

How to create a job listing in NHS Jobs user guide – Add additional questions

This guide gives you instructions for how to add pre-application and additional questions when creating a job listing in the NHS Jobs service.

To add pre-application and additional questions, you'll need to add:

- any pre-application questions including qualifications, licences, registrations, PLAB 2, IQE/ORE and if you're employed by the Employer advertising the job (optional)
- any additional questions including medical, dental, nursing and driving (optional)

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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Pre-application questions


This page gives you instructions for how to add pre-application questions.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To add pre-application questions, complete the following steps:

1. Select the '[Pre-applications questions](#)' link.

 Jobs
You're viewing NHS BSA Training
Signed in as NHSBSA Training Sign Out

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

NHS BSA Training
Training and Support Officer job listing

DRAFT
Reference no: T1111-22-8930

Job listing incomplete
You have completed 8 of 12 sections.

Add the job title

[Job title and reference number](#) COMPLETED

Add the details of the job

[About the job and pay](#) COMPLETED

[Location](#) COMPLETED

[Contact details and closing date](#) COMPLETED

Add the job overview, job description and person specification

[Job overview](#) COMPLETED

[Job description](#) COMPLETED

[Person specification](#) COMPLETED

[Supporting information](#) COMPLETED

Add pre-application and additional application questions

1 [Pre-application questions](#) NOT STARTED

[Additional application questions](#) NOT STARTED

Add the recruitment team

[Recruitment team](#) NOT STARTED

Add the Welsh (Cymraeg) translation for this advert

[Welsh translation](#) CANNOT START YET

You need to complete all sections before you send it for approval.

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Do you want to add any pre-application questions?

This page gives you instructions for how to confirm if you want to add any pre-application questions.

Important: If you add pre-application questions and the applicant selects 'No', their application will end, and they won't be able to submit their application.

To confirm if you want to add any pre-application questions, 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, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Create a job advert' and 'Do you want to add any pre-application questions?'. Below this, it says 'Training and Support Officer DRAFT' and 'Reference no: A0090-22-6375'. A paragraph explains that adding pre-application questions will prevent ineligible applicants from progressing. There are two radio buttons: 'Yes' (selected) and 'No'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also present. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes '© Crown copyright'.

Select the pre-application questions

This page gives you instructions for how to select the pre-application questions.

Important: You'll only see this page if you're adding pre-application questions. You can select more than one answer.

To select the pre-application questions, complete the following steps:

1. Select the 'how to use the pre-application questions' link for more information (optional).
2. Select a pre-application question.
3. Select the '[Save and continue](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Create a job advert

Select the pre-application questions

Training and Support Officer DRAFT

Reference no: T1111-22-1234

The questions need to be appropriate to the job criteria and person specification.

This will stop anyone applying who does not match your essential criteria.

You should confirm the questions with your organisation's HR team before using them. This will make sure they do not breach employment legislation.

If you're unsure, read about [how to use the pre-application questions](#). 1

Select all that apply

Do you possess [enter the name] qualification or equivalent?

Do you possess [enter the name] licence?

2 Do you possess [enter the name] registration?

Have you passed PLAB 2?

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

Are you currently employed by the Employer advertising this vacancy?

3 Save and continue

[Save and come back later](#)

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Enter the name of the qualification

This page gives you instructions for how to enter the name of the qualification.

Important: You'll only see this page if you're adding a pre-application qualification question.

To enter the name of the qualification or equivalent, complete the following steps:

1. In the **Enter the name** box, enter the details.
2. Select the '[Save and continue](#)' button.

If you're adding a licence, go to the '[Enter the name of the licence](#)' page.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the heading 'Create a job advert'. The current page title is 'Enter the name of the qualification'. Below this, it says 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. There is a text input field labeled 'Enter the name' with a yellow circle containing the number '1' next to it. Below the input field is the text 'Have you got a' followed by the input field and 'qualification or the equivalent?'. A green button labeled 'Save and continue' with a yellow circle containing the number '2' is positioned below the input field. A link 'Save and come back later' is also present. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the text '© Crown copyright'.

Enter the name of the licence

This page gives you instructions for how to enter the name of the licence.

Important: You'll only see this page if you're adding a pre-application licence question.

To enter the name of the licence, complete the following steps:

1. In the **Enter the name** box, enter the details.
2. Select the '[Save and continue](#)' button.

If you're adding a registration, go to the '[Enter the name of the registration](#)' page.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main content area is titled 'Create a job advert' and 'Enter the name of the licence'. The job title is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'A0090-22-6375'. There is a form field for 'Enter the name' with a '1' in a yellow circle next to it. Below this is a question 'Do you possess a' followed by an empty input box and the word 'licence?'. A green 'Save and continue' button with a '2' in a yellow circle is below the input box. A link 'Save and come back later' is also present. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains '© Crown copyright'.

Enter the name of the registration

This page gives you instructions for how to enter the name of the registration.

Important: You'll only see this page if you're adding a pre-application registration question.

To enter the name of the registration, complete the following steps:

1. In the **Enter the name** box, enter the details.
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface for creating a job advert. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, a 'Signed in as NHS BSA Training' notification with a 'Sign Out' link is visible. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the heading 'Create a job advert'. The current step is 'Enter the name of the registration' for a 'Training and Support Officer' role, which is marked as 'DRAFT'. The reference number is 'A0090-22-6375'. There is a form field labeled 'Enter the name' with a '1' in a yellow circle next to it, followed by the text 'Are you' and an empty input box, and then 'registered?'. Below the form is a green 'Save and continue' button with a '2' in a yellow circle next to it, and a blue link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

Check and save the pre-application questions

This page gives you instructions for how to check and save the pre-application questions.

To check, change and save the pre-application questions, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Do you want to add pre-application questions?'](#)
 - ['Pre-application questions'](#)
2. Select the ['Save and continue'](#) button.

You're viewing NHS Business Services Authority [Change](#)

NHS Jobs Signed in as NHS BSA Training [Sign Out](#)

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Create a job advert

Check and save the pre-application questions

Do you want to add pre-application questions?	Yes	Change 1
Pre-application questions	Do you possess NVQ level 3 qualification or equivalent?	Change 1

2 [Save and continue](#)

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

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You've completed pre-application questions

This page shows confirmation you've completed the pre-application questions section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

1. Select the '[Additional application questions](#)' link to begin this section.
or
2. Select the 'Save and come back later' link.

The screenshot shows the 'Training and Support Officer job listing' page. The page is in a 'DRAFT' state with reference number T1111-22-8930. It indicates that 9 of 12 sections are completed. The sections and their completion status are as follows:

Section	Status
Job title and reference number	COMPLETED
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
Supporting information	COMPLETED
Pre-application questions	COMPLETED
1 Additional application questions	NOT STARTED
Recruitment team	NOT STARTED
Welsh translation	CANNOT START YET

At the bottom of the page, there are links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance. The footer also includes the text '© Crown copyright'.

If you've selected the 'Save and come back later' link, you've reached the end of this user guide.


Does the job require applicants to be checked for any previous criminal convictions?

This page gives you instructions for how to confirm if the job requires applicants to be checked for any previous criminal convictions.

Important: You'll only see this page if you're confirming the additional application questions.

To confirm if the job requires applicants to be checked for any previous criminal convictions, complete the following steps:

1. Select the 'Help with previous criminal convictions' link for more information (optional).
2. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
3. Select the 'Save and continue' button.


Jobs

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

[< Go back](#)

Create a job advert

Does the job require applicants to be checked for any previous criminal convictions?

Training and Support Officer DRAFT

Reference no: T1111-22-1234

2 Yes No

▼ [Help with previous criminal convictions](#) 1

You should select YES if this post will be subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This information will be displayed on the job advert.

3 Save and continue

[Save and come back later](#)

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Add further questions around criminal convictions to the job application

This page gives you instructions for how to add further questions around criminal convictions to the job application.

Important: You'll only see this page if you're checking applicants for any previous criminal convictions. You can select more than one answer.

To add further questions around criminal convictions to the job application, complete the following steps:

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

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NHS Jobs Signed in as [NHS BSA Training](#) [Sign Out](#)

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

[Go back](#)

Create a job advert

Add further questions around criminal convictions to the job application

Select application questions that will help you to decide on applicant's suitability for working with children and adults in your health organisation. This will ensure that vulnerable patients are protected under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Training and Support Officer **DRAFT**

Reference no: A0090-22-1950

Select which questions apply.

1 Have you got any convictions that are not protected?

Have you got any cautions that are not protected?

2 [Save and continue](#)

[Save and come back later](#)

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

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Is the job open to applicants outside the EU and EEA?

This page gives you instructions for how to confirm if the job is open to applicants outside the EU and EEA.

To confirm if the job is open to applicants outside the EU and EEA, complete the following steps:

1. Select the 'Help with applicants outside the EU/EEA' link for more information (optional).
2. Select an answer.
3. 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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Create a job advert'. The title of the form is 'Is the job open to applicants outside the EU and EEA?'. Below the title, it says 'Training and Support Officer' followed by a 'DRAFT' badge. The reference number is 'T1111-22-1234'. There are two radio buttons for 'Yes' and 'No', with a '2' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a dropdown menu for 'Help with applicants outside the EU/EEA' with a '1' in a yellow circle next to it. The dropdown is open, showing a text box with instructions: 'You should select YES if the job applications from job seekers outside the EU/EEA who require Skilled worker sponsorship to work in the UK will be considered alongside all other applications. This information will be displayed on the job advert.' At the bottom of the form, there is a green 'Save and continue' button with a '3' in a yellow circle next to it, and a 'Save and come back later' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Does the job require current UK professional registration?

This page gives you instructions for how to confirm if the job requires a current UK professional registration.

To confirm if the job requires a current UK professional registration, complete the following steps:

1. Select the 'Help with professional registration' link for more information (optional).
2. Select an answer.
3. Select the '[Save and continue](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[Go back](#)

Create a job advert

Does the job require current UK professional registration?

Training and Support Officer DRAFT

Reference no: T1111-22-1234

2 Yes No

▼ [Help with professional registration](#) 1

You should select YES if the job applicants must have current UK professional registration. Overseas job applicants for a post that requires professional registration, will need to register with the appropriate regulatory body. If applicants are registered in their home country but do not have UK registration, the employer might need to help them with this. This information will be displayed on the job advert.

3 Save and continue

[Save and come back later](#)

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Do you want to add any additional questions for job specific roles?

This page gives you instructions for how to confirm if you want to add any additional questions for job specific roles.

Important: You can add additional questions for medical, dental, nursing or driving roles.

To confirm if you want to add any additional questions for job specific roles, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. 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 content area is titled 'Create a job advert' and 'Do you want to add any additional questions for specific job roles?'. The role is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'A0090-22-1950'. The text says 'You can add additional questions for medical, dental, nursing or driving roles.' There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a green 'Save and continue' button. At the bottom of the main content area is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

What type of additional questions do you want to add?

This page gives instructions for how to confirm the type of additional questions you want to add.

Important: You'll only see this page if you're adding additional questions for job specific roles. You can select more than one answer.

To confirm the type of additional questions you want to add, complete the following steps:

1. Select an answer:
 - ['Medical'](#)
 - ['Dental'](#)
 - ['Nursing'](#)
 - ['Driving'](#)
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. 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 content area is titled 'Create a job advert' and 'What type of additional questions do you want to add?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. Below this, it says 'Select all that apply.' and lists four options: 'Medical', 'Dental', 'Nursing', and 'Driving', each with an unchecked checkbox. A yellow circle with the number '1' is next to the 'Dental' checkbox. Below the options is a green button with the text 'Save and continue' and a yellow circle with the number '2' next to it. Below the button is a link '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 create and publish jobs'. The footer text is '© Crown copyright'.


Which additional medical questions do you want to add?

This page gives instructions for how to confirm which additional medical questions you want to add.

Important: You'll only see this page if you're adding additional medical questions. You can select more than one answer.

To add the additional medical questions, complete the following steps:

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

 Jobs
You're viewing [NHS Business Services Authority](#) [Change](#)

Signed in as [NHS BSA Training](#) [Sign Out](#)

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

[Go back](#)

Create a job advert

Which additional medical questions do you want to add?

Training and Support Officer DRAFT

Reference no: A0090-22-1950

Select all that apply.

- What is your GMC registration status?
- Who is your current responsible officer?
- When was your last revalidation?
- When was your last appraisal?
- Are you on this employer's Performers List, or will you be within 3 months of the interview?
- Are you on the GMC's Specialist Register, or are a Specialist Registrar (SpR) due to gain a relevant CCT or Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR (CP)) within 6 months of the interview?
- Are you on the GMC's GP Register, or are a GP Registrar due to gain a CCT or a Certificate of Eligibility for GP Registration (CEGPR) or equivalent within 3 months of the interview?
- Are you currently registered in this employer's region as a Responsible Clinician?
- Do you have current Section 12 (Mental Health Act England and Wales) approval for working in this NHS region?
- Have your Foundation Programme 1 competencies been formally signed off?
- Have your Foundation Programme 2 competencies been formally signed off?

1

2
Save and continue

[Save and come back later](#)

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Which additional dental questions do you want to add?

This page gives instructions for how to confirm which additional dental questions you want to add.

Important: You'll only see this page if you're adding additional dental questions. You can select more than one answer.

To add the additional dental questions, complete the following steps:

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

You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign Out](#)

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

[Go back](#)

Create a job advert

Which additional dental questions do you want to add?

Training and Support Officer DRAFT

Reference no: A0090-22-1950

Select all that apply.

- What is your GDC registration status?
- Who is your current responsible officer?
- When was your last revalidation?
- When was your last appraisal?
- 1 Are you on this employer's Performers List, or will you be within 3 months of the interview?
- What is the name of your professional body?
- What is your professional body membership category?
- Are you on the GDC's Specialist Register, or a Specialist Registrar (SpR) due to obtain a relevant Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR (CP)) within 6 months of the interview?

2 Save and continue

[Save and come back later](#)

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Which additional nursing questions do you want to add?

This page gives instructions for how to confirm which additional nursing questions you want to add.

Important: You'll only see this page if you're adding additional nursing questions. You can select more than one answer.

To add the additional nursing questions, complete the following steps:

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

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Create a job advert' followed by 'Which additional nursing questions do you want to add?'. Below this, the job title 'Training and Support Officer' is shown with a 'DRAFT' status. The reference number is 'A0090-22-1950'. The instruction 'Select all that apply.' is followed by a list of seven questions, each with a checkbox. A yellow circle with the number '1' is next to the third question: 'Have you passed the computer based test (CBT)?'. Below the list, a green button with a yellow circle and the number '2' is labeled 'Save and continue'. A link 'Save and come back later' is also present. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Which additional driving questions do you want to add?

This page gives instructions for how to confirm which additional driving questions you want to add.

Important: You'll only see this page if you're adding additional driving questions. You can select more than one answer.

To add the additional driving questions, complete the following steps:

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

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Create a job advert' and 'Which additional driving questions do you want to add?'. Below this, it says 'Training and Support Officer' with a 'DRAFT' badge and 'Reference no: A0090-22-1950'. The instruction 'Select all that apply.' is followed by a list of seven questions, each with a checkbox. A yellow circle with the number '1' is next to the checkbox for 'Do you have a full or provisional C1 licence?'. Below the questions 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 '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 create and publish jobs'. The footer text is '© Crown copyright'.

Do you need to add fitness to practise questions?

This page gives you instructions for how to confirm if you need to add fitness to practise questions.

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

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

You're viewing **NHS Business Services Authority** [Change](#)

NHS Jobs Signed in as **NHS BSA Training** [Sign Out](#)

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

[Go back](#)

Create a job advert

Do you need to add fitness to practise questions?

Training and Support Officer **DRAFT**

Reference no: A0090-22-1950

Applicants will confirm if:

- they're currently subject to a fitness to practise investigation or proceedings by a regulatory or licensing body
- they've been removed from the register
- they've had conditions or sanctions placed on their registration
- they've ever had restrictions placed on their clinical practise as a part of the revalidation process

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Check and save the additional application questions

This page gives you instructions for how to check and save the additional application questions.

To check, change and save the additional application questions, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Does the job require applicants to be checked for any previous criminal convictions?'](#)
 - ['Is the job open to applicants outside of the EU and EEA?'](#)
 - ['Does the job require current UK professional registration?'](#)
 - ['Do you want to add any additional application questions?'](#)
 - ['Fitness to practise'](#)
2. Select the ['Save and continue'](#) button.

You're viewing NHS Business Services Authority [Change](#)
Signed in as NHS BSA Training [Sign Out](#)

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

Create a job advert

Check and save the additional application questions

Criminal Convictions

Does the job require applicants to be checked for any previous criminal convictions? No [Change](#) 1

Other information displayed on the job advert

Is the job open to applicants outside the EU and EEA? No [Change](#) 1

Does the job require current UK professional registration? No [Change](#) 1

Job specific role questions

Do you want to add any additional questions? No [Change](#) 1

Fitness to practise

Fitness to practise [Change](#) 1

You have chosen NO to ask if the candidate has been removed from the register.

You have chosen NO to ask if the candidate has conditions or sanctions placed on their registration.

You have chosen NO to ask if the candidate has ever had restrictions placed on their clinical practise as a part of the revalidation process.

2 [Save and continue](#)

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You've completed additional questions

This page shows confirmation you've completed the additional questions section.

Important: You need to complete all sections before you can publish your listing.

To go to a new section of your task list, complete the following steps:

1. Select a link to begin a section of the task list.
or
2. Select the 'Save and come back later' link.

NHS Jobs You're viewing NHS BSA Training
Signed in as NHSBSA Training Sign Out

BETA Your feedback will help us to improve this service.

NHS BSA Training
Training and Support Officer job listing

DRAFT
Reference no: T1111-22-8930

Job listing incomplete
You have completed 10 of 12 sections.

Add the job title

[Job title and reference number](#) **COMPLETED**

Add the details of the job

[About the job and pay](#) **COMPLETED**
[Location](#) **COMPLETED**
[Contact details and closing date](#) **COMPLETED**

Add the job overview, job description and person specification

[Job overview](#) **COMPLETED**
[Job description](#) **COMPLETED**
[Person specification](#) **COMPLETED**
[Supporting information](#) **COMPLETED**

Add pre-application and additional application questions

[Pre-application questions](#) **COMPLETED**
[Additional application questions](#) **COMPLETED**

Add the recruitment team

1 [Recruitment team](#) **NOT STARTED**

Add the Welsh (Cymraeg) translation for this advert

[Welsh translation](#) **CANNOT START YET**

You need to complete all sections before you send it for approval.

2 [Save and come back later](#)

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To find out how to create a job listing, go to a user guide or video from the '**Create a job listing**' section of the '[Help and support for employers](#)' webpage.

You've added the additional questions and reached the end of this user guide.