

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

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.

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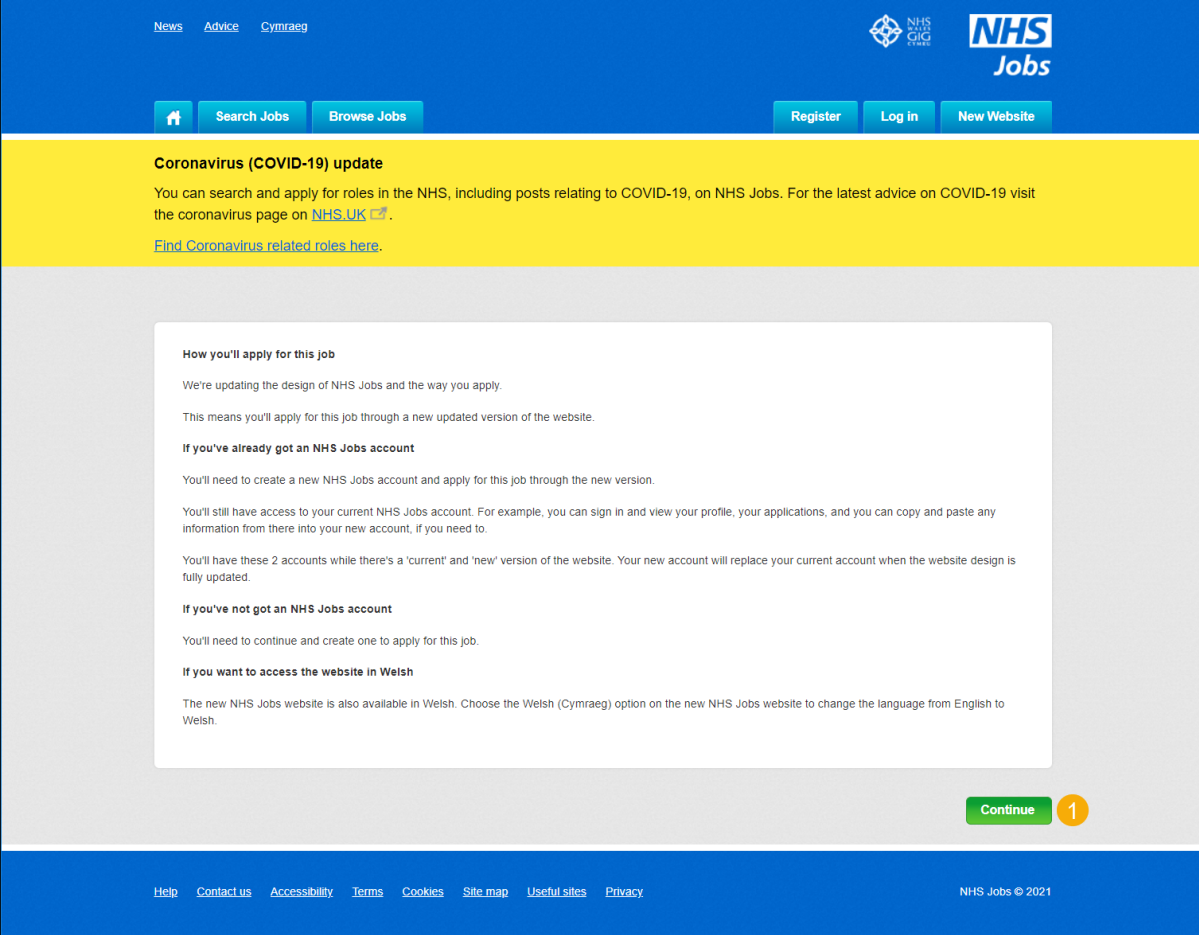
## Application guidance in the current NHS Jobs service

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

**Important:** 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 '[Continue](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with links for 'News', 'Advice', and 'Cymraeg'. The NHS logo and 'NHS Jobs' text are on the right. Below the navigation bar are buttons for 'Search Jobs', 'Browse Jobs', 'Register', 'Log in', and 'New Website'. A yellow banner contains a 'Coronavirus (COVID-19) update' with text about searching for roles and a link to 'Find Coronavirus related roles here'. The main content area is a white box with the following sections:

- How you'll apply for this job**

We're updating the design of NHS Jobs and the way you apply. This means you'll apply for this job through a new updated version of the website.
- If you've already got an NHS Jobs account**

You'll need to create a new NHS Jobs account and apply for this job through the new version. You'll still have access to your current NHS Jobs account. For example, you can sign in and view your profile, your applications, and you can copy and paste any information from there into your new account, if you need to. You'll have these 2 accounts while there's a 'current' and 'new' version of the website. Your new account will replace your current account when the website design is fully updated.
- If you've not got an NHS Jobs account**

You'll need to continue and create one to apply for this job.
- If you want to access the website in Welsh**

The new NHS Jobs website is also available in Welsh. Choose the Welsh (Cymraeg) option on the new NHS Jobs website to change the language from English to Welsh.

At the bottom right of the white box is a green 'Continue' button with a yellow circle containing the number '1'. The footer of the page is blue and contains links for 'Help', 'Contact us', 'Accessibility', 'Terms', 'Cookies', 'Site map', 'Useful sites', and 'Privacy', along with the text 'NHS Jobs © 2021'.

## Apply for this job

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

**Important:** 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.

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 user feedback will help improve the service. The main content area features a job listing for 'Administrator' at 'NHS BSA Training'. The closing date is '30 December 2021'. There are sections for 'Job summary', 'Main duties of the job', and 'About us'. On the right side, there is a prominent 'Apply for this job' button with a '1' in a yellow circle. Below this, there is contact information for help with the application. A white box on the right lists job details: 'Date posted' (15 December 2021), 'Pay scheme' (Other), and 'Salary' (£25,000 a year). 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'.

## 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.

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' banner indicates that user feedback will help improve the service. The main content area features a 'Go back' link, the job title 'Administrator', and the heading 'You're about to apply for a Administrator job'. Below this, there is explanatory text about pre-application requirements and a large green 'Continue' button with a '1' in a yellow 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 a copyright notice '© 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.

**Important:** 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.

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 is a 'Sign out' link. 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 contains the question 'Do you possess NVQ level 3 qualification or equivalent?'. Below the question are two radio buttons: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. 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'.

## Do you possess NMC licence?

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

**Important:** 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.

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 'Do you possess NMC licence?'. 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 button labeled 'Save and continue' is positioned below the radio buttons. 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'.

## Do you possess NMC registration?

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

**Important:** 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.

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 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 is light grey and contains a '< Go back' link, the text 'Administrator application', and the question 'Do you possess NMC registration?'. Below the question, there 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, there is a green button with the text 'Save and continue' and a yellow circle containing the number '2' next to it. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.



## Have you passed PLAB 2?

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

**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 PLAB 2, 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' on the left, and the user name 'Ashleigh McFadyen' 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.' Below this, there is a navigation link '< Go back'. The main content area is titled 'Administrator application' and contains the question 'Have you passed PLAB 2?'. There are three radio button options: 'Yes', 'No', and 'Not Applicable'. The 'No' option is selected, indicated by a yellow circle with the number '1'. Below the options is a green button labeled 'Save and continue', which is also highlighted with a yellow circle and the number '2'. 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 reads '© Crown copyright'.

## 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.

**NHS** Jobs Ashleigh McFadyen Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

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

1  Yes  No

2 [Save and continue](#)

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

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## 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 '[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' on the left, and the user's name 'Ashleigh McFadyen' and 'Sign out' on the right. 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 'Are you currently employed by the Employer advertising this vacancy?'. Below the question are two radio button options: 'Yes' and 'No'. The 'Yes' option is marked with a '1' in a yellow circle. Below the radio buttons is a green button labeled 'Save and continue', which is marked with a '2' in a yellow circle. 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'.

## You're applying for a job

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

**Important:** 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 '[Start application](#)' 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' label and a message: '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' followed by 'You're applying for a Administrator job'. Below this, it says 'To do this, we'll ask questions about your:' followed by a bulleted list: 'right to work in the UK', 'qualifications', 'training', 'current or past jobs', and 'skills for the job'. A paragraph follows: 'You do not have to complete all your application in one go. You can save and return to it later. We'll send you an email when you start applying with a link that takes you back to your application.' Another paragraph states: 'By applying for this job, you're confirming that you accept the employer's [privacy policy](#).' At the bottom of the main content area, there is a green button with a yellow circle containing the number '1' and the text 'Start application'. Below the button is a blue link: '[Save and come back later](#)'. The footer is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right side of the footer, it says '© Crown copyright'.

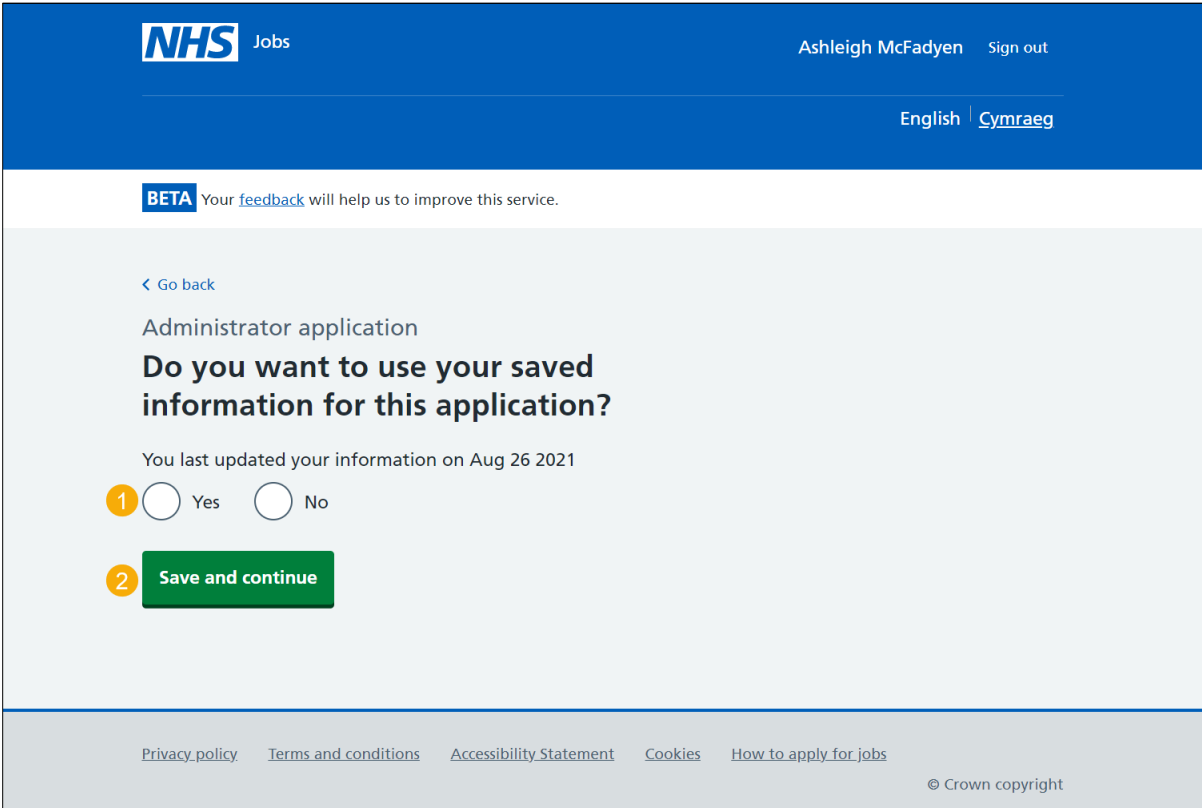
## Do you want to use your saved information for this application?

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

**Important:** 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 '[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 the user's name 'Ashleigh McFadyen' and 'Sign out' link on the right. Below the header, there are language options 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 asks 'Do you want to use your saved information for this application?'. It notes that the user last updated their information on Aug 26 2021. There are two radio button options: 'Yes' (marked with a '1') and 'No'. Below these is a green 'Save and continue' button (marked with a '2'). 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:** 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 '[Help and support for applicants](#)' 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).

The screenshot displays the 'Administrator application' page on the NHS Jobs website. The page is titled 'Administrator application' and indicates that the application is incomplete, with 0 out of 14 sections completed. The sections are listed as follows:

- Add your personal details:** Contact details (NOT STARTED)
- Job details:** Closing date (30 December 2021), Job reference number (T1111-21-8154), and a link to 'View the job advert (opens in new tab)' (1).
- Add your right to work status:** Right to work (NOT STARTED)
- Add your qualifications, training and job history:** Qualifications (NOT STARTED), Training (NOT STARTED), Job history (NOT STARTED)
- Add your supporting evidence:** Essential and desirable criteria (NOT STARTED)
- Add further information the employer needs from you:** Medical qualifications and details (NOT STARTED), Dental qualifications and details (NOT STARTED), Nursing qualifications and details (NOT STARTED), 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)

At the bottom of the page, there is a 'Save and come back later' button (3) and a footer with links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to apply for jobs. The page is marked as '© Crown copyright'.

**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.