

How to use the applicant hub user guide

This guide gives instructions for how to use the applicant hub in NHS Jobs.

The applicant hub <https://beta.jobs.nhs.uk/candidate> has links to:

- *Sign in or create an account
- Latest updates
- Advice for jobseekers
- Frequently asked questions
- Support and related links
- Contact us

*You must have an account to sign in.

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Applicant hub

This section gives instructions on how to use the applicant hub.

If you have an account, you can sign in. If you do not have an account, you will need to create an account.

1. Select a link to sign into your account.
2. Select the link to create an account.
3. Select a link to change the language (optional).
4. Select the link to view details of the next system release.
5. Select the link to email us your feedback to help us improve this service.
6. Select the logo to return to the applicant hub homepage.

The screenshot shows the NHS Jobs applicant hub interface. At the top left is the NHS logo with the word 'Jobs' next to it, marked with a callout '6'. To the right are links for 'Sign in' (marked '1') and 'Create an account' (marked '2'). Below these are language options 'English' and 'Cymraeg', with 'English' marked '3'. A 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.', with 'feedback' marked '5'. A yellow banner below contains the text 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.', with 'Read more about why we are doing this' marked '4'. The main content area has a blue background with the heading 'Welcome to the new NHS Jobs'. Below the heading is the text 'This page is currently in development, and we're regularly updating it. This will eventually replace the current NHS jobs service.' At the bottom left is a button with a right-pointing arrow and the text 'Go to my applications', marked '1'.

Latest updates

This section gives instructions on how to access the latest updates.

This page is regularly updated with the most recent information, this means the links and their content may change.

1. Select the link to see the help and support resources.

If you select the 'Help and support resources' link, you will need to select the 'information and resources' link on the page to access the user guides and videos.

2. Select the link to see the latest system release information.
3. Select the link to see the latest known system issues.
4. Select the link to see all updates.

Latest updates

15 September 2020

1 [Help and support resources](#)

Access to user guides, videos and online learning.

30 July 2020

2 [Latest system releases](#)

Latest system release information. We publish the last 6 release notices of the NHS Jobs system...

15 October 2020

3 [Known system issues](#)

Latest system issues impacting the NHS Jobs service.

4 [→ See all updates](#)

Advice for jobseekers

This section gives instructions on how to access useful information for jobseekers.

The links are useful to applicants to help them with seeking employment.

1. Select a link to access information

Advice for jobseekers

1

[Making successful applications](#)

[Be my interviewer](#)

[Searching for the perfect job](#)

[Applying from overseas](#)

[Managing the interview](#)

[Pre-employment checks](#)

Frequently asked questions

This section gives instructions on how to access the frequently asked questions.

This page is regularly updated with the most recent information, this means the links and their content may change.

1. Select a link to see the one of the six most recent frequently asked questions.
2. Select the link to see all frequently asked questions.

Frequently asked questions

[+ Can I save my application information for future applications?](#)

[+ Can I delete my submitted application?](#)

1 [+ Can I view adverts and applications in Welsh?](#)

[+ Can I view my application once it's submitted?](#)

[+ Can I use my CV to apply for a vacancy?](#)

[+ How do I access the new service?](#)

2 [→ See all FAQs](#)

Support and related links

This section gives instructions on how to access support and related links.

The links are useful to applicants to help them with their employment opportunities.

1. Select a link to access a website.

Support and related links

[NHS England \(opens in a new window or tab\)](#)

1 [NHS Digital \(opens in a new window or tab\)](#)

[How to apply to jobs \(opens in a new window or tab\)](#)

Contact us

This section gives instructions on how to contact the NHS Jobs team for support and links to service information.

1. Select the link to email the NHS Jobs team support.
2. Select a link for service information.

Contact us

Contact the NHS Jobs team for support by:

Email: nhsbsa.nhsjobs@nhsbsa.nhs.uk 1

We're available Monday to Friday between 8am and 6pm and Saturday between 9am and 3pm, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

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

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You have reached the **end** of how to use the applicant hub in NHS Jobs user guide.