

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Your withdrawn reason is shared with the employer.

You'll receive an email to confirm you've withdrawn your application.

Contents

How to withdraw an application in NHS Jobs user guide	1
Your applications	3
Withdraw application	4
Are you sure you want to permanently withdraw your application?	5
Why do you want to withdraw your application?	6
Application withdrawn	7

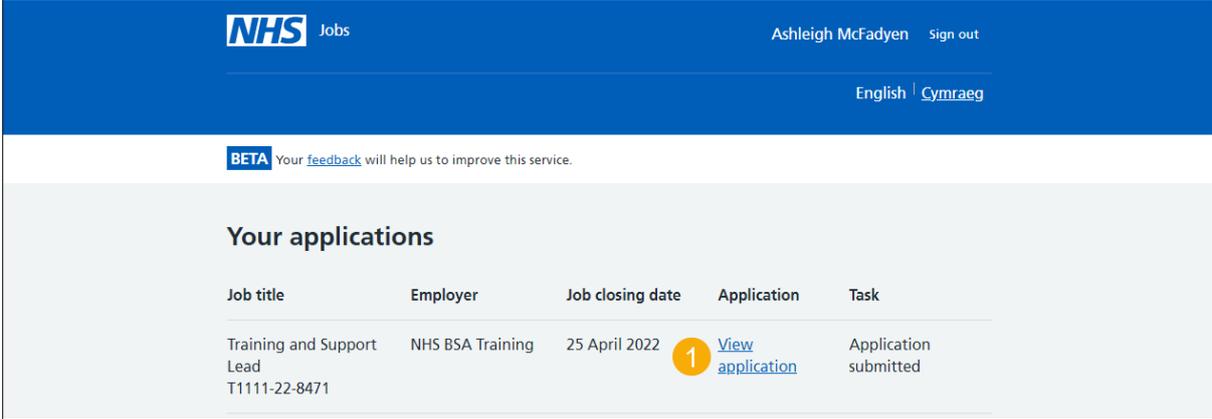
Your applications

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.



The screenshot displays the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and the user's name 'Ashleigh McFadyen' and 'Sign out' link on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the 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 and Support Lead T1111-22-8471	NHS BSA Training	25 April 2022	1 View application	Application submitted

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.

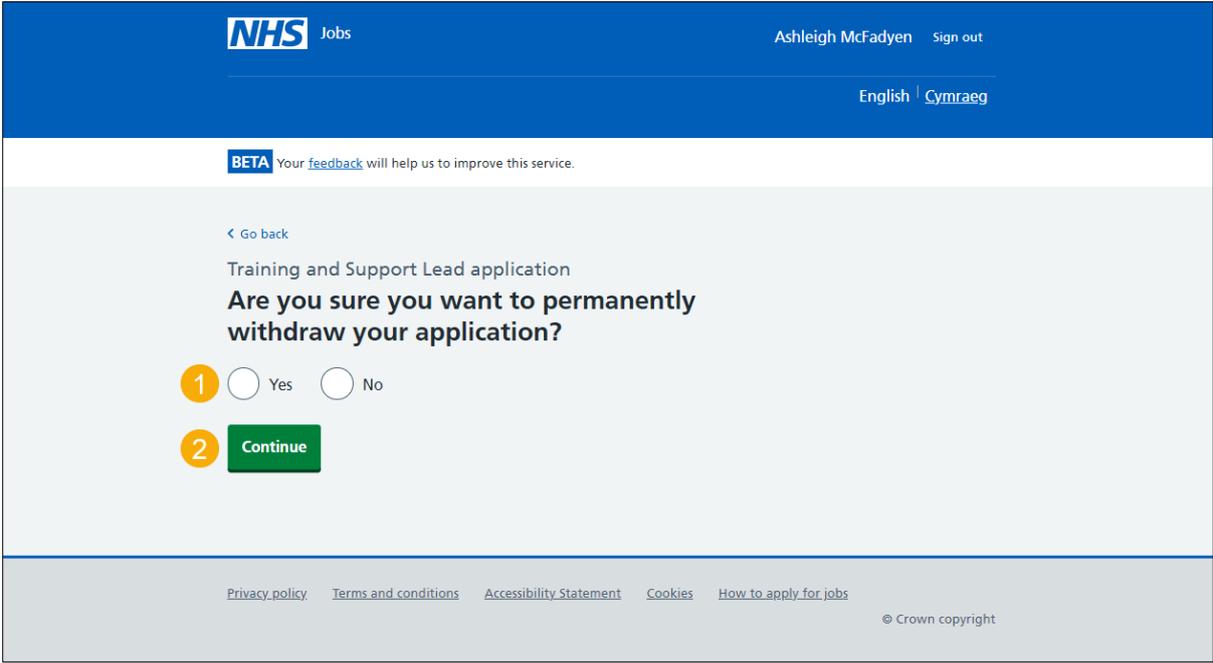
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and the user name 'Ashleigh McFadyen' and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'View your application for Training and Support Lead'. On the left, there is a white box with the heading 'NHS BSA Training' and the text 'Your application has been submitted'. Below this, it says 'You applied for this job on 25 April 2022', 'Your application reference number is AR-220425-00001', and 'The job reference number is T1111-22-8471'. On the right, there is an 'Actions' section with two links: 'View the job advert (opens in new tab)' and 'Withdraw application', which is highlighted with a yellow circle containing the number 1.

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.



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 left, and the user's name 'Ashleigh McFadyen' and 'Sign out' link on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Training and Support Lead application' and asks 'Are you sure you want to permanently withdraw your application?'. There are two radio button options: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below these options is a green 'Continue' button with a '2' in a yellow circle next to it. 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 a copyright notice '© Crown copyright'.

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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and the user's name 'Ashleigh McFadyen' and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a '< Go back' link, the text 'Training and Support Lead application', and the heading 'Why do you want to withdraw your application?'. Below the heading is a large white text input box with a yellow circle containing the number '1' to its left. Underneath the input box is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. 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', followed by the copyright notice '© Crown copyright'.

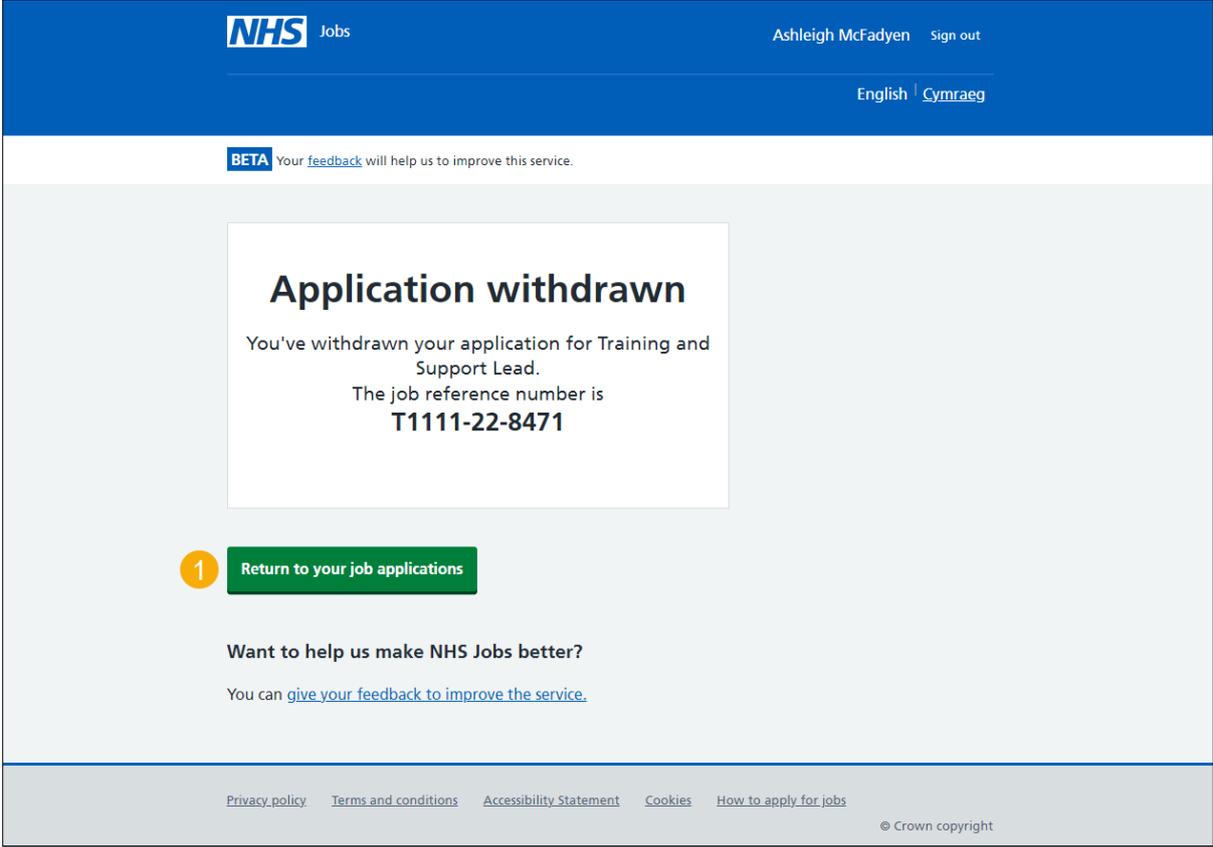
Application withdrawn

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.



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 McFadyen' and 'Sign out' link on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'Application withdrawn' and the text: 'You've withdrawn your application for Training and Support Lead. The job reference number is T1111-22-8471'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Return to your job applications'. Underneath 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 a copyright notice '© Crown copyright'.

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