

How to create an applicant's account user guide

This guide gives instructions for how an applicant can create an account in the NHS Jobs.

You will need an account to sign in and apply for a vacancy. If you have an account in the current NHS Jobs service, you will still need a separate account in the new NHS Jobs service.

You will also need to create a new profile and add your application information and be able to save this information once you have entered it to use it again.

Contents

How to create an applicant's account user guide	1
Create an account	3
Add account details	4
Account created	5

Create an account

This page gives instructions for how to create an account.

Go to the applicant hub website address <https://beta.jobs.nhs.uk/candidate>.

1. Select the 'Create an account' link.
2. Select the 'English' or 'Cymraeg' toggle to change the language (optional).

The screenshot shows the NHS Jobs beta website. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, there are links for 'Sign in' and 'Create an account' with a yellow circle containing the number '1'. Below this, there is a language toggle for 'English' and 'Cymraeg' with a yellow circle containing the number '2'. A white banner below the header says 'BETA Your feedback will help us to improve this service.' Below that, a yellow banner states 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area has a blue background with the heading 'Welcome to the new NHS Jobs'. Below the heading, it says 'This page is currently in development, and we're regularly updating it. This will eventually replace the current NHS jobs service.' There is a button with a right-pointing arrow and the text 'Go to my applications'. Below this is a section titled 'Latest updates' with three white cards. The first card is dated '15 September 2020' and has the link 'Help and support resources' with the text 'Access to user guides, videos and online learning.' The second card is dated '30 July 2020' and has the link 'Latest system releases' with the text 'Latest system release information. We publish the last 6 release notices of the NHS Jobs system...'. The third card is dated '15 October 2020' and has the link 'Known system issues' with the text 'Latest system issues impacting the NHS Jobs service.' At the bottom of the updates section, there is a button with a right-pointing arrow and the text 'See all updates'.

Add account details

This page gives instructions for how to add your account details.

The information needed is your first name, last name and email address and a password.

You will need to agree to comply with the acceptable usage policy and accept the terms in the privacy policy. There are links to give you this information before agreeing.

1. Enter the details.
2. Select the boxes.
3. Select the link for more information (optional).
4. Select 'Create an account'.

NHS Jobs [Sign in](#) | [Create an account](#)

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

BETA Your [feedback](#) will help us to improve this service.

The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

[< Go back](#)

Create an account

You'll need create an account to track your application.

First name 1

Last name 1

Email
You'll need this email address to sign in to your account. 1

Password
Your password needs:
• to be 12 characters or more 1

Confirm password 1

I agree to comply with the [acceptable use declaration](#). 2 3

I accept the terms in the [privacy policy](#). 2 3

4

If you already have an account, [sign in](#)

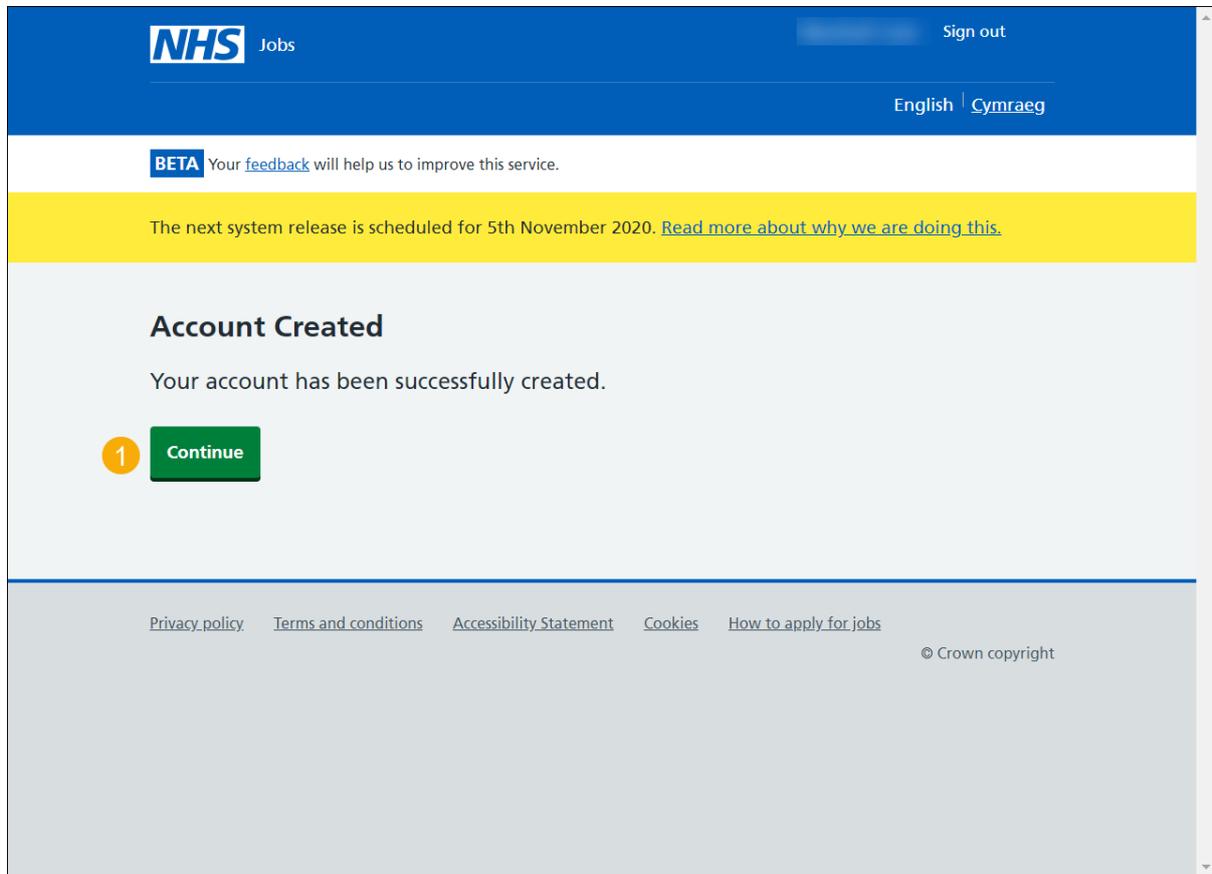
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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Account created

This page gives instructions for how to confirm your account has been successfully created.

1. Select 'Continue' to access your account.



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 a 'Sign out' button on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A blue banner below the header contains the text 'BETA Your feedback will help us to improve this service.' Below this is a yellow banner with the text 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area has a light blue background and features the heading 'Account Created' followed by the text 'Your account has been successfully created.' Below this text is a green button with a white circle containing the number '1' and the word 'Continue' in white text. At the bottom of the page, 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 text '© Crown copyright'.

You have reached the **end** of how to create an applicant's account in NHS Jobs user guide.