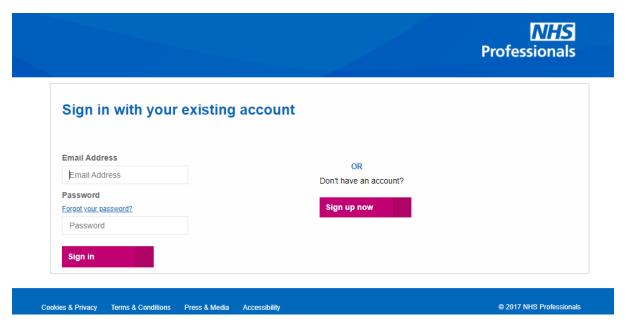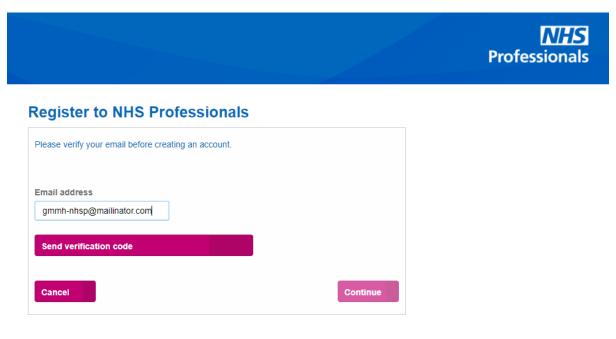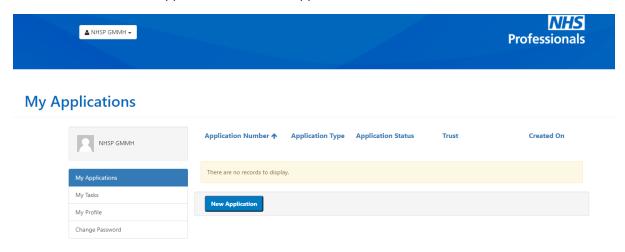Navigate to https://joinbank.nhsp.uk/ and click on the 'Sign up now' button

Enter your email address and click on the 'send verification code' button. You will then be sent an email with a 6 digit code to verify your email. Enter this code, create a password and continue.

When the screen below appears click on 'New Application'

You will then reach the 'getting to Know you' section. Please complete these questions as shown below but select the Staff Group relevant to your role. Once you have answered these, click 'submit' at the bottom of the page.

You will then be directed to the application form where we will take capture some information about you and your role. Please complete these sections until you get to the 'Authorisation' section.

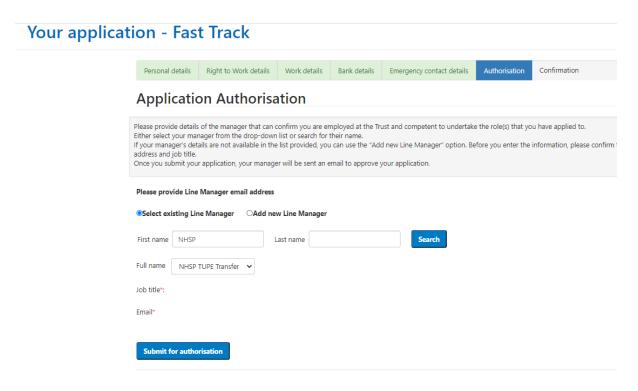Once you get to the 'Authorisation section, ensure select an existing Line Manager is selected.

Add 'NHSP' to the first name field then drop down the 'full name' field and 'NHSP TUPE Transfer will appear. Please select this.

Your application - Fast Track

| Personal details | Right to Work details | Work details | Bank details | Emergency contact details | Authorisation | Confirmation |

Application Authorisation

Please provide details of the manager that can confirm you are employed at the Trust and competent to undertake the role(s) that you have applied to.
Either select your manager from the drop-down list or search for their name.
If your manager's details are not available in the list provided, you can use the "Add new Line Manager" option. Before you enter the information, please confirm address and job title.
Once you submit your application, your manager will be sent an email to approve your application.

Please provide Line Manager email address

⦿ Select existing Line Manager   ◯ Add new Line Manager

| First name | NHSP | | Last name | | | **Search** |

Full name   NHSP TUPE Transfer ⌄

Job title*:

Email*

Submit for authorisation

Submit for authorisation then select 'confirm and Submit on the confirmation page.