How to withdraw an application in NHS Jobs user guide

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

You can withdraw an application if you’ve:

- submitted an application
- received an invited to interview
- received an interview slot
- declined an interview

You’ll need to sign into your account to withdraw your application.

Your withdrawn reason is shared with the employer.

You’ll receive an email to confirm you’ve withdrawn your application.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 withdraw your application. In this example, you’ve submitted an application.

Find the application and complete the following step:

1. Select the ‘View application’ link.
Withdraw application
This page gives you instructions for how to withdraw your application.

To withdraw your application, complete the following step:

1. Select the 'Withdraw application' link.
Are you sure you want to permanently withdraw your application?
This page gives you instructions for how to confirm if you want to permanently withdraw your application.

To confirm if you want to permanently withdraw your application, complete the following steps:

1. Select an answer:
   - ‘Yes’
   - ‘No’
2. Select the ‘Continue’ button.

If you don’t want to withdraw your application, you’ve reached the end of this user guide.
Why do you want to withdraw your application?
This page gives you instructions for how to confirm why you want to withdraw your application.

**Important:** Your withdrawn reason is shared with the employer.

To confirm why you want to withdraw your application, complete the following steps:

1. In the **Withdraw reason** box, enter the details.
2. Select the **Save and continue** button.
Application withdrawn
This page shows confirmation you’ve withdrawn your application.

**Important:** You'll receive an email to confirm you’ve withdrawn your application.

To return to your applications, complete the following step:

1. Select the 'Return to your job applications' button.

You’ve withdrawn your application and reached the end of this user guide.