

## How to delete an application in NHS Jobs user guide

This guide gives you instructions for how to delete an application in the NHS Jobs service.

You can delete an application if you've started an application but not submitted it.

You'll need to sign into your account to delete your application.

You'll receive an email to confirm you've deleted your application.

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## Your applications

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

**Important:** You'll need to sign into your account to view your application. In this example, your application is in progress.

Find the application and complete the following step:

1. Select the '[View application](#)' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo, the word 'Jobs', the user name 'Ashleigh', and a 'Sign out' button. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Your applications' and contains a table with the following data:

Job title	Employer	Job closing date	Application	Task
Training administrator T0111-22-8531	NHS Training and Support	30 May 2022	1 <a href="#">View application</a>	<a href="#">Continue application</a>

## Delete application

This page gives you instructions for how to delete your application.

To delete your application, complete the following step:

1. Select the ['Delete application'](#) link.

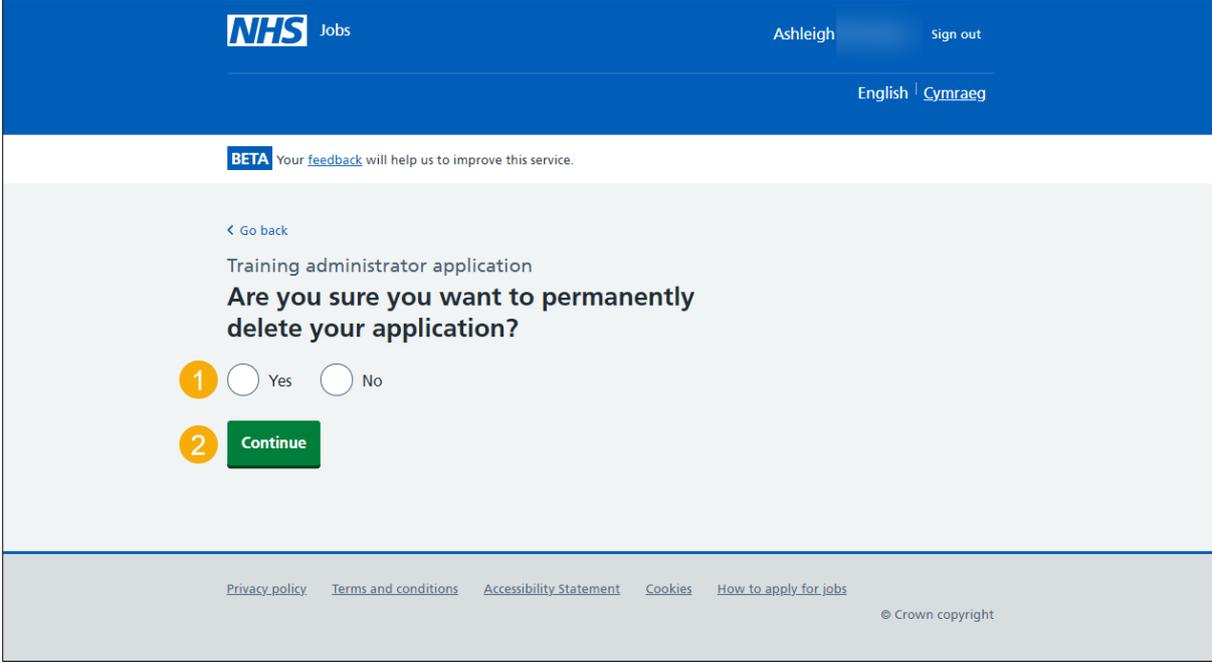
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Ashleigh' and 'Sign out' on the right. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and a heading 'View your application for Training administrator'. A central white box contains the text 'NHS Training and Support' and 'You have not submitted your application for this job'. Below this, it states 'The closing date is 30 May 2022' and 'The job reference number is T0111-22-8531'. To the right, under 'Actions', there are two links: 'View the job advert (opens in new tab)' and 'Delete application', which is highlighted with a yellow circle containing the number '1'. 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'.

## Are you sure you want to permanently delete your application?

This page gives you instructions for how to confirm if you want to delete your application.

To confirm if you want to delete your application, complete the following step:

1. Select an answer:
  - [‘Yes’](#)
  - ‘No’
2. 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 the user name 'Ashleigh' and 'Sign out' link on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area is light grey and contains a '< Go back' link, the text 'Training administrator application', and the question 'Are you sure you want to permanently delete your application?'. Below the question are two radio button options: '1 Yes' and '2 No'. A green 'Continue' button is positioned below the 'No' option. 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 copyright notice '© Crown copyright'.

If you don't want to delete your application, you've reached the end of this user guide.

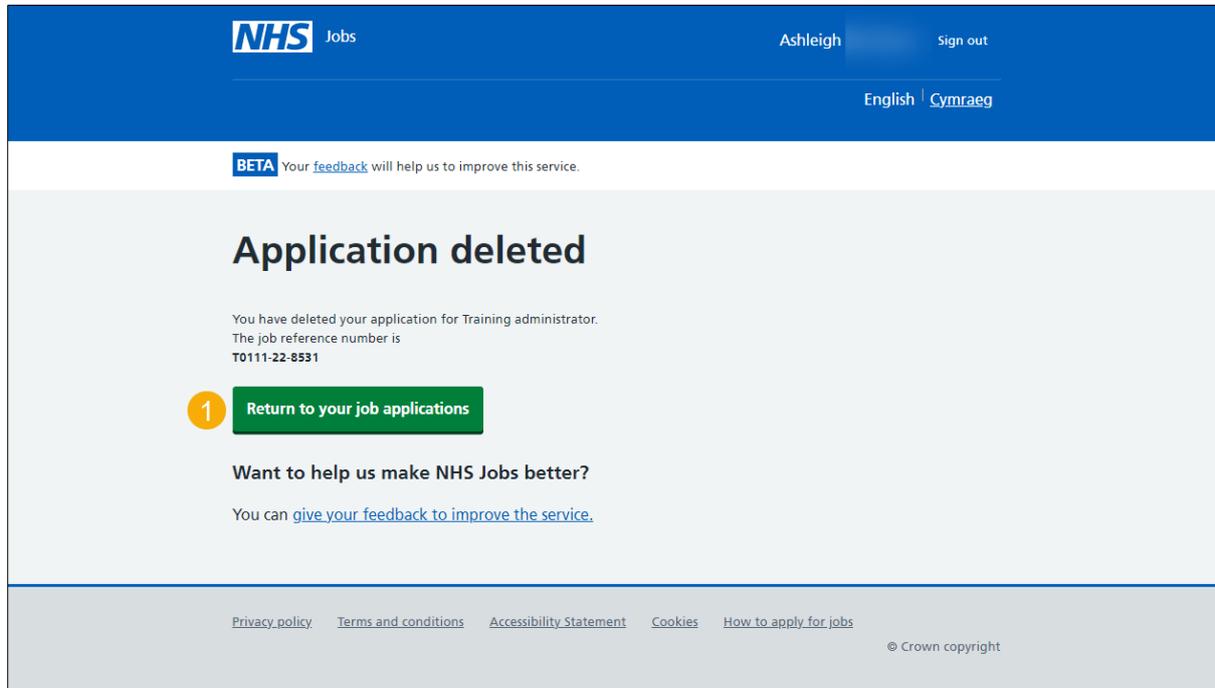
## Application deleted

This page shows confirmation you've deleted your application.

**Important:** You'll receive an email to confirm you've deleted your application.

To return to your job applications, complete the following step:

1. Select the 'Return to your job applications' 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 the user name 'Ashleigh' and 'Sign out' link 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 features the heading 'Application deleted' in large, bold, black text. Below the heading, it states 'You have deleted your application for Training administrator. The job reference number is T0111-22-8531'. A prominent green button with a white number '1' in a yellow circle and the text 'Return to your job applications' is centered. Below the button, there is a section titled 'Want to help us make NHS Jobs better?' with a link to 'give your feedback to improve the service.'. 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'.

You've deleted your application and reached the end of this user guide.