

How to apply for a job – Add your supporting evidence in NHS Jobs user guide

This guide gives you instructions for how to add your supporting evidence to your application in NHS Jobs.

You'll need to add how you've gained and used the qualifications, experience and any additional criteria added by the employer.

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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Essential and desirable criteria

This page gives you instructions for how to confirm your essential and desirable criteria.

Important: In this example, the **Essential and desirable criteria** status is **'NOT STARTED'** and your application is incomplete as you've completed 5 out of 14 sections.

To add your essential and desirable criteria, complete the following steps:

1. Select the '[Essential and desirable criteria](#)' link.



[Sign out](#)

[English](#) | [Cymraeg](#)

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NHS BSA Training

Administrator application

Application incomplete
You have completed 5 of 14 sections.

Add your personal details

[Contact details](#) COMPLETED

Add your right to work status

[Right to work](#) COMPLETED

Add your qualifications, training and job history

[Qualifications](#) COMPLETED

[Training](#) COMPLETED

[Job history](#) COMPLETED

Add your supporting evidence

1 [Essential and desirable criteria](#) NOT STARTED

Job details

Closing date
30 December 2021

Job reference number
T1111-21-8154

[View the job advert \(opens in new tab\)](#)

Essential criteria for your application

This page gives you instructions for how to check the essential criteria for your application.

Important: 'Qualifications' and 'Experience' are mandatory essential criteria. In this example, 'Knowledge and skills' is added by the employer as an additional criteria.

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 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 'BETA Your feedback will help us to improve this service.' and language options 'English | Cymraeg'. The main content area has a light blue background and contains a 'Go back' link, the title 'Administrator application', and the heading 'Essential criteria for your Administrator application'. Below this, it states 'We'll now ask you to give examples of how you gained each one and how you've used:' followed by a bulleted list: 'Knowledge and skills', 'Experience', and 'Qualifications'. A green 'Continue' button with a yellow '1' in a circle is positioned below the list. At the bottom, there is a grey 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'.

Criteria 1 of 3 is Knowledge and skills

This page gives you instructions for how to confirm your knowledge and skills.

Important: Do not include personal information that could be used to identify you such as your name or contact details.

To add your knowledge and skills, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
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, the word 'Jobs', and user information 'Liam MA' with a 'Sign out' link. Below the header, there is a 'BETA' notice: 'your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and 'Criteria 1 of 3 is Knowledge and skills'. A warning message states: 'Do not include personal information that could be used to identify you such as your name or contact details.' The form is divided into two sections: 'Evidence of how you meet the essential criteria:' and 'Evidence of how you meet the desirable criteria:'. The essential criteria section lists two points: '1. Ability to provide quality care' and '2. Good interpersonal and communication skills'. Below this is a text input box with a '1' in a yellow circle to its left. A character count below the box reads 'You have 5000 characters remaining'. The desirable criteria section lists two points: '1. Basic IT skills' and '2. Awareness of digital NHS systems'. Below this is another text input box with a '2' in a yellow circle to its left. A character count below the box reads 'You have 5000 characters remaining'. At the bottom of the form, there is a green '3 Save and continue' button and a blue link for 'Save and come back later'. 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'.

Tip: You have a character limit of up to 5000. You can copy and paste your information into the blank boxes.

Criteria 2 of 3 is Experience

This page gives you instructions for how to confirm your experience.

Important: Do not include personal information that could be used to identify you such as your name or contact details.

To add your experience, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
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, 'Jobs', and user information 'Liam MA Sign out'. Below the header, there is a blue bar with 'English Cymraeg'. A white banner below that says 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the title 'Administrator application', and the section 'Criteria 2 of 3 is Experience'. A warning box states: 'Do not include personal information that could be used to identify you such as your name or contact details.' The section is divided into two parts: 'Evidence of how you meet the essential criteria:' and 'Evidence of how you meet the desirable criteria:'. The essential criteria list includes 'Experience of working within an administration team' and 'Experience of dealing with vulnerable patients'. The desirable criteria list includes 'Experience of working in the NHS' and 'Experience of working in an office environment'. Both sections have a text area for input, with a '1' and '2' in orange circles next to them. Below the essential criteria text area, it says 'You have 5000 characters remaining'. Below the desirable criteria text area, it also says 'You have 5000 characters remaining'. At the bottom of the form, there is a green 'Save and continue' button with a '3' in an orange 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 apply for jobs', along with the copyright notice '© Crown copyright'.

Tip: You have a character limit of up to 5000. You can copy and paste your information into the blank boxes.

Criteria 3 of 3 is Qualifications

This page gives you instructions for how to confirm your qualifications.

Important: Do not include personal information that could be used to identify you such as your name or contact details.

To add your qualifications, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
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, 'Jobs', and user information 'Liam MA Sign out'. Below the header, there is a blue bar with 'English Cymraeg'. A white banner below that says 'BETA Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the title 'Administrator application', and the section 'Criteria 3 of 3 is Qualifications'. A warning message states: 'Do not include personal information that could be used to identify you such as your name or contact details.' The section is divided into two parts: 'Evidence of how you meet the essential criteria:' and 'Evidence of how you meet the desirable criteria:'. The essential criteria list includes 'GCSE grade A to C in English and Maths' and 'Qualified to NVQ level 2 in Administration'. The desirable criteria list includes 'Qualified in Digital Administration' and 'Qualified to NVQ level 3'. Below each list is a text prompt: 'Give evidence of how you gained each of the essential criteria and a situation where you've used them.' and 'You do not need to give evidence for the desirable criteria, but you can give an example of how you gained each one as well as a situation where you've used them.' There are two large white text input boxes, one for each section. A green button labeled 'Save and continue' is at the bottom, with a blue link 'Save and come back later' below it. 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'.


Tip: You have a character limit of up to 5000. You can copy and paste your information into the blank boxes.

Check and save your essential and desirable criteria

This page gives you instructions for how to check and save your essential and desirable criteria.

To check, change and confirm your essential and desirable criteria, complete the following steps:

1. Select a 'Change' link:
 - '[Knowledge and skills](#)' (optional).
 - '[Experience](#)' (optional).
 - '[Qualifications](#)' (optional).
2. Select the '[Save and continue](#)' button.


Sign out

[English](#) | [Cymraeg](#)

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Administrator application

Check and save your essential and desirable criteria

Knowledge and skills	<p>Evidence of how you meet the essential criteria:</p> <p>Ability to provide quality care Good interpersonal and communication skills</p> <p>Evidence of how you meet the desirable criteria:</p> <p>Basic IT skills Awareness of digital NHS systems</p>	Change
Experience	<p>Evidence of how you meet the essential criteria:</p> <p>Experience of working within an administration team Experience of dealing with vulnerable patients</p> <p>Evidence of how you meet the desirable criteria:</p> <p>Experience of working in the NHS Experience of working in an office environment</p>	Change 1
Qualifications	<p>Evidence of how you meet the essential criteria:</p> <p>GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Administration</p> <p>Evidence of how you meet the desirable criteria:</p> <p>Qualified in Digital Administration Qualified to NVQ level 3</p>	Change

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Save and continue

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 [Accessibility Statement](#) |
 [Cookies](#) |
 [How to apply for jobs](#)
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Application task list

This page gives you instructions for how to view your application task list.

Important: In this example, the **Supporting evidence** status is '**COMPLETED**' and your application is incomplete as you've completed 6 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link.
- or
2. Select the 'Save and come back later' link (optional).

NHS Jobs Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

NHS BSA Training
Administrator application

Application incomplete
You have completed 6 of 14 sections.

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

You need to complete all sections before you can send your application.

2 [Save and come back later](#)

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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 supporting evidence and reached the end of this user guide.