

How to apply for a job in NHS Jobs user guide – Add your qualifications, training, and job history

This guide gives you instructions for how to add your qualifications, training, and job history to your application in NHS Jobs.

You'll need to add the following information to complete your application:

- qualifications
- relevant training
- current or past jobs

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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Qualifications

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

Important: The sections of your task list will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you've completed. You can't send a job application until all sections are completed.

To add your qualifications, complete the following steps:

1. Select the ['Qualifications'](#) link.

NHS Jobs
Sign out

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

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NHS BSA Training

Administrator application

Application incomplete
You have completed 2 of 14 sections.

Add your personal details

[Contact details](#) COMPLETED

Add your right to work status

[Right to work](#) COMPLETED

Job details

Closing date
30 December 2021

Job reference number
T1111-21-8154

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

Add your qualifications, training and job history

1	Qualifications	NOT STARTED
	Training	NOT STARTED
	Job history	NOT STARTED

Have you got any qualifications?

This page gives you instructions for how to confirm if you've got any qualifications.

To confirm if you've got any qualifications, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. 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 'Sign out'. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English' and 'Cymraeg'. The main content area is light blue and contains a 'Go back' link, the title 'Administrator application', and the question 'Have you got any qualifications?'. Below the question, there is explanatory text: 'This includes CSEs, O levels, GCSEs, A levels, diplomas and degrees that you'll have got from school, college, or university.' There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a green 'Save and continue' button. At the bottom of the main content area, there is a 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: For example, this includes CSEs, O levels, GCSEs, A levels, diplomas, and degrees from school, college, or university.

Add academic qualification

This page gives you instructions for how to add your academic qualifications.

Important: This page is only shown if you're adding a qualification.

To add a qualification, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Place of study** box, enter the details.
3. In the **Result** box, enter the details.
4. In the **Type of qualification** box, enter the details.
5. In the **Start date** box, enter the details.
6. In the **Finish date** box, enter the details.
7. Select the ['Save and continue'](#) button.

NHS Jobs Sign out

English | Cymraeg

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[Go back](#)

Administrator application

Add academic qualification

Tell us about your academic qualifications that you think will best help your application. Start with your most recent or current through to your earliest.

Subject

1

Place of study

2

Result
For example, C

3

Type of qualification
For example, GCSE

4

Start date
For example, 12 2016

Month Year

5

Finish date
For example, 12 2017
If you are currently studying, provide the date you expect to complete the qualification.

Month Year

6

7 [Save and continue](#)

[Save and come back later](#)

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Tip: Start with your most recent or current through to your earliest qualification.


Your qualifications

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

Important: This page is only shown if you've added a qualification. If you delete a qualification, you'll not be able to recover the details.

To change, delete or add another qualification, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Delete'](#) link (optional).
3. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
4. Select the ['Save and continue'](#) button.


Sign out

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

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[< Go back](#)

Administrator application

Your qualifications

Qualification 1

Subject	English and Maths
Place of study	Secondary School
Result	A
Type of qualification	GCSE
Dates	March 2012 - May 2012

1 [Change](#) or [Delete](#) **2**

Do you want to add another qualification?

3 Yes No

4 [Save and continue](#)

[Save and come back later](#)

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Check and save your qualifications

This page gives you instructions for how to check and save your qualifications.

To change or confirm your qualifications, complete the following steps:

1. Select a 'Change' link:
 - '[Have you got any qualifications?](#)' (optional)
 - '[Your qualifications](#)' (optional)
2. Select the '[Save and continue](#)' button.



[Settings](#) | [Sign out](#)

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

BETA

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Administrator application

Check and save your qualifications

Have you got any qualifications? [Change](#)

1

Your qualifications [Change](#)

Subject	English and Maths
Place of study	Secondary School
Result	A
Type of qualification	GCSE
Dates	March 2012 - May 2012

2

Save and continue

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Application task list

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

Important: The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed' depending on the tasks you've completed. You can't send a job application until all sections are completed.

To start completing a new section of your tasklist, complete the following steps:

1. Select the [Training](#) link to begin this section.
2. Select the 'Save and come back later' link (optional).

[Go to the next page to see the screen shot](#)

NHS Jobs
Sign out

English | [Cymraeg](#)

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NHS BSA Training

Administrator application

Application incomplete
You have completed 3 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

1 [Training](#) NOT STARTED

[Job history](#) NOT STARTED

Add your supporting evidence

[Essential and desirable criteria](#) NOT STARTED

Add further information the employer needs from you

[Medical qualifications and details](#) NOT STARTED

[Dental qualifications and details](#) NOT STARTED

[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

[Guaranteed interview scheme](#) NOT STARTED

[Equality and diversity](#) NOT STARTED

Job details

Closing date
30 December 2021

Job reference number
T1111-21-8154

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

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

2 [Save and come back later](#)

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Have you completed any training that may be relevant to this job?

This page gives you instructions for how to confirm if you've completed any training that might be relevant to this job.

To confirm if you've completed any relevant training, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. 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 and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains the text '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 question 'Have you completed any training that might be relevant to this job?'. Below the question, there is explanatory text: 'This includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.' There are two radio buttons: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the copyright notice '© Crown copyright'.

Tip: For example, this includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.

Add a training course

This page gives you instructions for how to add a training course.

Important: This page is only shown if you're adding a training course.

To add a training course, complete the following steps:

1. In the **Course title** box, enter the details.
2. In the **Training provider** box, enter the details.
3. In the **Year completed** box, enter the details.
4. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface for adding a training course. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Settings', 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a navigation link '< Go back', the text 'Administrator application', and the title 'Add a training course'. There are three input fields: 'Course title' (with a '1' in a yellow circle), 'Training provider' (with a '2' in a yellow circle), and 'Year completed' (with a '3' in a yellow circle). Below these is a green button with a '4' in a yellow circle and the text 'Save and continue'. At the bottom of the form area is a link 'Save and come back later'. The footer is grey and contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.


Your training course history

This page gives you instructions for how to review your training course history.

Important: This page is only shown if you've added a training course. If you delete a training course, you'll not be able to recover the details.

To change, delete or add another training course, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
 - '[Yes](#)'
 - '[No](#)'
4. Select the 'Save and continue' button


Sign out

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

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[Go back](#)

Administrator application

Your training course history

Training course 1	1 Change or Delete 2
Course title	Digital Training
Training provider	NHSBSA
Year completed	2016

Do you want to add another training course?

3 Yes No

4 [Save and continue](#)

[Save and come back later](#)


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Check and save your training courses

This page gives you instructions for how to check and save your training courses.

To change or confirm your training courses, complete the following steps:

1. Select a 'Change' link:
 - ['Have you completed any training which might be relevant to this job?'](#) (optional)
 - ['Your training course history'](#) (optional)
2. Select the ['Save and continue'](#) button.



[Settings](#) | [Sign out](#)

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

BETA

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

Administrator application

Check and save your training courses

Have you completed any training that might be relevant to this job?	Yes	Change
---	-----	------------------------

Your training course history		Change
-------------------------------------	--	------------------------

Course title	Digital Training
Training provider	NHSBSA
Year completed	2016

2

Save and continue

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Application task list

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

Important: The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed' depending on the tasks you've completed. You can't send a job application until all sections are completed.

To start completing a new section of your tasklist, complete the following steps:

1. Select the [Job history](#) link to begin this section.
2. Select the 'Save and come back later' link (optional).

[Go to the next page to see the screen shot](#)

NHS Jobs

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

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NHS BSA Training

Administrator application

Application incomplete

You have completed 4 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

1 [Job history](#) NOT STARTED

Add your supporting evidence

[Essential and desirable criteria](#) NOT STARTED

Add further information the employer needs from you

[Medical qualifications and details](#) NOT STARTED

[Dental qualifications and details](#) NOT STARTED

[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

[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](#)

Job details

Closing date
30 December 2021

Job reference number
T1111-21-8154

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

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[Go to the next page](#)

Are you currently in a job or have you had one in the past?

This page gives you instructions for how to confirm if you're currently in a job or have had one in the past.

To confirm if you're in a job or have had one in the past, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. 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 and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Administrator application', and the question 'Are you currently in a job or have you had one in the past?'. Below the question are two radio buttons: 'Yes' (with a yellow circle containing the number 1) and 'No'. Below the radio buttons is a green button labeled 'Save and continue' (with a yellow circle containing the number 2) and a blue link labeled 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Job details

This page gives you instructions for how to add a job.

Important: This page is only shown if you're adding a current or previous job.

To add a job, complete the following steps:

1. In the **Job title** box, enter the details.
2. In the **Employer** box, enter the details.
3. In the **Hospital/ base** box, enter the details (optional).
4. In the **Speciality** box, enter the details (optional).
5. In the **Sub-speciality** box, enter the details (optional).
6. In the **Contract** type box, enter the details (optional).
7. In the **Grade** box, enter the details (optional).
8. In the **Key tasks** box, enter the details.
9. In the **Start date** box, enter the details.
10. In the **Finish date** box, enter the details.
11. Select the '[Save and continue](#)' button.

[Go to the next page to see the screen shot](#)

NHS Jobs
Sign out

English | [Cymraeg](#)

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

[< Go back](#)

Administrator application

Job details

Job title
1

Employer
2

Hospital / base (if applicable)
3

Speciality (if applicable)
4

Sub-speciality (if applicable)
5

Contract type (if applicable)
6

Grade (if applicable)
7

Key tasks
8

Start date
For example, 12 2016
Month Year
9

Finish date
For example, 12 2017
If this is your current job, then leave the finish month and year blank.
Month Year
10

11 Save and continue

[Save and come back later](#)

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Tip: If this is your current job, you can leave the finish month and year blank.

[Go to the next page](#)


Your job history

This page gives you instructions for how to review your job history.

Important: This page is only shown if you've added a current or previous job. If you delete a job, you'll not be able to recover the details.

To edit, delete or add another job, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
 - '[Yes](#)'
 - '[No](#)'
4. Select the 'Save and continue' button.


Sign out

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

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

[Go back](#)

Administrator application

Your job history

Job 1

Job title	Administrator
Employer	NHS
Dates	July 2018 to October 2021
Hospital / base	RVI hospital
Speciality	Not applicable
Sub-speciality	Not applicable
Contract type	Permanent
Grade	Not applicable
Key tasks	Administrative duties.

1 [Change](#) or [Delete](#) **2**

Do you want to add another job to your job history?

3 Yes No

4 [Save and continue](#)

[Save and come back later](#)

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Check and save your job history

This page gives you instructions for how to check and save your job history.

To confirm or change your job history, complete the following steps:

1. Select a 'Change' link:
 - '[Are you currently in a job or have you had one in the past?](#)' (optional)
 - '[Your job history](#)' (optional)
2. Select the '[Save and continue](#)' button.



[Sign out](#)

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

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

Administrator application

Check and save your job history

Are you currently in a job or have you had one in the past? [Change](#)

1

Your job history [Change](#)

Job title	Administrator
Employer	NHS
Dates	July 2018 to October 2021
Hospital / base	RVI hospital
Speciality	Not applicable
Sub-speciality	Not applicable
Contract type	Permanent
Grade	Not applicable
Key tasks	Administrative duties.

2 [Save and continue](#)

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Application task list

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

Important: The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you've completed. You can't send a job application until all sections are completed.

To start completing your tasklist, complete the following steps:

1. Select a link to start a section of the tasklist.
2. Select the 'Save and come back later' link (optional).

[Go to the next page to see the screenshot](#)

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 5 of 14 sections.

<p>Add your personal details</p> <p>Contact details COMPLETED</p> <p>Add your right to work status</p> <p>Right to work COMPLETED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications COMPLETED</p> <p>Training COMPLETED</p> <p>Job history COMPLETED</p> <p>Add your supporting evidence</p> <p>1 Essential and desirable criteria NOT STARTED</p> <p>Add further information the employer needs from you</p> <p>Medical qualifications and details NOT STARTED</p> <p>Dental qualifications and details NOT STARTED</p> <p>1 Nursing qualifications and details NOT STARTED</p> <p>Driving qualifications and details NOT STARTED</p> <p>Unspent criminal convictions and cautions NOT STARTED</p> <p>Fitness to practice NOT STARTED</p> <p>Check your equal opportunities</p> <p>1 Guaranteed interview scheme NOT STARTED</p> <p>Equality and diversity NOT STARTED</p>	<p>Job details</p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p>View the job advert (opens in new tab)</p>
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You need to complete all sections before you can send your application.

2 [Save and come back later](#)

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Tip: You must complete all sections of the tasklist before you can send your application.

For help and guidance, go to the 'How to apply for a job in NHS Jobs – Add your supporting evidence' user guide or video in the 'Apply for a job' box of the ['Help and support for applicants'](#) webpage.