

## How to download your application in the current NHS Jobs service user guide

This user guide gives you instructions for how to download your application in the current NHS Jobs service.

To download your application, you must:

- have an account to log in
- previously applied for a job and saved your application information

## Contents

<a href="#">How to download your application in the current NHS Jobs service user guide .....</a>	<a href="#">1</a>
<a href="#">Log in .....</a>	<a href="#">3</a>
<a href="#">My applications .....</a>	<a href="#">4</a>
<a href="#">Download my application .....</a>	<a href="#">5</a>

## Log in

This page gives you instructions for how to log in to the current NHS Jobs service.

**Important:** You must have an account to log in to the current NHS Jobs service. The website address is <https://www.jobs.nhs.uk/>.

1. Select the 'Log in' tab.
2. In the **Email Address** box, enter the details.
3. In the **Password** box, enter the details.
4. Select the '[Log in](#)' button  
or
5. Select the 'Forgotten your password? link.

The screenshot shows the NHS Jobs website interface. At the top right, the NHS Jobs logo is visible. Below the navigation bar, there are buttons for 'Search Jobs', 'Browse Jobs', 'Register', 'Log in', and 'New Website'. A yellow banner contains a 'Coronavirus (COVID-19) update' with text about searching for roles and a link to 'Find Coronavirus related roles here'. Below this is a search section with two input fields: 'Keywords or Job Reference' (with example text 'e.g. physiotherapist, nurse, SFP-MED-340') and 'Location or Postcode' (with example text 'e.g. Sunderland, BS8 1RL'). A 'Search' button is next to these fields. To the right of the search section, it says '28,504 live jobs'. Below the search section, there are links for 'More search options', 'Advanced search', 'Browse jobs', and 'Browse employers'. At the bottom of the search section, there is a paragraph: 'Perform a job search, find jobs that match your skills, and apply for NHS jobs online. [Register now](#) so you can receive Jobs by E-mail to view new posts to suit your job search every day.' On the right side of the page, there is a login form with an 'Email Address' field (callout 2), a 'Password' field (callout 3), and a 'Log in' button (callout 4). Above the 'Log in' button is a link for 'Forgotten your password? Not yet registered?' (callout 5). A photo of a man in a high-visibility yellow jacket is also visible on the right side of the page.

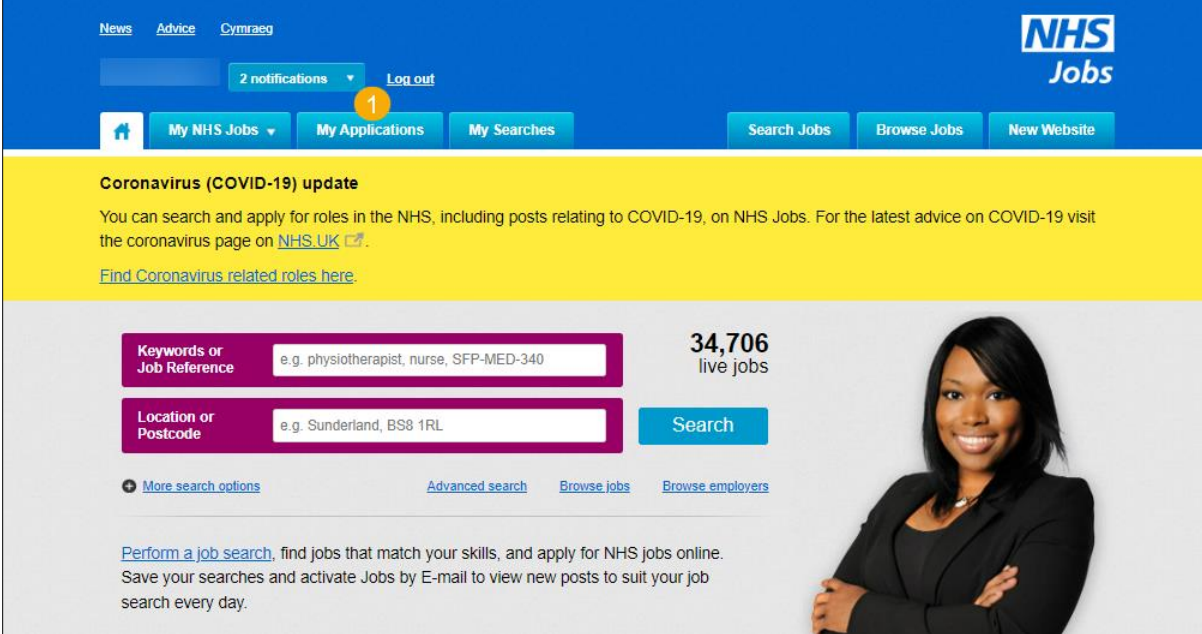
**Tip:** If you've reset your password, follow steps 1 to 4.

## My applications

This page gives you instructions for how to access your applications.

**Important:** You must have an account to log in, previously applied for a job and saved your application information.

1. Select the '[My Applications](#)' tab.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with links for 'News', 'Advice', and 'Cymraeg'. On the right side of the bar is the 'NHS Jobs' logo. Below the navigation bar, there is a user profile area with a notification bell icon showing '2 notifications' and a 'Log out' link. The main navigation menu includes 'My NHS Jobs', 'My Applications' (highlighted with a red circle and the number 1), 'My Searches', 'Search Jobs', 'Browse Jobs', and 'New Website'. Below the navigation bar is a yellow banner with the heading 'Coronavirus (COVID-19) update' and text stating: 'You can search and apply for roles in the NHS, including posts relating to COVID-19, on NHS Jobs. For the latest advice on COVID-19 visit the coronavirus page on [NHS.UK](#).' Below this is a link: 'Find Coronavirus related roles here.' The main content area features a search form with two input fields: 'Keywords or Job Reference' (with the example text 'e.g. physiotherapist, nurse, SFP-MED-340') and 'Location or Postcode' (with the example text 'e.g. Sunderland, BS8 1RL'). To the right of the search form is a blue 'Search' button and a counter displaying '34,706 live jobs'. Below the search form are links for 'More search options', 'Advanced search', 'Browse jobs', and 'Browse employers'. At the bottom of the search area, there is a paragraph: 'Perform a job search, find jobs that match your skills, and apply for NHS jobs online. Save your searches and activate Jobs by E-mail to view new posts to suit your job search every day.' On the right side of the search area is a photograph of a smiling woman with her arms crossed.

## Download my application

This page gives you instructions for how to download a copy of your application.

**Important:** Your data is downloaded in a portable document format (PDF) file. You'll need to keep this for your own records.

1. Select the 'Download application (PDF)' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a navigation bar with 'News', 'Advice', and 'Cymraeg' links. A notification badge indicates '2 notifications' and a 'Log out' link is present. The main navigation includes 'My NHS Jobs', 'My Applications', and 'My Searches'. Below this is a yellow banner for a 'Coronavirus (COVID-19) update'. The 'My Applications' section is active, showing options for 'Active applications (submitted)', 'Draft', and 'Archived'. A 'Sort by' dropdown is set to 'Date submitted'. A table of applications is displayed, with one application highlighted. The application details include: 'Vacancy closed: 08/06/2022', 'Submitted', 'Application reference: AR-211-163-821', 'Messages: 1 in total, 0 unread', and 'Submitted: 27/05/2022'. A 'View application' link is provided. A yellow feedback banner states 'Feedback can be left in 8 days'. At the bottom of the application card, a 'Download application (PDF)' button is highlighted with a red circle and the number 1. A 'Vacancy closed to applications' message is also visible.

**Tip:** To find out more information, go to a user guide or video from the 'Moving to the new NHS Jobs service' section of the 'NHS Jobs' webpage.

You've downloaded your application in the current NHS Jobs service and reached the end of this user guide.