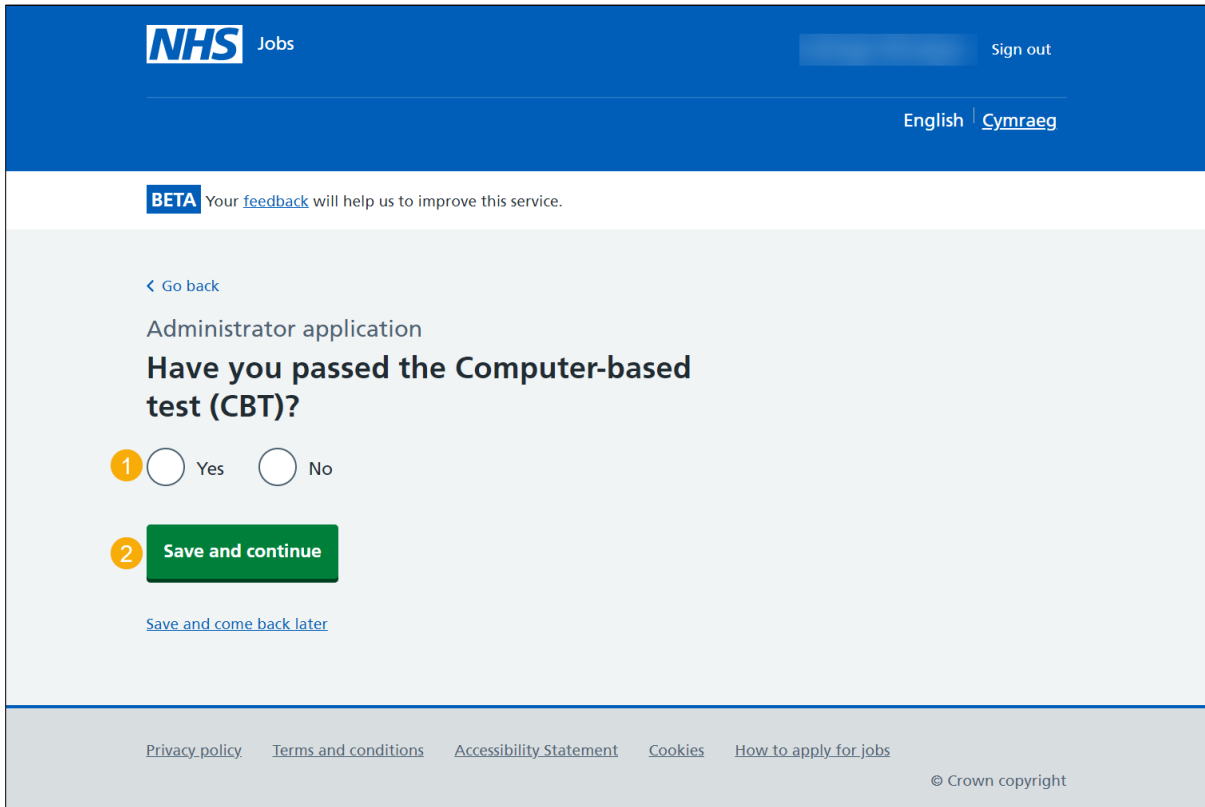
The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and a 'Sign out' button on the right. Below the header, there is a language selector showing 'English' and 'Cymraeg'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Administrator application' and contains the question 'Do you have a care certificate or equivalent?'. 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 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', along with a copyright notice '© Crown copyright'.

Have you passed the Computer-based test (CBT)?

This page gives you instructions for how to confirm if you've passed the Computer-based test (CBT).

To confirm if you've passed the Computer-based test (CBT), 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 a 'Sign out' button 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.' Below this, there is a 'Go back' link. The main content area is light grey and contains the text 'Administrator application' followed by the question 'Have you passed the Computer-based test (CBT)?'. There are two radio button options: '1 Yes' and '2 No'. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom of the main content area, there is a link 'Save and come back later'. The footer is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Have you passed an NMC approved English language test?

This page gives you instructions for how to confirm if you've passed an NMC approved English language test.

To confirm if you've passed an NMC approved English language test, complete the following steps:

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

The screenshot shows a web page with a blue header containing the NHS logo and 'Jobs' text, and a 'Sign out' link. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and asks 'Have you passed an NMC approved English language test?'. A link provides more information: 'View the NMC approved English language tests (opens in new tab)'. There are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is highlighted. A link '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 the copyright notice '© Crown copyright'.

Tip: You can select the 'NMC approved English language test' link for more information.

Are you a student or newly qualified nurse?

This page gives you instructions for how to confirm if you're a student or newly qualified nurse.

To confirm if you're a student or newly qualified nurse, 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 for 'English' and 'Cymraeg'. A 'BETA' notice states: '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 a student or newly qualified nurse?'. Below the question are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. 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'.

When is your revalidation due?

This page gives you instructions for how to add when your revalidation is due.

To add when your revalidation is due, 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 left, and 'Sign out' on the right. Below the header, there are language options: 'English' and 'Cymraeg'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main heading is 'Administrator application' followed by 'When is your revalidation due?'. Below the heading, it says 'For example, 27 3 2020'. There are three input boxes labeled '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' next to it, labeled 'Save and continue'. Below the button is a link that says 'Save and come back later'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. In the bottom right corner, it says '© Crown copyright'.

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

Do you want to give any more details about your revalidation? (Optional)

This page gives you instructions for how to confirm if you want to give any more details about your revalidation.

To confirm if you want to give any more details about your revalidation, complete the following steps:

1. In the **More details** box, enter the details (optional).
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 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 'Do you want to give any more details about your revalidation? (Optional)'. A large text input box is provided, with a '1' in a yellow circle next to it. Below the box, it says 'You have 250 characters remaining'. A green 'Save and continue' button is shown with a '2' in a yellow circle next to it. 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'.

Tip: You have a maximum character limit of 250 characters.

Check your Nursing qualifications and details

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

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

1. Select a 'Change' link:
 - '[Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination \(OSCE\)?](#)' (optional)
 - '[Do you have a decision letter for your NMC registration?](#)' (optional)
 - '[What is the date of the NMC registration decision letter?](#)' (optional)
 - '[Do you have a care certificate or equivalent?](#)' (optional)
 - '[Have you passed your Computer-based test \(CBT\)?](#)' (optional)
 - '[Have you passed an NMC approved English language test?](#)' (optional)
 - '[Are you a student or newly qualified nurse?](#)' (optional)
 - '[When is your revalidation due?](#)' (optional)
 - '[Do you want to give any more details about your revalidation?](#)' (optional)
2. Select the '[Save and continue](#)' button.

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

 Jobs
Sign out

English [Cymraeg](#)

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

Administrator application

Check and save your Nursing qualifications and details

| | | |
|--|--------------------------------|---|
| Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)? | I do not have NMC registration | Change |
| Do you have a decision letter for your NMC registration? | Yes | Change |
| What is the date of the NMC registration decision letter? | 28 February 2021 | Change |
| Do you have a care certificate or equivalent? | Yes | Change 1 |
| Have you passed the Computer-based test (CBT)? | No | Change |
| Have you passed an NMC approved English language test? | Yes | Change |
| Are you a student or newly qualified nurse? | Yes | Change |
| When is your revalidation due? | 30 June 2022 | Change |
| Do you want to give any more details about your revalidation? (Optional) | | Change |

2 Save and continue

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[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)

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

Application task list

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

Important: In this example, the **Nursing qualifications and details** status is **'COMPLETED'** and your application is incomplete as you've completed 9 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 9 of 14 sections.

Add your personal details Job details

[Contact details](#) **COMPLETED** Closing date
30 January 2022

Add your right to work status Job reference number
T1111-22-5995

[Right to work](#) **COMPLETED** [View the job advert \(opens in new tab\)](#)

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**

1 [Driving qualifications and details](#) **NOT STARTED**

[Unspent criminal convictions and cautions](#) **NOT STARTED**

[Fitness to practice](#) **NOT STARTED**

Check your equal opportunities

[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](#)

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