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.

Once you've submitted your application, you can:

- download your application in a portable document format (PDF) file.
- save your last application form as your profile. If you do this, this will overwrite your existing profile.

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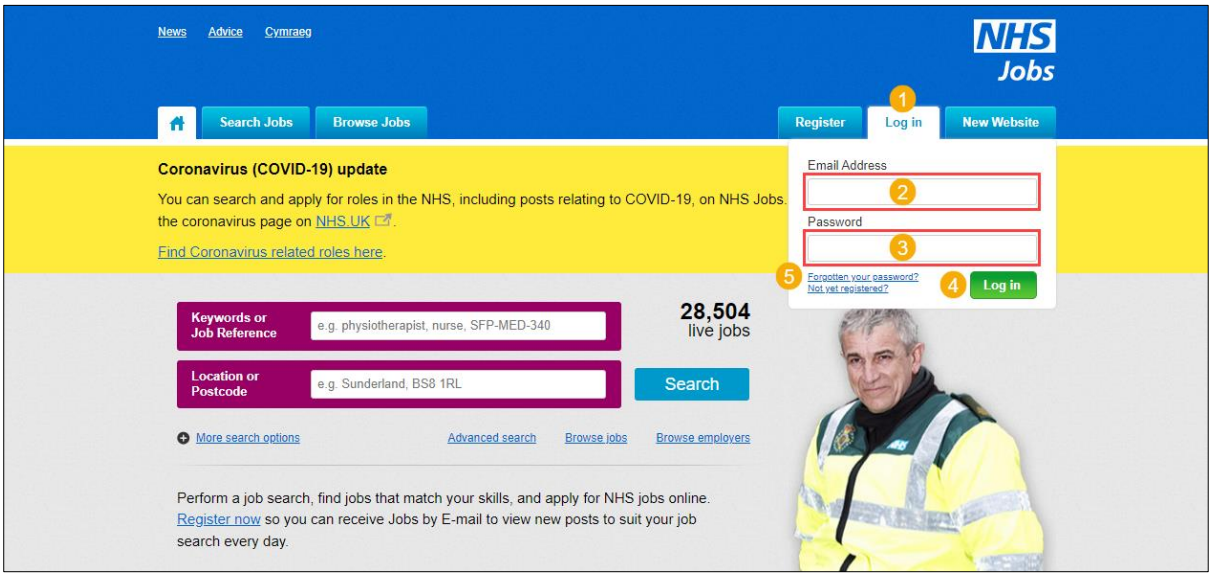
Log in

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 'Forgotton your password? link.



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

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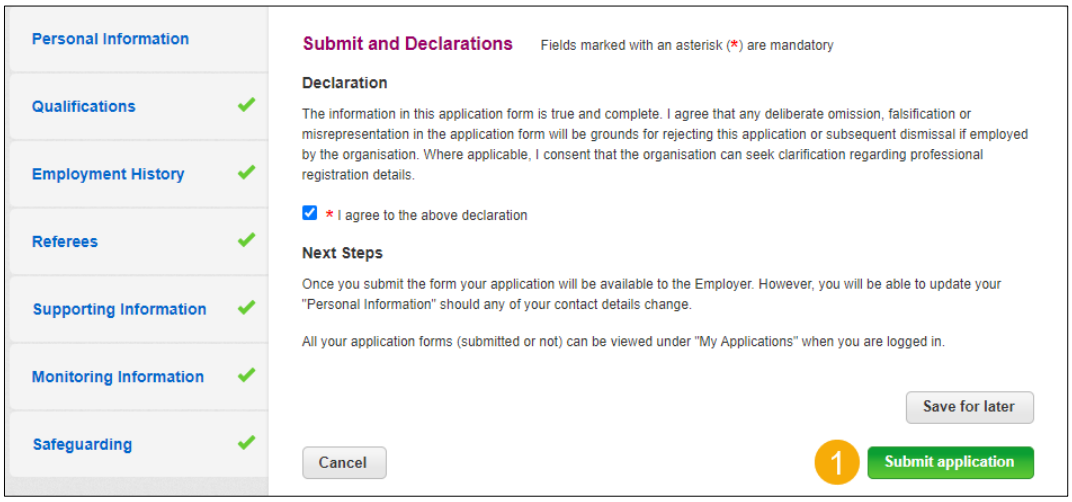
Submit application

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

1. Select the 'Submit application' button.



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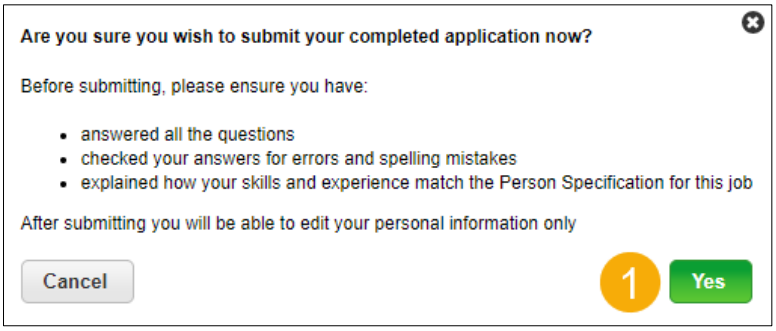
Are you sure you want to submit your completed application now?

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.



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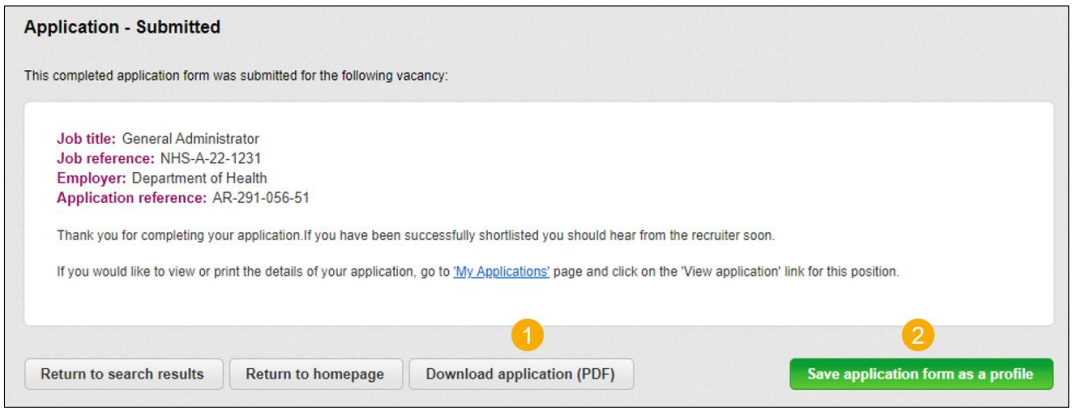
Download and save application form as a profile

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

Important: The application form 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 (optional).
2. Select the 'Save application form as a profile' button.



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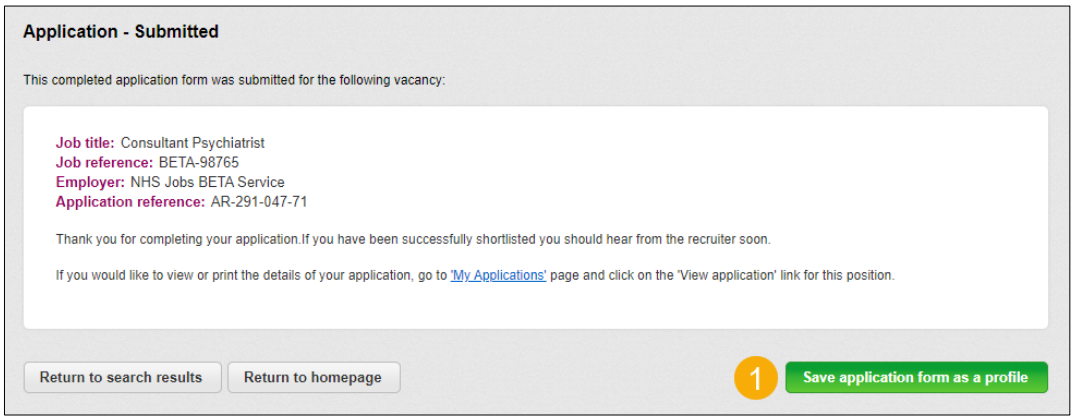
Save application form as a profile

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.



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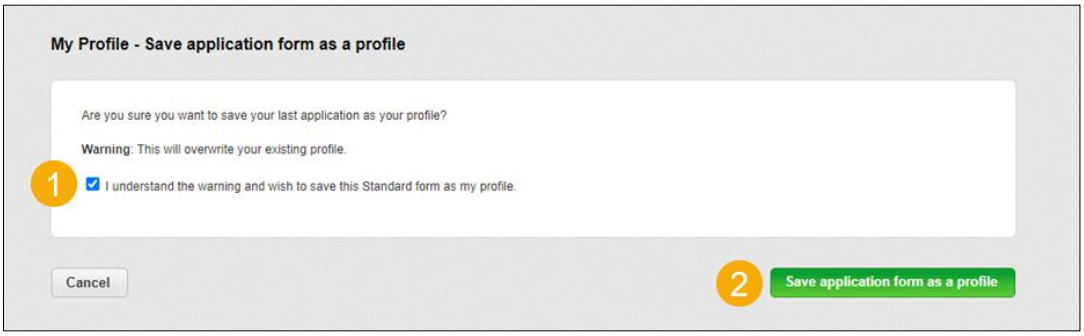
Are you sure you want to save your last application as your profile?

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. Select the 'I understand' box.
2. Select the 'Save application form as a profile' button.



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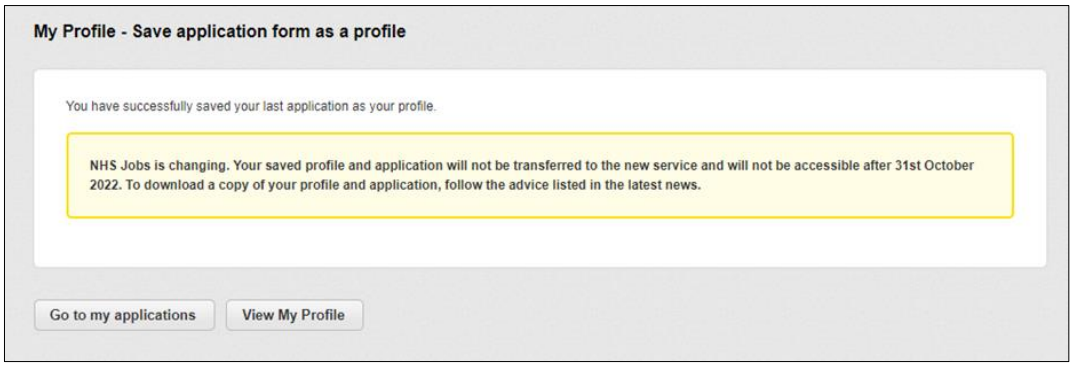
You've successfully saved your last application as a profile

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



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

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