How to respond to your moved application in NHS Jobs user guide

This guide gives you instructions for how to respond to your moved application in the NHS Jobs service.

You'll receive a notification that the employer has requested to move your application to another job listing, and you can choose to accept or decline this.

The employer will confirm if you need to complete any missing information from your application.

Information that can't be moved across to another job listing includes:

- essential and desirable criteria
- unspent criminal convictions and cautions
- fitness to practice questions
- job specific questions

These will need to be completed if the employer confirms that you need to complete any missing information.

Delivered by the NHS Business Services Authority

Contents

Request to move your application

This page gives you instructions for how to respond to a request to move your application.

When an employer requests to move your application to another job listing, you'll be notified by email.

To respond to the request to move your application to another listing, complete the following step:

1. Select the '[Sign in](#)' link.

NHS
Jobs

Dear Lee

NHSBSA Lee UAT would like to move your application for Social Care Support Worker A0199-22-5258 job submitted on 28-06-22 to the following job:

Successful_Unsuccessful
A0199-22-4436
NHSBSA Lee UAT

Information from the employer

asas

What happens next

1. Sign in to your NHS Jobs account.

2. Accept or reject the request to move your application.

3. If required, add further information that was not asked in your original application.

Sign in:
https://staging.beta.jobs.nhs.uk/candidate/applicant-copy/A0199-22-5258/start

Regards
The NHS Jobs Team

Go to your applications

This page gives you instructions for how to access your applications.

To access your applications, complete the following step:

1. Select the 'Go to my applications' link.

Your applications

This page gives you instructions for how to respond to a request to move your application.

To respond to the request, complete the following step:

1. Select the 'Respond to a request to move' button.

About the request to move your application

This page gives you instructions for how to read the information about the request to move your application.

Read the information on the page and complete the following steps:

1. Select the 'View the job advert' link (optional).
2. Select the 'Accept or reject the request' button.
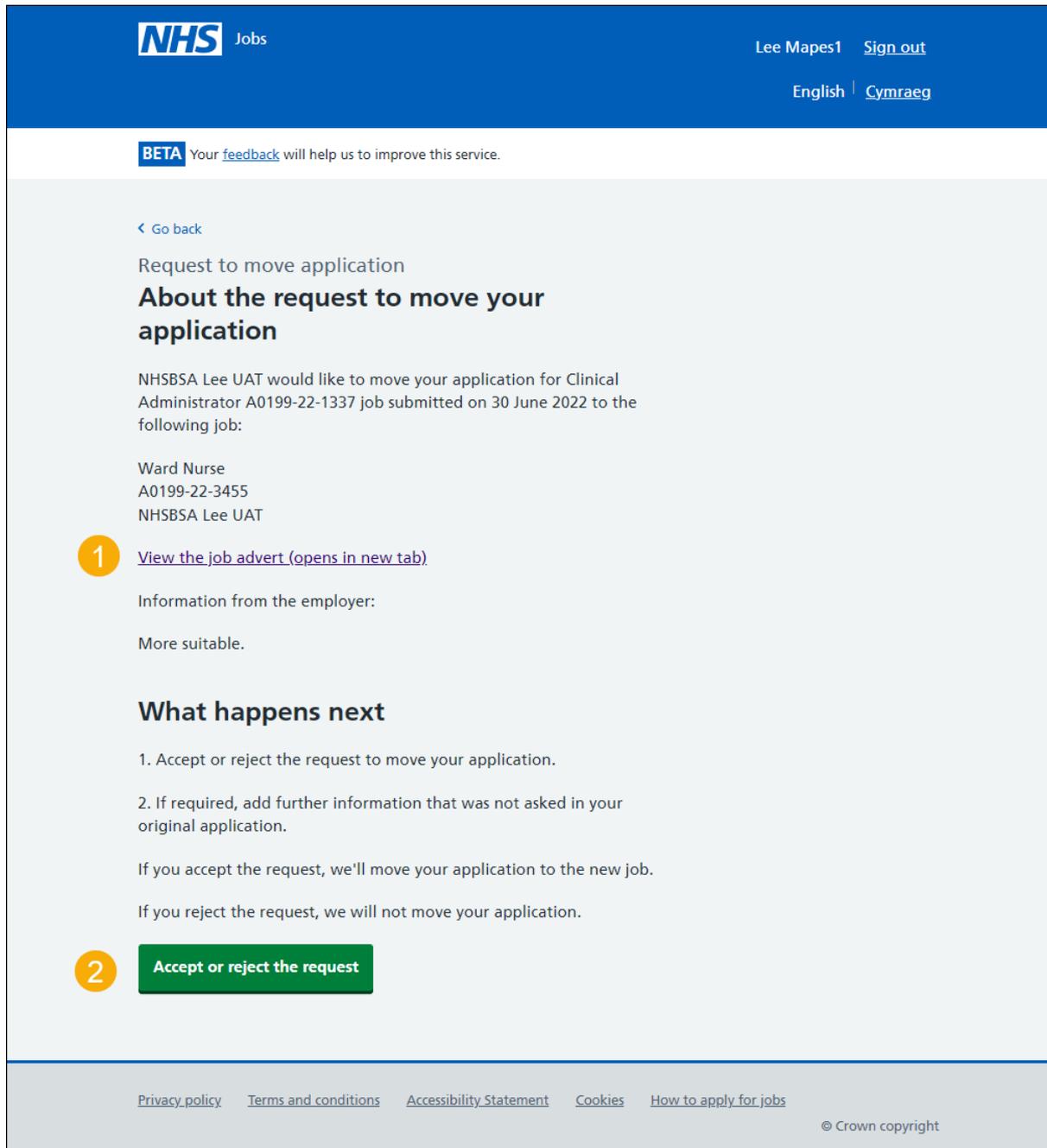
Do you want your application to be moved?

This page gives you instructions for how to accept or reject the request to move your application to another listing.

To accept or reject the request, complete the following steps:

1. Select an answer:
   - ['Yes, I want my application moved'](#)
   - ['No, I don't want my application moved'](#)
2. Select the 'Continue' button.

NHS Jobs				Dan Moore Sign out
				English Cymraeg
Search	Your saved searches	Your saved jobs	Your profile	Your applications

< Go back

Request to move application

Do you want your application to be moved?

From - Registrations Officer A5008-23-0020

To - How to transfer applicants to a copied job listing A5008-23-0036

1 ◯ Yes, I want my application moved

◯ No, I don't want my application moved

2 [Continue]

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Reject the request to move your application

This page confirms that you have rejected the request to move your application.

To go back to your applications, complete the following step:

1. Select the 'Go back to your applications' button.

NHS Jobs

Lee Mapes1   Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

You have rejected the request to move your application

from **A0199-22-1337**
to **A0199-22-3455**.

We have not moved your application, you can still find it in your list of applications.

1 Go back to your applications

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You've rejected the move of your application and have reached the end of this user guide.

Complete your application

This page gives you instructions for how to complete your application.

Important: You'll only need to complete sections showing as 'NOT STARTED'.

To complete your application, complete the following step:

1. Select a section link.

NHS Jobs

Lee Mapes2   Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

NHSBSA Lee UAT

Ward Nurse application

Application incomplete

You have completed 7 of 9 sections.

> You need to add further information that was not in your original application before we can move it.

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

Add further information the employer needs from you

① Unspent criminal convictions and cautions	NOT STARTED

Check your equal opportunities

Guaranteed interview scheme	**COMPLETED**
Equality and diversity	**COMPLETED**

You need to complete all sections before we can move your application.

Save and come back later

Job details

Closing date
23 June 2022

Job reference number
A0199-22-3455

View the job advert (opens in new tab)

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Go to the 'Send and move your application' page.

Send and move your application

This page gives you instructions for how to send and move your application.

To send and move your application, complete the following steps:

1. Select the 'I agree and accept the above declaration' box.
2. Select the 'Send and move application' button.

Send and move your application

NHS Jobs

Lee Mapes2   Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

NHSBSA Lee UAT

Ward Nurse application

Application complete

You have completed 9 of 9 sections.

> You need to add further information that was not in your original application before we can move it.

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

Essential and desirable criteria	COMPLETED

Add further information the employer needs from you

Unspent criminal convictions and cautions	COMPLETED

Check your equal opportunities

Guaranteed interview scheme	COMPLETED
Equality and diversity	COMPLETED

Job details

Closing date
23 June 2022

Job reference number
A0199-22-3455

View the job advert (opens in new tab)

Apply for the job

I declare that:

- the information in this application form is true and complete
- I understand that deliberate removal of evidence could result in rejecting this application or future dismissal if employed by the organisation
- I understand that including false or misleading information could result in rejecting this application or future dismissal if employed by the organisation
- I consent to the organisation asking for further details about the professional registration if needed

(1) ☐ I agree and accept the above declaration

(2) [Send and move application]

Save and come back later

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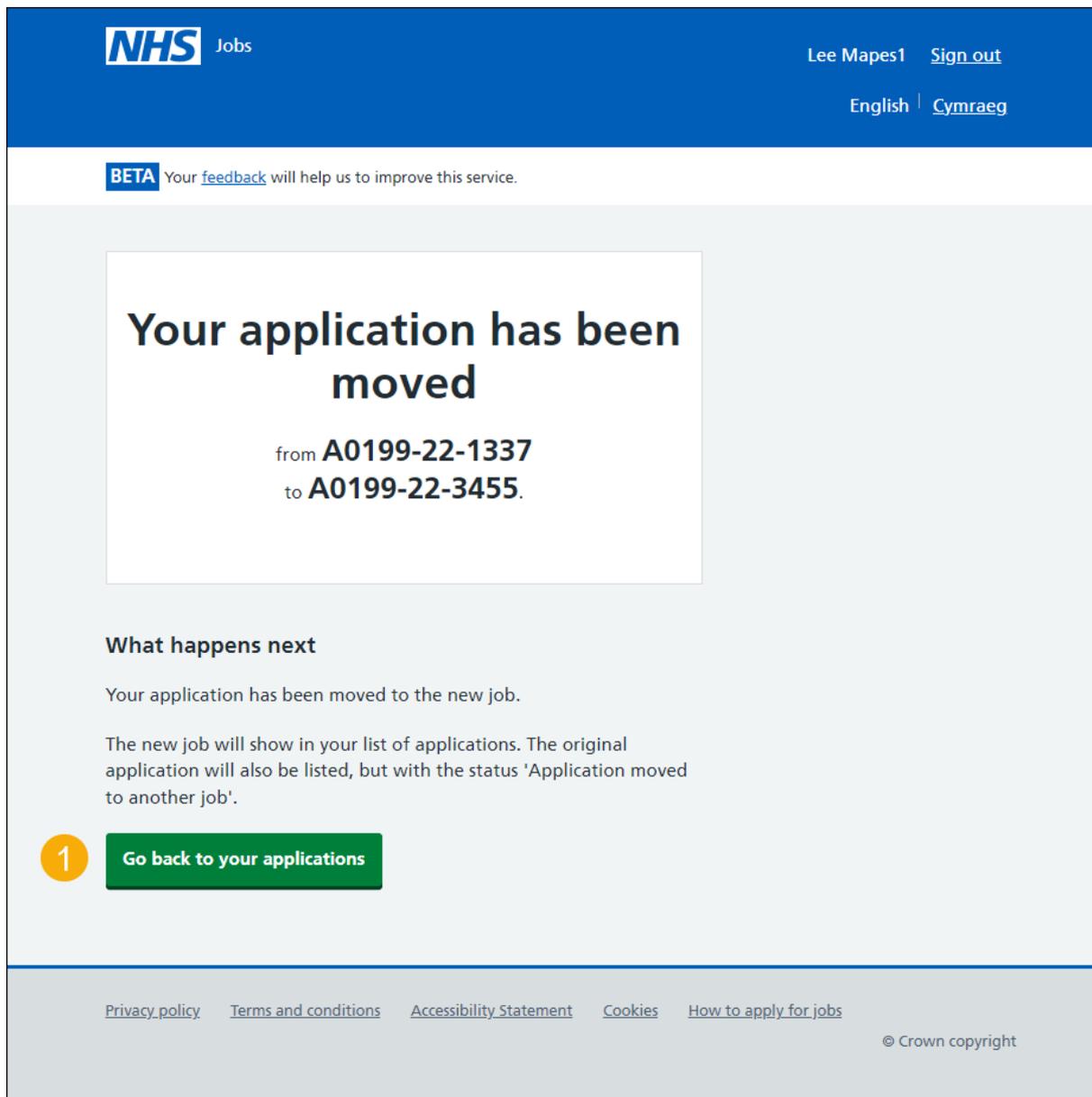
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Go to the 'Your application has been moved' page

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Your application has been moved

This page confirms your application has been moved.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your applications' button.

NHS Jobs

Lee Mapes1   Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

Your application has been moved

from **A0199-22-1337**
to **A0199-22-3455**.

What happens next

Your application has been moved to the new job.

The new job will show in your list of applications. The original application will also be listed, but with the status 'Application moved to another job'.

1 Go back to your applications

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You've accepted the move of your application and reached the end of this user guide.