

Copying applications between vacancies

Summary

Sometimes a recruiting organisation may wish to invite you to apply for another vacancy. In order to facilitate this, NHS Jobs has introduced an enhancement to allow a recruiting organisation to copy your application to another vacancy they are recruiting to. This document describes what you can expect as a jobseeker if a recruiter wishes to copy your application.

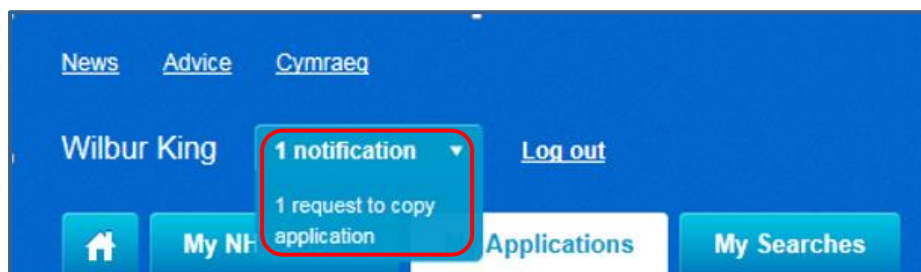
Please note, applications cannot be copied without your authorisation and recruiters are encouraged to contact you directly first to explain why they wish to copy your application to a new vacancy.

If a recruiter requests that they wish to copy your application, you will have the option to 'confirm' or 'decline' the request after logging into your NHS Jobs account.

How will I know a request has been made to copy my application?

An **email** will be sent to your registered email address indicating that a 'Request to copy your application...' has been made.

You will also receive a **notification in your NHS Jobs account** informing you of the request:



The email that will be sent will be similar to the example shown below:

Subject:
Request to copy your application for Staff Nurse submitted on 12/09/2016 to a new advertised post

Dear Wilbur,

NHS Test Employer Havant would like to copy your application for Staff Nurse (job reference: ME2-COPYAPP-VAC-5), submitted on 12/09/2016, to the following advertised vacancy.

- * New job title: Staff Nurse
- * New job reference: ME2-COPYAPP-VAC-6

To either approve the copy of your application to this new post or decline, please log into your NHS Jobs account and access the 'Copies Requested' area of 'My Applications'. Or click the link below:

[Link to copy requests](#)

In giving your approval, please note you may be required to provide answers to some questions that have not been asked in your original application in order for your new application to be considered. Once completed, your application and any associated pre-employment checks information will be copied to the new advertised post. The new application will then appear in your list of 'Submitted' applications. The original application will also be listed, but with a status of 'Copied'.

You can decline the copying of your application via 'My Applications' / 'Copies requested'. Your original application will continue to be available in your list of 'Submitted' applications.

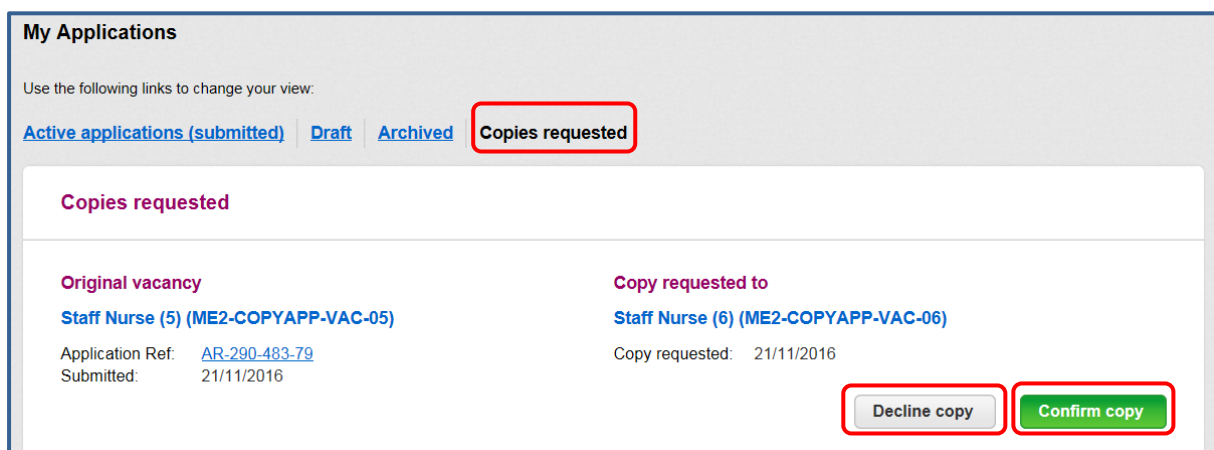
On making your decision, you can add additional notes which will be made available to the recruitment team responsible for the new post.

Kind regards,

The NHS Jobs Team

What will I see?

Details of the copy request will appear in the 'My Applications' section of your NHS Jobs jobseeker account under '**Copies requested**', as shown in the image below:



The screenshot shows the 'My Applications' section of the NHS Jobs jobseeker account. At the top, there are four tabs: 'Active applications (submitted)', 'Draft', 'Archived', and 'Copies requested'. The 'Copies requested' tab is highlighted with a red box. Below the tabs, the section is titled 'Copies requested'. It displays two columns of information: 'Original vacancy' and 'Copy requested to'. The 'Original vacancy' is 'Staff Nurse (5) (ME2-COPYAPP-VAC-05)' with application reference 'AR-290-483-79' and submitted date '21/11/2016'. The 'Copy requested to' is 'Staff Nurse (6) (ME2-COPYAPP-VAC-06)' with a copy requested date of '21/11/2016'. At the bottom right, there are two buttons: 'Decline copy' and 'Confirm copy', both highlighted with red boxes.

You can 'confirm' or 'decline' the copy request using the '**Decline copy**' or '**Confirm copy**' buttons, as highlighted in the image above.

If you wish to, you will be able to **send the employer a message about your decision** which will be included in the email notification informing the employer of your confirmation or declination.

Confirm copy

If the post your application is being copied to requires additional information that was not requested on the application form for the original post, you will need to answer **additional application form questions**. You will be made aware of this with the following notification on the 'Copies requested' page:

The new post requires you to answer additional application form questions that were not required on the application form for the original post. If you confirm the copying of your application to the new post you will be asked to complete these additional questions on the next screen.

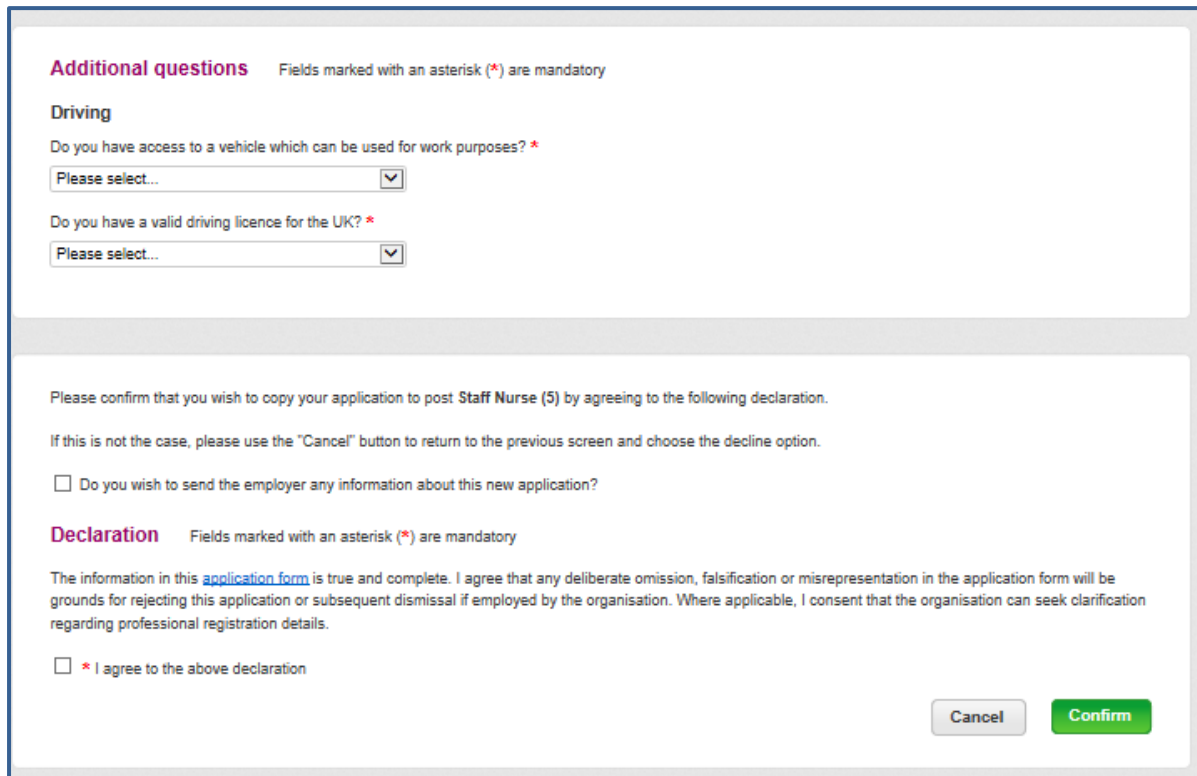
This will appear under the relevant vacancies in the 'Copies requested' section of 'My applications':

Copies requested

Original vacancy Staff Nurse (NTE-JJ-DOE-SALARY) Application Ref: AR-290-508-81 Submitted: 12/12/2016	Copy requested to Staff Nurse (NTE-JJ-DEC-21A) Copy requested: 21/12/2016
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The new post requires you to answer additional application form questions that were not required on the application form for the original post. If you confirm the copying of your application to the new post you will be asked to complete these additional questions on the next screen.

If you confirm that you are happy to have your application copied to the new vacancy, you will be required to answer the additional questions first (see below an example):



Additional questions Fields marked with an asterisk (*) are mandatory

Driving

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

Please select...

Do you have a valid driving licence for the UK? *

Please select...

Please confirm that you wish to copy your application to post **Staff Nurse (5)** by agreeing to the following declaration.

If this is not the case, please use the "Cancel" button to return to the previous screen and choose the decline option.

Do you wish to send the employer any information about this new application?

Declaration Fields marked with an asterisk (*) are mandatory

The information in this [application form](#) is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

* I agree to the above declaration

If you wish to make the recruiter aware of any **additional information** relating to the new application, you can add this within an optional text box by ticking the 'Do you wish to send the employer any information about this new application?' checkbox (highlighted in the next image). You can add up to 4,000 characters of text.

My Applications - Confirm copy request

Please confirm that you wish to copy your application to post **Student** by agreeing to the following declaration.

If this is not the case, please use the "Cancel" button to return to the previous screen and choose the decline option.

Do you wish to send the employer any information about this new application?

Please enter the extra information below:

Declaration Fields marked with an asterisk (*) are mandatory

The information in this [application form](#) is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

* I agree to the above declaration

Cancel

Confirm

If you choose to confirm the copy request, you will then be required to agree to the **mandatory declaration** (highlighted in the image below).

Please confirm that you wish to copy your application to post **Staff Nurse (5)** by agreeing to the following declaration.

If this is not the case, please use the "Cancel" button to return to the previous screen and choose the decline option.

Do you wish to send the employer any information about this new application?

Declaration Fields marked with an asterisk (*) are mandatory

The information in this [application form](#) is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

* I agree to the above declaration

Cancel

Confirm

Once the copy has been submitted successfully, an on screen confirmation will be displayed and the 'Copies requested' area of the 'My Applications' page of your account will show the details of the copy as shown in the image below:

My Applications

Use the following links to change your view:

[Active applications \(submitted\)](#) |
 [Draft](#) |
 [Archived](#) |
 Copies requested

Copies requested

Original vacancy

Staff Nurse (5) (ME2-COPYAPP-VAC-05)

Application Ref: [AR-290-483-79](#)
Submitted: 21/11/2016

Copy requested to

Staff Nurse (6) (ME2-COPYAPP-VAC-06)

Application Ref: [AR-290-484-09](#)
Copy requested: 21/11/2016
Copy accepted: 21/11/2016

[Remove from list](#)

The new application will be listed under 'Active applications (submitted)':

My Applications

Use the following links to change your view:

Active applications (submitted) |
 [Draft](#) |
 [Archived](#) |
 [Copies requested](#)

Sort by Date submitted ▼

Active applications (submitted)

Staff Nurse (6) (ME2-COPYAPP-VAC-06) Closing Date: 05/12/2016 Submitted

[NHS Jobs Training](#) Application Reference: AR-290-484-09 Submitted: 21/11/2016

[Messages \(0 in total: 0 unread\)](#) [View application](#)

Feedback can be left in 40 days

Staff Nurse (5) (ME2-COPYAPP-VAC-05) Closing Date: 05/12/2016 Copied

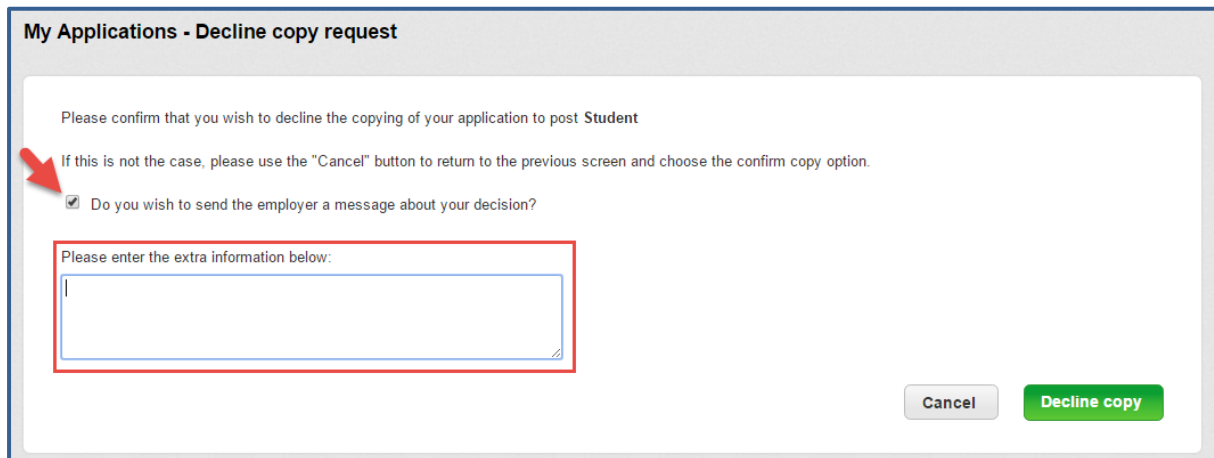
[NHS Jobs Training](#) Application Reference: AR-290-483-79 Submitted: 21/11/2016

[Messages \(0 in total: 0 unread\)](#) [View application](#)

Feedback can be left in 40 days

Decline copy

If you decide that you do not wish the recruiter to copy your application to a new vacancy, you should select the green 'Decline copy' button. When you do this, you also have the option to send the employer a message (as shown in the image below).



My Applications - Decline copy request

Please confirm that you wish to decline the copying of your application to post Student

If this is not the case, please use the "Cancel" button to return to the previous screen and choose the confirm copy option.

Do you wish to send the employer a message about your decision?

Please enter the extra information below:

How will the application be processed by the recruiter?

Once your application has been copied successfully, it will be available for processing by the recruiting organisation in exactly the same way as any other online application and any status changes within NHS Jobs will be displayed to you via the 'Applications' section of your jobseeker account.

Please contact the recruiting organisation directly if you have any queries about the actual recruitment process for the post.