

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](#).

Contents

How to create a job listing in NHS Jobs user guide – Add additional questions	1
Pre-application questions	3
Do you want to add any pre-application questions?.....	4
Select the pre-application questions	5
Enter the name of the qualification	6
Enter the name of the licence.....	7
Enter the name of the registration.....	8
Check and save the pre-application questions	9
You've completed pre-application questions	10
Does the job require applicants to have a Disclosure and Barring Service (DBS) check?	11
Do you want to add further questions about unspent convictions and/or conditional cautions to the job application?	12
Do you want to add further questions about convictions and/or cautions that are not protected to the application?	13
Is the job open to applicants outside the UK?.....	14
Does the job require current UK professional registration?	15
Do you want to add any additional questions for job specific roles?	16
What type of additional questions do you want to add?	17
Which additional medical questions do you want to add?	18
Which additional dental questions do you want to add?.....	19
Which additional nursing questions do you want to add?.....	20
Which additional driving questions do you want to add?.....	21
Do you need to add fitness to practise questions?.....	22
Check and save the additional application questions.....	23
You've completed additional questions	24

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.

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 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](#)

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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 heading is 'Create a job advert' followed by 'Do you want to add any pre-application questions?'. Below this, it says 'Training and Support Officer' with a 'DRAFT' badge. The reference number is '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.

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Signed in as [NHSBSA Training](#) [Sign Out](#)

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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 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 blue bar indicates the user is signed in as 'NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge and a feedback message are also present. The main content area is titled 'Create a job advert' and 'Enter the name of the qualification'. It shows the job title 'Training and Support Officer' with a 'DRAFT' badge and the reference number 'A0090-22-6375'. There is a text input field for 'Enter the name' with a yellow '1' in a circle above it, and a label 'Have you got a' followed by the input field and 'qualification or the equivalent?'. Below the input field is a green 'Save and continue' button with a yellow '2' in a circle to its left, 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 copyright notice '© 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.

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

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Create a job advert

Enter the name of the licence

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

Enter the name 1

Do you possess a licence?

2 [Save and continue](#)

[Save and come back later](#)

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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. 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, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Enter the name of the registration'. 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 above it, and a label 'Are you' followed by the input field and 'registered?'. Below the form is a green 'Save and continue' button with a '2' in a yellow circle to its left. 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'.

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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. The main heading is 'Check and save the pre-application questions'. There are two questions listed:

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

At the bottom, there is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

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. At the top, it says 'NHS BSA Training' and 'DRAFT'. The reference number is 'T1111-22-8930'. The status is 'Job listing incomplete' with a note that 9 of 12 sections are completed. The sections and their completion status are:

- Add the job title:** 'Job title and reference number' is COMPLETED.
- Add the details of the job:** 'About the job and pay', 'Location', and 'Contact details and closing date' are all COMPLETED.
- Add the job overview, job description and person specification:** 'Job overview', 'Job description', 'Person specification', and 'Supporting information' are all COMPLETED.
- Add pre-application and additional application questions:** 'Pre-application questions' is COMPLETED, and 'Additional application questions' is NOT STARTED (indicated by a yellow circle with the number 1).
- Add the recruitment team:** 'Recruitment team' is NOT STARTED.
- Add the Welsh (Cymraeg) translation for this advert:** 'Welsh translation' is CANNOT START YET.

At the bottom, there is a note: 'You need to complete all sections before you send it for approval.' Below this, there is a yellow circle with the number 2 next to the link 'Save and come back later'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© 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 have a Disclosure and Barring Service (DBS) check?

This page gives you instructions for how to confirm if the job requires applicants to have a Disclosure and Barring Service (DBS) check.

To confirm if the job requires applicants to have a DBS check, complete the following steps:

1. Select the 'Help with this question' link for more information (optional).
2. Select an answer:
 - ['No'](#)
 - ['Yes, a basic check'](#)
 - ['Yes, a standard or enhanced check'](#)
3. Select the 'Save and continue' button.

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NHS Jobs

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Create a job advert

Does the job require applicants to have a Disclosure and Barring Service (DBS) check?

Training and Support Officer **DRAFT**

Reference no: T1111-22-7958

No
 Yes, a basic check
 Yes, a standard or enhanced check

1 [Help with this question](#)

Basic checks may be obtained for positions that are covered by the Rehabilitation of Offenders Act 1974, referred to within legislation as non-exempt positions.

Standard or enhanced checks must only be obtained for professions or positions which are listed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

To find out which roles could be eligible for a basic, standard or enhanced DBS check read the [NHS role eligibility for DBS checks guidance \(opens in a new window\)](#) or use the [NHS eligibility tool \(opens in a new window\)](#).

3 [Save and continue](#)

[Save and come back later](#)

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Do you want to add further questions about unspent convictions and/or conditional cautions to the job application?

This page gives you instructions for how to confirm if you want to add further questions about unspent convictions and/or conditional cautions to the job application.

Important: You'll only see this page if you don't require applicants to have a Disclosure and Barring Service (DBS) check or only require a basic check.

To confirm if you want to add further questions about unspent convictions and/or conditional cautions to the job application, complete the following steps:

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

You're viewing **NHS BSA Training** [Change](#)
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[Go back](#)

Create a job advert

Do you want to add further questions about unspent convictions and/or conditional cautions to the job application?

Training and Support Officer **DRAFT**

Reference no: T1111-22-7958

This self-declaration can only be seen after you invite the applicant to interview.

2 Yes No

1 [Help with this question](#)

For roles covered by the Rehabilitation of Offenders Act 1974 you are only entitled to ask about unspent convictions and to carry out a basic DBS check.

Asking applicants to complete a self-declaration has two purposes:

- it helps you to have an open conversation at interview about the circumstances behind any information they may have declared
- it gives the applicant an opportunity to present any other evidence they might like us to consider in support of their application and/or to ask questions, if anything is unclear

Asking for a self-declaration from applicants should be complementary to good recruitment practice. It does not substitute the need to carry out the range of pre-appointment checks that are required by law or are available to employers.

3 [Save and continue](#)

[Save and come back later](#)

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Do you want to add further questions about convictions and/or cautions that are not protected to the application?


This page gives you instructions for how to confirm if you want to add further questions about convictions and/or cautions that are not protected to the application.

Important: You'll only see this page if you require applicants to have a standard or enhanced Disclosure and Barring Service (DBS) check.

To confirm if you want to add further questions about convictions and/or cautions that are not protected to the application, complete the following steps:

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

You're viewing [NHS BSA Training](#) [Change](#)


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Create a job advert

Do you want to add further questions about convictions and/or cautions that are not protected to the application?

Training and Support Officer DRAFT

Reference no: T1111-22-7958

This self-declaration can only be seen after you invite the applicant to interview.

2
 Yes
 No

1
[Help with this question](#)

Where the role is exempt from the Rehabilitation of Offenders Act 1974, it will be eligible for a standard or enhanced DBS check.

Asking applicants to complete a self-declaration has two purposes:

- it helps you to have an open conversation at interview about the circumstances behind any information they may have declared
- it gives the applicant an opportunity to present any other evidence they might like us to consider in support of their application and/or to ask questions, if anything is unclear

Asking for a self-declaration from applicants should be complementary to good recruitment practice. It does not substitute the need to carry out the range of pre-appointment checks that are required by law or are available to employers.

3
Save and continue

[Save and come back later](#)

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Is the job open to applicants outside the UK?

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

To confirm if the job is open to applicants outside the UK, complete the following steps:

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

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

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[Go back](#)

Create a job advert

Is the job open to applicants outside the UK?

Training and Support Officer **DRAFT**

Reference no: T1111-22-7958

2 Yes
 No

1 [Help with applicants outside the UK](#)

You should select YES if the job applications from job seekers outside the UK who require a [Skilled Worker visa](#) (or are eligible for a [Health and Care Worker visa](#)) to work in the UK will be considered alongside all other applications. This information will be displayed on the job advert.

The [Skilled Worker eligibility checker tool](#) can be used to check if an applicant is eligible for a Skilled Worker visa.

3 [Save and continue](#)

[Save and come back later](#)

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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.

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NHS Jobs

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[< 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, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Create a job advert' followed by 'What type of additional questions do you want to add?'. Below this, the role is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'A0090-22-1950'. The instruction is 'Select all that apply.' followed by four radio button options: 'Medical', 'Dental', 'Nursing', and 'Driving'. A yellow circle with the number '1' is next to the 'Dental' option. 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 also present. 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'.

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.

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

BETA

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

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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?

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.

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

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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

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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 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, a 'BETA' badge is followed by the text '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?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. The instruction is 'Select all that apply.' There are seven questions, each with a checkbox: 'Does the NMC require you to have a period of supervised practice or take the objective structured clinical examination (OSCE)?', 'Do you have a care certificate or equivalent?', 'Have you passed the computer based test (CBT)?', 'Have you passed an NMC approved English language test?', 'Are you a student or newly registered nurse?', 'When is your revalidation due?', and 'Do you want to give any more details about your revalidation?'. A yellow circle with the number '1' is next to the third question. Below the questions is a green button with a yellow circle and the number '2' and the text 'Save and continue'. Below the button is a link 'Save and come back later'. 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'.

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 a web page for NHS Jobs. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The user is signed in as 'NHS BSA Training' and can 'Sign Out'. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Which additional driving questions do you want to add?'. The job title is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'A0090-22-1950'. The instruction is 'Select all that apply.' There are seven questions, each with a checkbox: 'Do you have access to a vehicle which can be used for work purposes?', 'Do you have a valid UK driving licence?', 'Which vehicle categories do you have a licence for?', 'Do you have a full or provisional C1 licence?' (marked with a '1'), 'Have you driven category C1 vehicles in previous job or outside of work?', 'How many penalty points do you currently have on your driving licence?', and 'Do you have any driving endorsements or driving convictions?'. A green 'Save and continue' button (marked with a '2') is at the bottom, along with 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', and a copyright notice '© 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](#)

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

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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 have a Disclosure and Barring Service \(DBS\) check?’](#)
 - [‘Do you want to add further questions about convictions and/or cautions that are not protected to the application?’](#)
 - [‘Is the job open to applicants outside the UK?’](#)
 - [‘Does the job require current UK professional registration?’](#)
 - [‘Do you want to add any additional questions?’](#)
 - [‘Do you need to add fitness to practise questions?’](#)
2. Select the [‘Save and continue’](#) button.

The screenshot shows the 'Check and save the additional application questions' page on the NHS Jobs portal. The page is titled 'Create a job advert' and 'Check and save the additional application questions'. It contains several sections with questions and 'Change' links:

- Criminal Convictions**
 - Does the job require applicants to have a Disclosure and Barring Service (DBS) check? Yes, a standard or enhanced check. [Change](#) 1
 - Do you want to add further questions about convictions and/or cautions that are not protected to the application? No. [Change](#) 1
- Other information displayed on the job advert**
 - Is the job open to applicants outside the UK? 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: 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. [Change](#) 1

At the bottom of the form, there is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it.

The footer of the page includes links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with the copyright notice: © Crown copyright.

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.

The screenshot shows the 'Training and Support Officer job listing' page in a 'DRAFT' state. The page is titled 'NHS BSA Training' and 'Training and Support Officer job listing'. It indicates that the job listing is incomplete, with 10 of 12 sections completed. The sections and their completion status are as follows:

- Add the job title:** 'Job title and reference number' is COMPLETED.
- Add the details of the job:** 'About the job and pay', 'Location', and 'Contact details and closing date' are all COMPLETED.
- Add the job overview, job description and person specification:** 'Job overview', 'Job description', 'Person specification', and 'Supporting information' are all COMPLETED.
- Add pre-application and additional application questions:** 'Pre-application questions' and 'Additional application questions' are both COMPLETED.
- Add the recruitment team:** 'Recruitment team' is NOT STARTED.
- Add the Welsh (Cymraeg) translation for this advert:** 'Welsh translation' is CANNOT START YET.

At the bottom of the page, there is a 'Save and come back later' link, which is the second step mentioned in the instructions. The footer includes links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice for Crown copyright.

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.