

## How to apply for a job in NHS Jobs user guide – Add your supporting evidence

This guide gives you instructions for how to add your supporting evidence to your application in NHS Jobs.

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

- skills for the role

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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## Essential and desirable criteria

This page gives you instructions for how to add your essential and desirable criteria.

**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 criteria, complete the following steps:

1. Select the '[Essential and desirable criteria](#)' link.

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.

<h4>Add your personal details</h4> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <a href="#">Contact details</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span> </div> <h4>Add your right to work status</h4> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <a href="#">Right to work</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span> </div> <h4>Add your qualifications, training and job history</h4> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <a href="#">Qualifications</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <a href="#">Training</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <a href="#">Job history</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span> </div> <h4>Add your supporting evidence</h4> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold; margin-right: 5px;">1</span> <a href="#">Essential and desirable criteria</a> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</span> </div>	<h4>Job details</h4> <p><b>Closing date</b> 30 December 2021</p> <p><b>Job reference number</b> T1111-21-8154</p> <p><a href="#">View the job advert (opens in new tab)</a></p>
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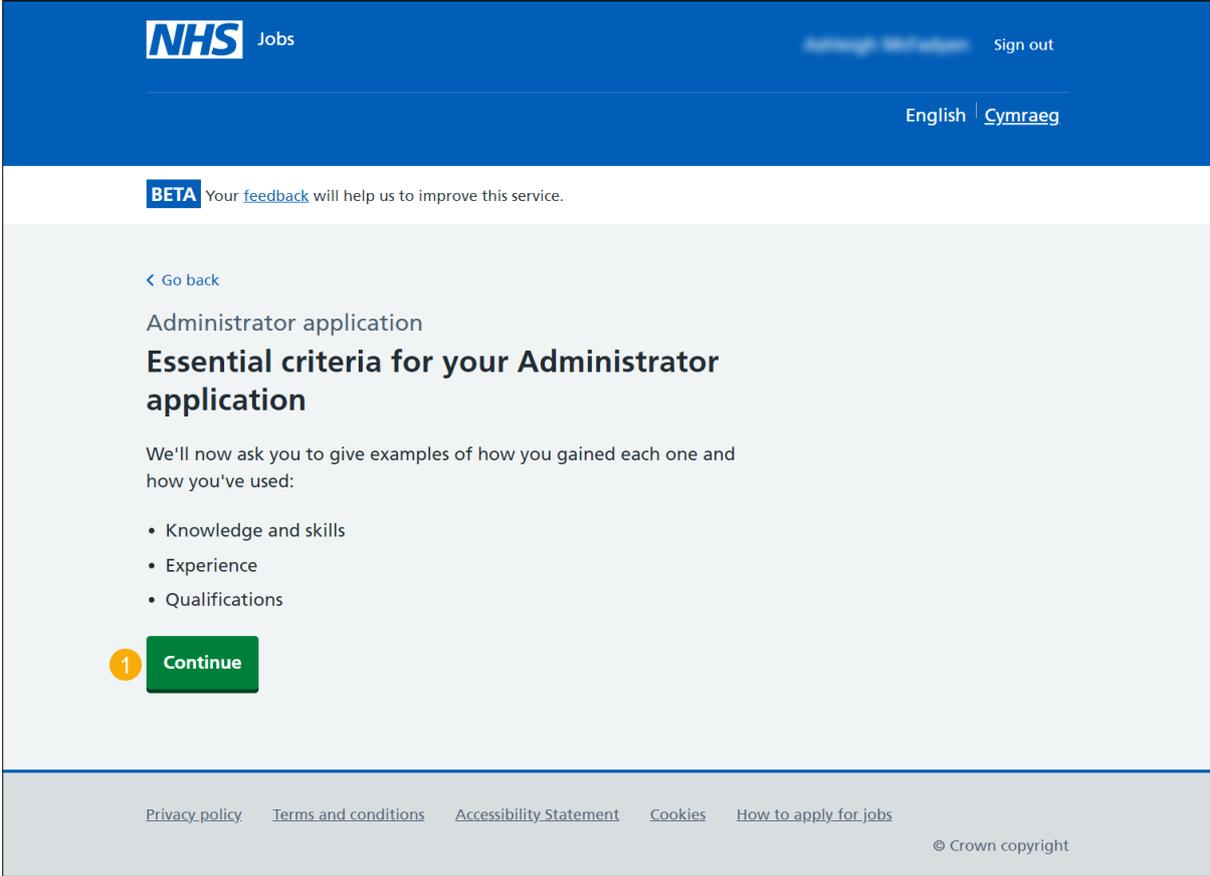
## Essential criteria for your application

This page gives you instructions for how to check the essential criteria for your application.

**Important:** 'Qualifications' and 'Experience' are mandatory essential criteria. In this example, 'Knowledge and skills' is added by the employer as additional criteria.

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

1. Select the '[Continue](#)' button.



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 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains a 'Go back' link, the text 'Administrator application', and the main heading 'Essential criteria for your Administrator application'. Below this, it states 'We'll now ask you to give examples of how you gained each one and how you've used:' followed by a bulleted list of criteria: 'Knowledge and skills', 'Experience', and 'Qualifications'. A green 'Continue' button with a yellow '1' in a circle is positioned below the list. 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 copyright notice '© Crown copyright'.

## Criteria 1 of 3 is Knowledge and skills

This page gives you instructions for how to add your knowledge and skills.

**Important:** You have a character limit of up to 5000.

To add your knowledge and skills, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. 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, the user name 'Liam MA', and a 'Sign out' link. Below the header, there is a 'BETA' notice and a 'Go back' link. The main content area is titled 'Administrator application' and 'Criteria 1 of 3 is Knowledge and skills'. A warning message states: 'Do not include personal information that could be used to identify you such as your name or contact details.' The form is divided into two sections: 'Evidence of how you meet the essential criteria' and 'Evidence of how you meet the desirable criteria'. The 'Essential criteria' section lists two criteria: '1. Ability to provide quality care' and '2. Good interpersonal and communication skills'. Below this is a text box for providing evidence, with a '1' in a yellow circle to its left. The 'Desirable criteria' section lists two criteria: '1. Basic IT skills' and '2. Awareness of digital NHS systems'. Below this is another text box for providing evidence, with a '2' in a yellow circle to its left. At the bottom of the form, there is a green '3 Save and continue' button and a blue 'Save and come back later' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

**Tip:** You can copy and paste your information into the blank boxes.

## Criteria 2 of 3 is Experience

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

**Important:** You have a character limit of up to 5000.

To add your experience, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. 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 user information 'Liam MA Sign out'. Below the header, there is a navigation bar with 'English' and 'Cymraeg'. The main content area has a 'BETA' notice and a 'Go back' link. The title is 'Administrator application' and the section is 'Criteria 2 of 3 is Experience'. A warning message states: 'Do not include personal information that could be used to identify you such as your name or contact details.' The 'Evidence of how you meet the essential criteria:' section lists two criteria: '1. Experience of working within an administration team' and '2. Experience of dealing with vulnerable patients'. Below this is a text box for providing evidence, with a '1' in a yellow circle to its left and 'You have 5000 characters remaining' below it. The 'Evidence of how you meet the desirable criteria:' section lists two criteria: '1. Experience of working in the NHS' and '2. Experience of working in an office environment'. Below this is another text box for providing evidence, with a '2' in a yellow circle to its left and 'You have 5000 characters remaining' below it. At the bottom, there is a '3' in a yellow circle next to a green 'Save and continue' button, and a blue 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 '© Crown copyright'.

**Tip:** You can copy and paste your information into the blank boxes.

## Criteria 3 of 3 is Qualifications

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

**Important:** You have a character limit of up to 5000.

To add your qualifications, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. 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 user information 'Liam MA Sign out'. Below the header, there is a navigation bar with 'English' and 'Cymraeg'. The main content area is titled 'Administrator application' and 'Criteria 3 of 3 is Qualifications'. A warning message states: 'Do not include personal information that could be used to identify you such as your name or contact details.' The form is divided into two sections: 'Evidence of how you meet the essential criteria:' and 'Evidence of how you meet the desirable criteria:'. The essential criteria section lists: '1. GCSE grade A to C in English and Maths' and '2. Qualified to NVQ level 2 in Administration'. Below this is a large text input box with a '1' in a yellow circle to its left. The desirable criteria section lists: '1. Qualified in Digital Administration' and '2. Qualified to NVQ level 3'. Below this is another large text input box with a '2' in a yellow circle to its left. At the bottom of the form, there is a green '3 Save and continue' button and a blue 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 a copyright notice '© Crown copyright'.

**Tip:** You can copy and paste your information into the blank boxes.

## Check and save your essential and desirable criteria

This page gives you instructions for how to check and save your essential and desirable criteria.

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

1. Select a 'Change' link:
  - ['Knowledge and skills'](#) (optional).
  - ['Experience'](#) (optional).
  - ['Qualifications'](#) (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 essential and desirable criteria

<b>Knowledge and skills</b>	<p><b>Evidence of how you meet the essential criteria:</b></p> <p>Ability to provide quality care Good interpersonal and communication skills</p> <p><b>Evidence of how you meet the desirable criteria:</b></p> <p>Basic IT skills Awareness of digital NHS systems</p>	<a href="#">Change</a>
<b>Experience</b>	<p><b>Evidence of how you meet the essential criteria:</b></p> <p>Experience of working within an administration team Experience of dealing with vulnerable patients</p> <p><b>Evidence of how you meet the desirable criteria:</b></p> <p>Experience of working in the NHS Experience of working in an office environment</p>	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
<b>Qualifications</b>	<p><b>Evidence of how you meet the essential criteria:</b></p> <p>GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Administration</p> <p><b>Evidence of how you meet the desirable criteria:</b></p> <p>Qualified in Digital Administration Qualified to NVQ level 3</p>	<a href="#">Change</a>

2

**Save and continue**

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

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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
Settings Helpdesk Sign out

English Cymraeg

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

## NHS BSA Training Administrator application

**Application incomplete**  
You have completed 6 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

[Job history](#) COMPLETED

### Add your supporting evidence

[Essential and desirable criteria](#) COMPLETED

### Add further information the employer needs from you

[Medical qualifications and details](#) NOT STARTED

[Dental qualifications and details](#) NOT STARTED

1 [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

1 [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](#)

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

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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 further information' user guide or video in the 'Apply for a job' box of the ['Help and support for applicants'](#) webpage.