

How to save your application form as a profile in the current NHS Jobs service user guide

This user guide gives you instructions for how to save your application form as a profile in the current NHS Jobs service.

To save your application form as a profile, you must:

- apply for a job.
- overwrite your existing profile, if applicable.

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Submit application

This page gives you instructions for how to submit your application.

1. Select the ['Submit application'](#) button.

Personal Information	
Qualifications	✓
Employment History	✓
Referees	✓
Supporting Information	✓
Monitoring Information	✓
Safeguarding	✓

Submit and Declarations

Fields marked with an asterisk (*) are mandatory

Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

* I agree to the above declaration

Next Steps

Once you submit the form your application will be available to the Employer. However, you will be able to update your "Personal Information" should any of your contact details change.

All your application forms (submitted or not) can be viewed under "My Applications" when you are logged in.

Are you sure you want to submit your completed application now?

This page gives you instructions for how to confirm if you're sure you want to submit your completed application now.

1. Select the 'Yes' button.

Are you sure you wish to submit your completed application now?

Before submitting, please ensure you have:

- answered all the questions
- checked your answers for errors and spelling mistakes
- explained how your skills and experience match the Person Specification for this job

After submitting you will be able to edit your personal information only

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Save application form as a profile

This page gives you instructions for how to save your application form as a profile.

1. Select the '[Save application form as a profile](#)' button.

Application - Submitted

This completed application form was submitted for the following vacancy:

Job title: Consultant Psychiatrist
Job reference: BETA-98765
Employer: NHS Jobs BETA Service
Application reference: AR-291-047-71

Thank you for completing your application. If you have been successfully shortlisted you should hear from the recruiter soon.

If you would like to view or print the details of your application, go to [My Applications](#) page and click on the 'View application' link for this position.

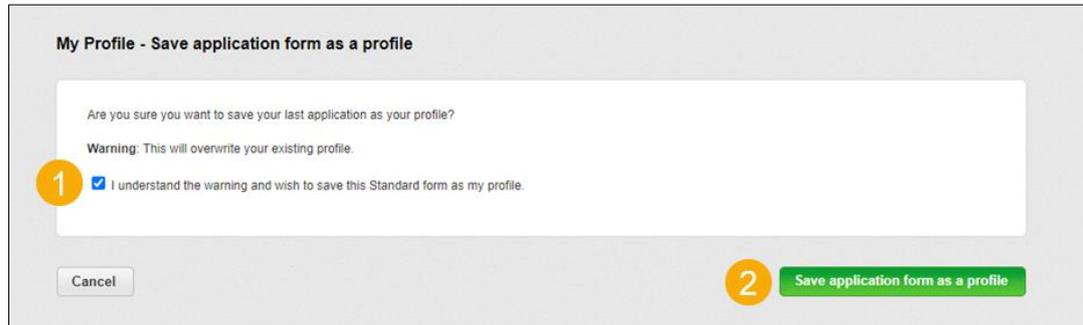
[Return to search results](#) [Return to homepage](#) 1 [Save application form as a profile](#)

Are you sure you want to save your last application as your profile?

This page gives you instructions for how to confirm if you're sure you want to save your last application as your profile.

Important: Warning: This will overwrite your existing profile.

1. Tick the 'I understand' box.
2. Select the ['Save application form as a profile'](#) button.



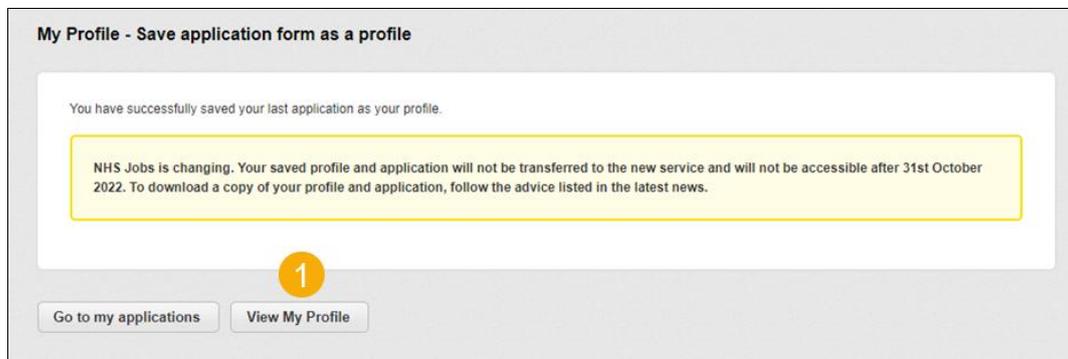
The screenshot shows a dialog box with the title "My Profile - Save application form as a profile". Inside the dialog, there is a question: "Are you sure you want to save your last application as your profile?". Below the question is a warning: "Warning: This will overwrite your existing profile." There is a checkbox with a blue checkmark and the text "I understand the warning and wish to save this Standard form as my profile." A yellow circle with the number "1" is next to the checkbox. At the bottom left is a "Cancel" button. At the bottom right is a green button with the text "Save application form as a profile" and a yellow circle with the number "2" next to it.

My Profile – Save application form as a profile

This page shows confirmation you've successfully saved your last application as your profile.

To view and download your profile, complete the following step:

1. Select the 'View My Profile' button (optional).



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 saved your application form as a profile in the current NHS Jobs service and reached the end of this user guide.