

## 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 how you've gained and used the qualifications, experience and any additional criteria added by the employer.

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 confirm your essential and desirable criteria.

**Important:** In this example, the **Essential and desirable criteria** status is '**NOT STARTED**' and your application is incomplete as you've completed 5 out of 14 sections.

To add your essential and desirable criteria, complete the following steps:

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



[Sign out](#)

[English](#) | [Cymraeg](#)

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NHS BSA Training

### Administrator application

**Application incomplete**  
You have completed 5 of 14 sections.

<p><b>Add your personal details</b></p> <hr/> <p><a href="#">Contact details</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <hr/> <p><b>Add your right to work status</b></p> <hr/> <p><a href="#">Right to work</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <hr/> <p><b>Add your qualifications, training and job history</b></p> <hr/> <p><a href="#">Qualifications</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <hr/> <p><a href="#">Training</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <hr/> <p><a href="#">Job history</a> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;">COMPLETED</span></p> <hr/> <p><b>Add your supporting evidence</b></p> <hr/> <p><span style="border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">1 Essential and desirable criteria</span> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-weight: bold;">NOT STARTED</span></p>	<p><b>Job details</b></p> <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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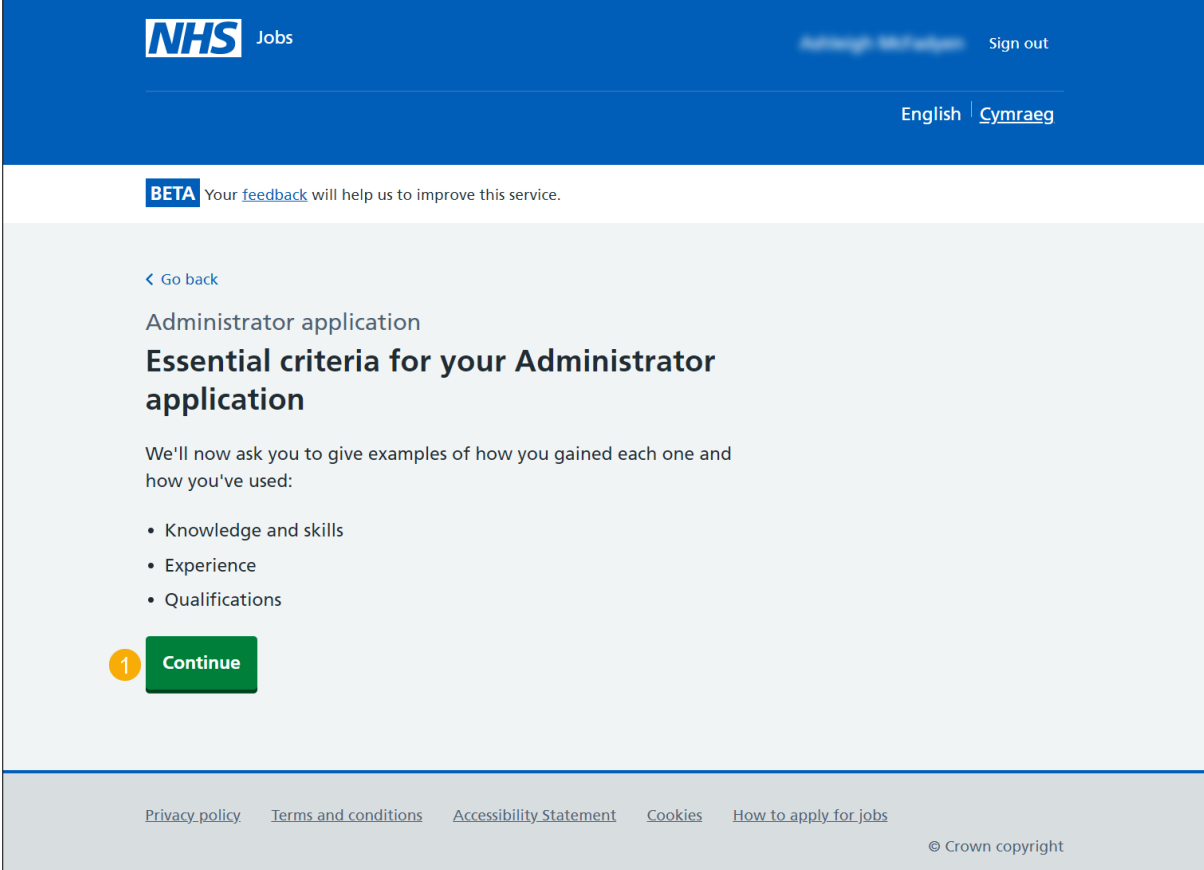
## Essential criteria for your application

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 an 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 'BETA Your feedback will help us to improve this service.' and language options 'English' and 'Cymraeg'. The main content area has a light blue background and contains a 'Go back' link, the title 'Administrator application', and the heading 'Essential criteria for your Administrator application'. Below this, a message states: 'We'll now ask you to give examples of how you gained each one and how you've used:'. A bulleted list follows: '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, 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 confirm your knowledge and skills.

**Important:** Do not include personal information that could be used to identify you such as your name or contact details. 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 and 'Jobs' text. On the right, it says 'Liam MA Sign out' and 'English Cymraeg'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Administrator application' followed by 'Criteria 1 of 3 is Knowledge and skills'. A warning box 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 points: '1. Ability to provide quality care' and '2. Good interpersonal and communication skills'. It asks the user to 'Give evidence of how you gained each of the essential criteria and a situation where you've used them.' Below this is a large text input box with a '1' in a yellow circle to its left. Underneath the box, it says 'You have 5000 characters remaining'. The 'Evidence of how you meet the desirable criteria:' section lists two points: '1. Basic IT skills' and '2. Awareness of digital NHS systems'. It notes that evidence is not required but an example can be given. Below this is another large text input box with a '2' in a yellow circle to its left, and 'You have 5000 characters remaining' below it. At the bottom, 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 '© Crown copyright'.

**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 confirm your experience.

**Important:** Do not include personal information that could be used to identify you such as your name or contact details. 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 and 'Jobs' text. On the right, it says 'Liam MA Sign out' and 'English Cymraeg'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Administrator application' followed by 'Criteria 2 of 3 is Experience'. A warning box 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 points: '1. Experience of working within an administration team' and '2. Experience of dealing with vulnerable patients'. It asks for evidence of how each criterion was met. A large text input box is provided, with a '1' in a yellow circle to its left. Below the box, it says 'You have 5000 characters remaining'. The 'Evidence of how you meet the desirable criteria:' section lists two points: '1. Experience of working in the NHS' and '2. Experience of working in an office environment'. It asks for an example of how each was met. Another large text input box is provided, with a '2' in a yellow circle to its left. Below this box, it also says 'You have 5000 characters remaining'. At the bottom, there is a '3' in a yellow circle next to a green 'Save and continue' button. A link for 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for 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 confirm your qualifications.

**Important:** Do not include personal information that could be used to identify you such as your name or contact details. 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 and 'Jobs' text. On the right, it says 'Liam MA Sign out' and 'English Cymraeg'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Administrator application' and 'Criteria 3 of 3 is Qualifications'. A warning box 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: '1. GCSE grade A to C in English and Maths' and '2. Qualified to NVQ level 2 in Administration'. Below this is a text input box with a '1' in a yellow circle to its left. A message below the box says 'You have 5000 characters remaining'. The 'Evidence of how you meet the desirable criteria:' section lists: '1. Qualified in Digital Administration' and '2. Qualified to NVQ level 3'. Below this is another text input box with a '2' in a yellow circle to its left. A message below the box says 'You have 5000 characters remaining'. At the bottom, there is a '3' in a yellow circle next to a green 'Save and continue' button. Below the button is a 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.

## 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 check, change and confirm your essential and desirable 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>

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Save and continue

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## Application task list

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

**Important:** In this example, the **Supporting evidence** status is **'COMPLETED'** and your application is incomplete as you've completed 6 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link.
- or
2. Select the 'Save and come back later' link (optional).

**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 6 of 14 sections.

<b>Add your personal details</b>	<b>Job details</b>
<a href="#">Contact details</a> <b>COMPLETED</b>	Closing date 30 December 2021
<b>Add your right to work status</b>	Job reference number T1111-21-8154
<a href="#">Right to work</a> <b>COMPLETED</b>	<a href="#">View the job advert (opens in new tab)</a>
<b>Add your qualifications, training and job history</b>	
<a href="#">Qualifications</a> <b>COMPLETED</b>	
<a href="#">Training</a> <b>COMPLETED</b>	
<a href="#">Job history</a> <b>COMPLETED</b>	
<b>Add your supporting evidence</b>	
<a href="#">Essential and desirable criteria</a> <b>COMPLETED</b>	
<b>Add further information the employer needs from you</b>	
<a href="#">Medical qualifications and details</a> <b>NOT STARTED</b>	
<a href="#">Dental qualifications and details</a> <b>NOT STARTED</b>	
<b>1</b> <a href="#">Nursing qualifications and details</a> <b>NOT STARTED</b>	
<a href="#">Driving qualifications and details</a> <b>NOT STARTED</b>	
<a href="#">Unspent criminal convictions and cautions</a> <b>NOT STARTED</b>	
<a href="#">Fitness to practice</a> <b>NOT STARTED</b>	
<b>Check your equal opportunities</b>	
<b>1</b> <a href="#">Guaranteed interview scheme</a> <b>NOT STARTED</b>	
<a href="#">Equality and diversity</a> <b>NOT STARTED</b>	

You need to complete all sections before you can send your application.

**2** [Save and come back later](#)

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**Tip:** To find out how to complete your application, go to a user guide or video from the **'Apply for a job'** section of the ['Help and support for applicants'](#) webpage.

You've added your supporting evidence details and reached the end of this user guide.