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.

Contents

Essential and desirable criteria

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

<mark>Important:</mark> 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 '<u>Essential and desirable criteria</u>' link.

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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

<u>View the job advert (opens in new tab)</u>

Essential criteria for your application

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

<mark>**Important:**</mark> '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.

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Administrator application

Essential criteria for your Administrator application

We'll now ask you to give examples of how you gained each one and how you've used:

- Knowledge and skills
- Experience
- Qualifications

1 Continue

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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.

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.

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.

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.

NHS Jobs

Sign out

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Administrator application
Check and save your essential and desirable criteria

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

❷ **Save and continue**

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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).

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.