

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

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

To access and download your profile data, you must have:

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

Contents

| | |
|---|-------------------|
| How to download your profile in the current NHS Jobs service user guide | 1 |
| Log in | 3 |
| My Profile | 4 |
| Download my profile | 5 |

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 a link to 'Find Coronavirus related roles here'. The main search area features two input fields: 'Keywords or Job Reference' (with the example 'e.g. physiotherapist, nurse, SFP-MED-340') and 'Location or Postcode' (with the example 'e.g. Sunderland, BS8 1RL'). A 'Search' button is positioned to the right of these fields. Below the search fields are links for 'More search options', 'Advanced search', 'Browse jobs', and 'Browse employers'. On the right side, there is a '28,504 live jobs' counter and a photograph of a man in a high-visibility yellow jacket. A login form is overlaid on the right side of the page, with numbered callouts: 1 points to the 'Log in' button in the top navigation; 2 points to the 'Email Address' input field; 3 points to the 'Password' input field; 4 points to the 'Forgotten your password? Not yet registered?' link; and 5 points to the 'Log in' button in the login form.

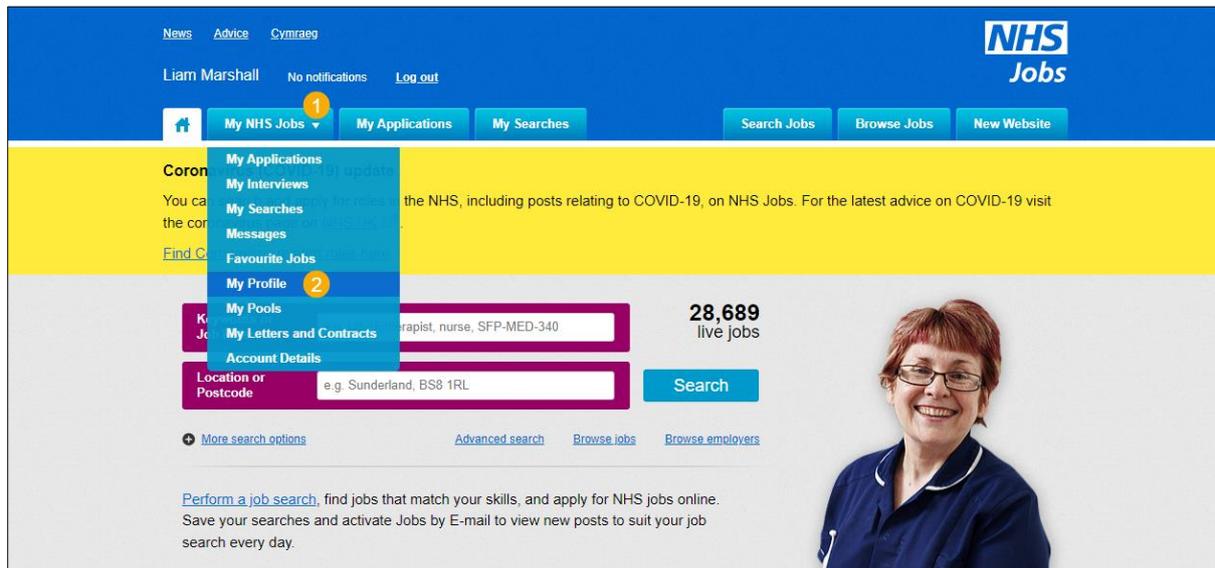
Tip: If you've reset your password, follow steps 1 to 4.

My Profile

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

Important: You must be logged into your account, previously applied for a job, and saved your application to access your profile.

1. Select the 'My NHS Jobs' tab.
2. Select the '[My Profile](#)' link.



Download my profile

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

Important: Your data is downloaded in a portable document format (PDF).

1. Select the 'Download my profile (PDF)' button.

News Advice Cymraeg

Liam Marshall No notifications Log out

My NHS Jobs My Applications My Searches Search Jobs Browse Jobs New Website

Coronavirus (COVID-19) update

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](#).

[Find Coronavirus related roles here.](#)

My Profile

The information saved into your Profile can be used to populate the answers to most questions on an application form when you choose to apply for a job on NHS Jobs. The information in your Profile is stored on the system for as long as you wish - you can edit it or delete it at any time. Information in your profile is not visible to anyone else.

NHS Jobs is changing. Your saved profile and application will not be transferred to the new service and will not be accessible after 31st October 2022. To download a copy of your profile and application, follow the advice listed in the latest news.

1 Download my profile (PDF) Access printer-friendly version Delete my profile

Tip: To find out more information, go to a user guide or video from the 'Current NHS Jobs' section of the [NHS Jobs](#) webpage.

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