

# 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

Author: Training and Support Team

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**

	low to apply for a job in NHS Jobs user guide – Add your qualifications, training, and job	
h	istory	1
	Qualifications	3
	Have you got any qualifications?	4
	Add academic qualification	
	Your qualifications	6
	Check and save your qualifications	7
	Application task list	8
	Have you completed any training that may be relevant to this job?	10
	Add a training course	
	Your training course history	12
	Check and save your training courses	
	Application task list	14
	Are you currently in a job or have you had one in the past?	16
	Job details	17
	Your job history	19
	Check and save your job history	
	Application task list	

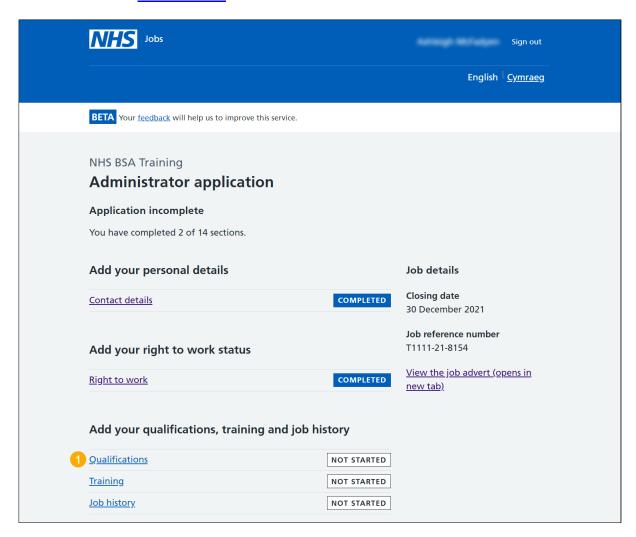
#### **Qualifications**

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.

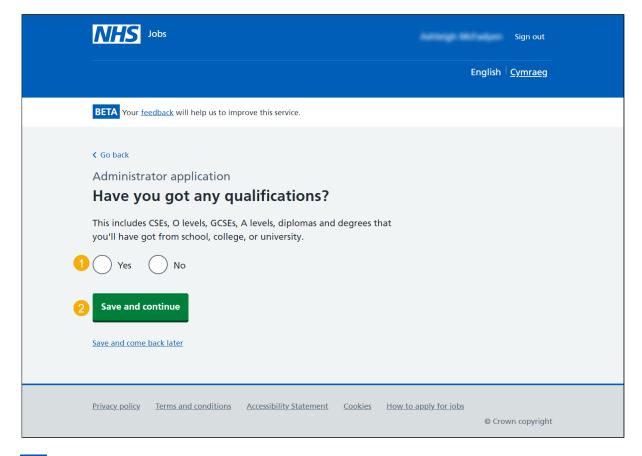


# Have you got any qualifications?

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.



**Tip:** For example, this includes CSEs, O levels, GCSEs, A levels, diplomas, and degrees from school, college, or university.

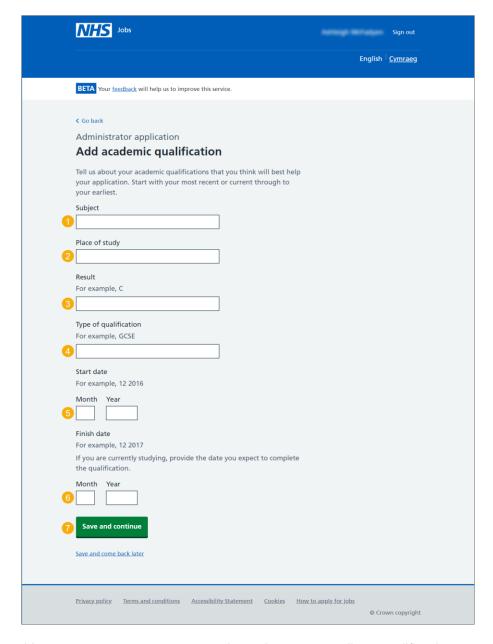
#### Add academic qualification

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.



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

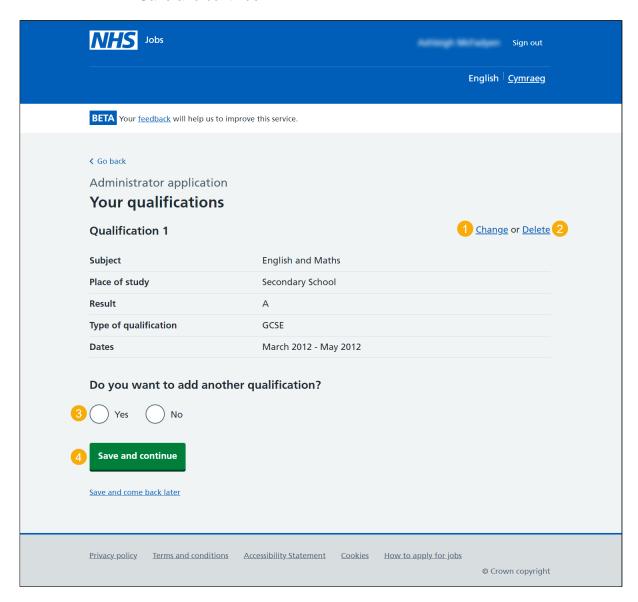
#### Your qualifications

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.

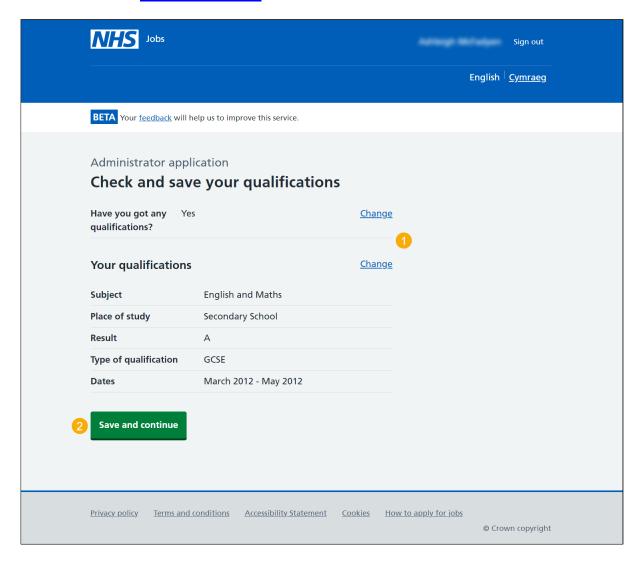


# **Check and save your qualifications**

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.



# **Application task list**

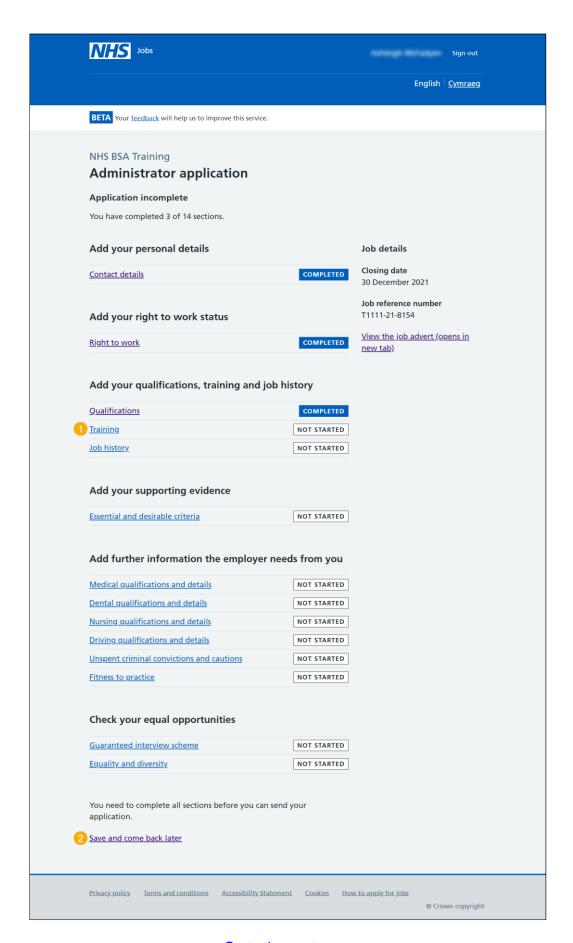
This page gives you instructions for how to view your application task list.

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 '<u>Training</u>' 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



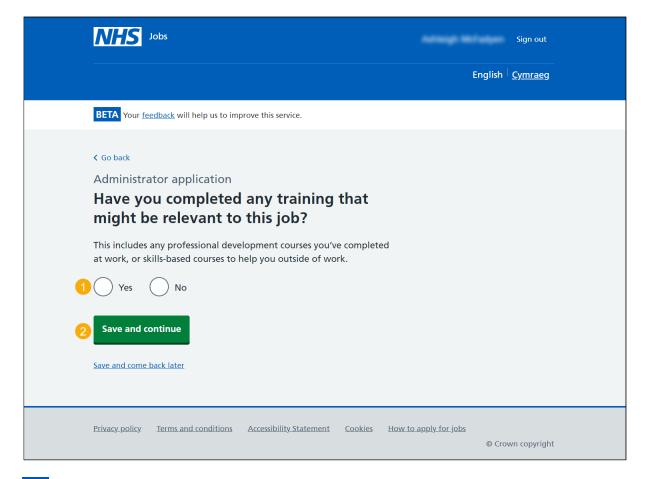
Go to the next page

#### 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.



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

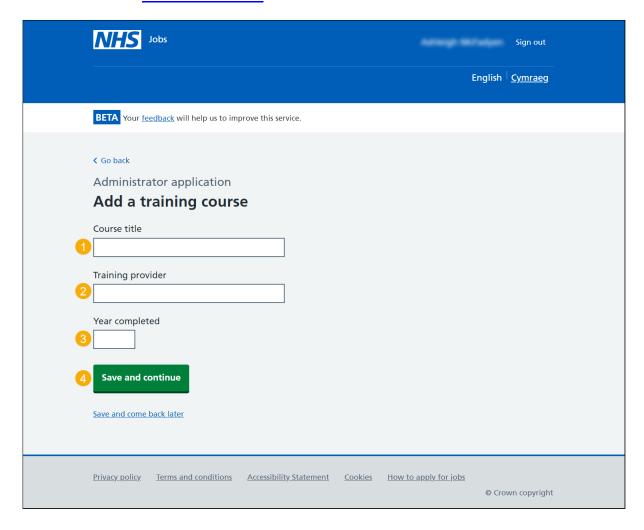
# Add a training course

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.



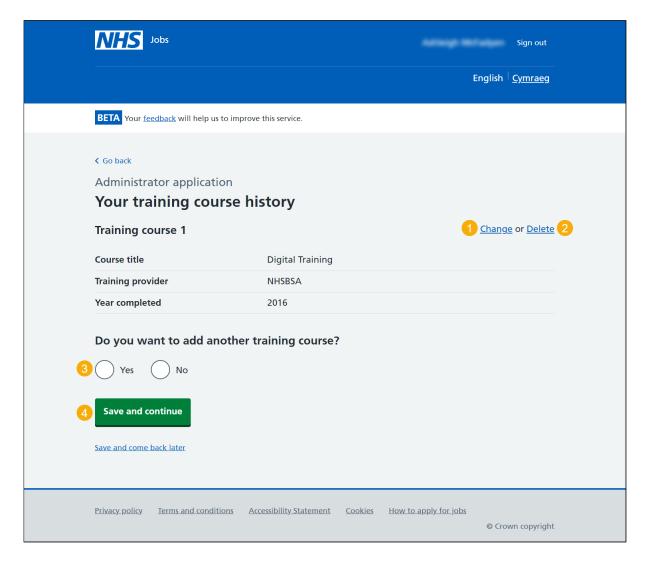
#### Your training course history

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

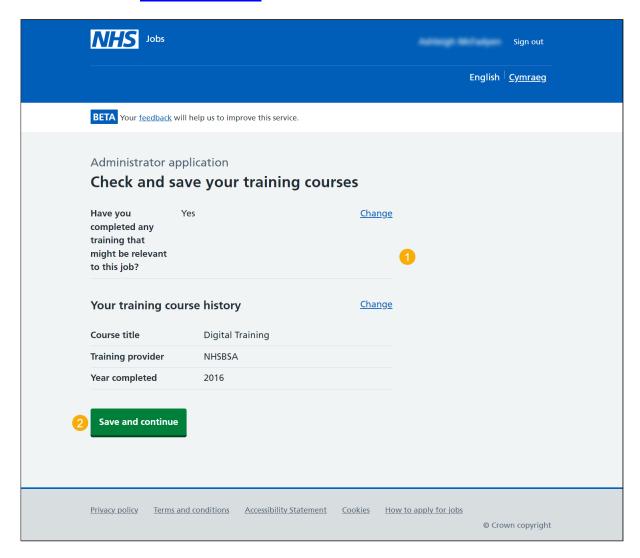


# **Check and save your training courses**

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.



# **Application task list**

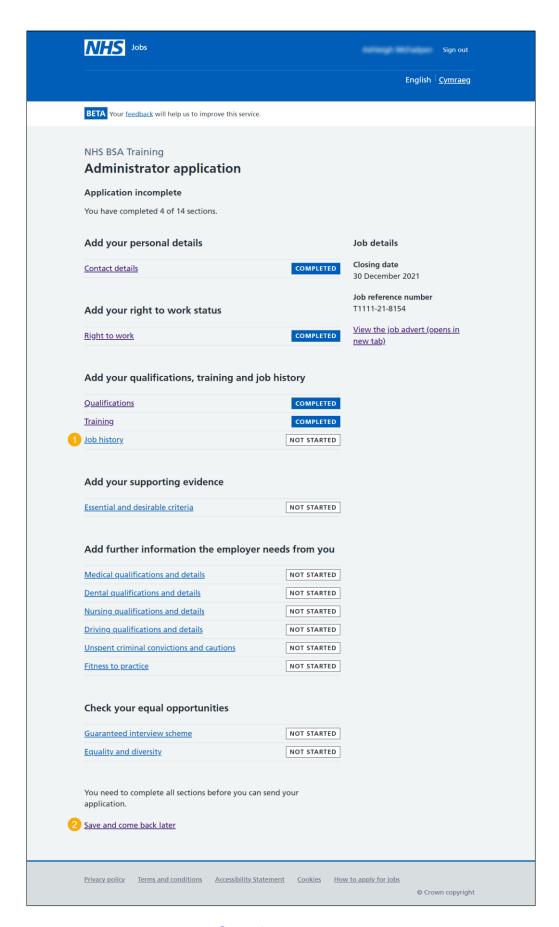
This page gives you instructions for how to view your application task list.

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



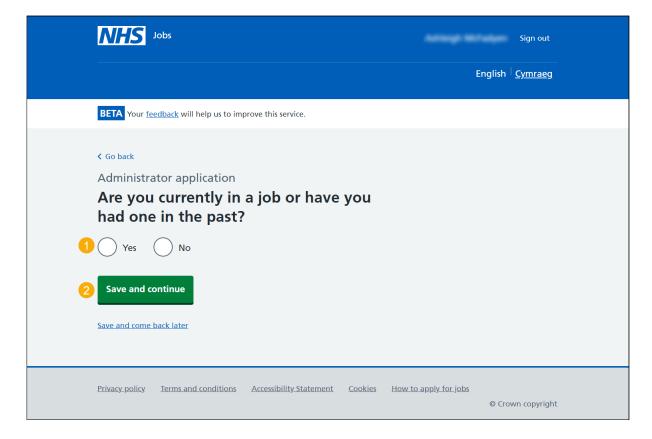
Go to the next page

# 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.



#### 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

Employer  Hospital / base (if applicable)  Speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year	NHS Jobs	Sign out
Administrator application  Job details  Job title  Employer  Hospital / base (if applicable)  Sub-speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue		English   <u>Cymraeg</u>
Administrator application  Job details  Job title  Employer  Hospital / base (if applicable)  Speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Key tasks  Finish date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	BETA Your <u>feedback</u> will help us to improve this service.	
Employer  Hospital / base (if applicable)  Speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Administrator application	
Hospital / base (if applicable)  Speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Key tasks  For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Job title	
Speciality (if applicable)  Sub-speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Employer	
Sub-speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Hospital / base (if applicable)	
Sub-speciality (if applicable)  Contract type (if applicable)  Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Speciality (if applicable)	
Contract type (if applicable)  Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue		
Grade (if applicable)  Key tasks  Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Contract type (if applicable)	
Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Grade (if applicable)	
Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Key tasks	
Start date For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue		
For example, 12 2016  Month Year  Finish date For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue		
Finish date For example, 12 2017 If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue		
For example, 12 2017  If this is your current job, then leave the finish month and year blank.  Month Year  Save and continue	Month Year	
Month Year  Save and continue	For example, 12 2017	
Save and continue	Month Year	r blank.
	Save and continue	

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

Go to the next page

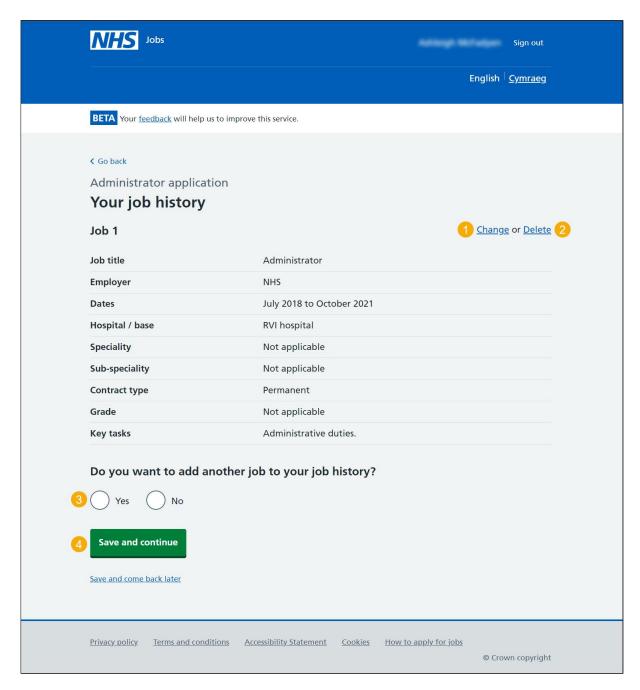
#### Your job history

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.

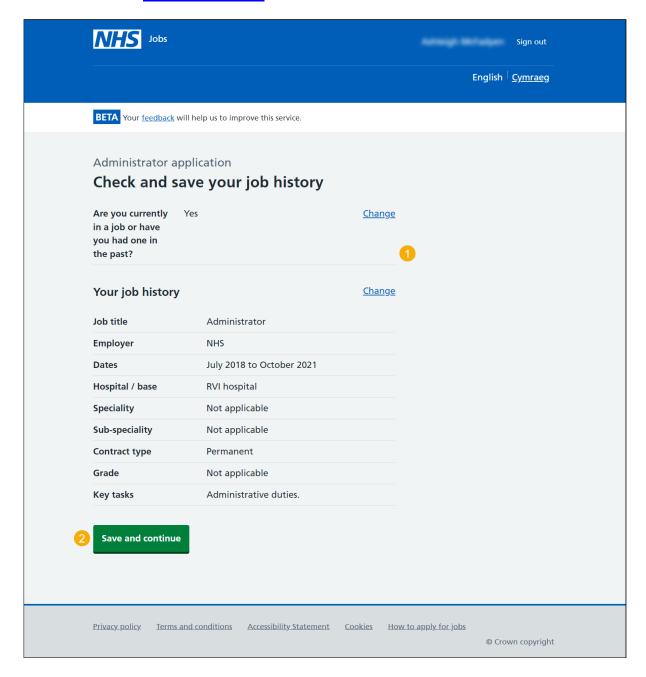


# Check and save your job history

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.



# **Application task list**

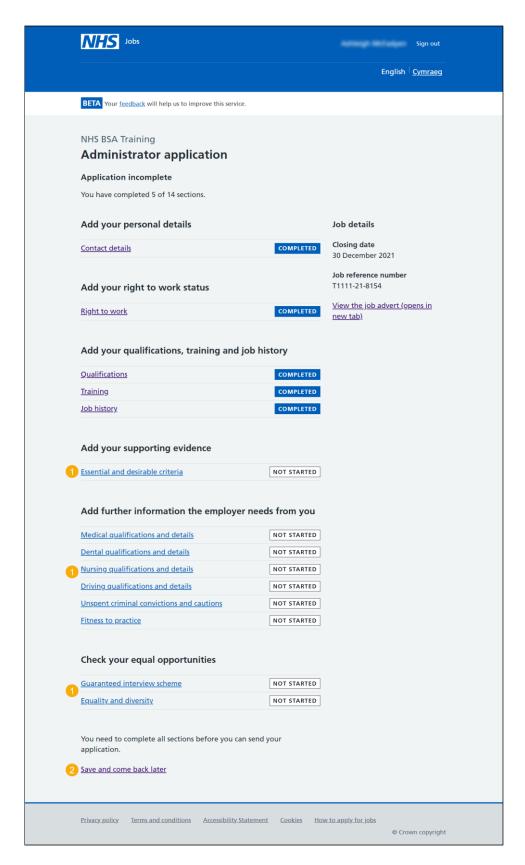
This page gives you instructions for how to view your application tasklist.

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



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.