

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.

Contents

<u>How to save your application form as a profile in the current NHS Jobs service user guide ..</u>	<u>1</u>
<u>Log in</u>	<u>3</u>
<u>Submit application</u>	<u>4</u>
<u>Are you sure you want to submit your completed application now?</u>	<u>5</u>
<u>Download and save application form as a profile</u>	<u>6</u>
<u>Save application form as a profile</u>	<u>7</u>
<u>Are you sure you want to save your last application as your profile?</u>	<u>8</u>
<u>You've successfully saved your last application as a profile</u>	<u>9</u>

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 it, there are navigation buttons: 'Home', 'Search Jobs', 'Browse Jobs', 'Register', 'Log in' (with a red circle '1' above it), and 'New Website'. A yellow banner contains a 'Coronavirus (COVID-19) update' with text and a link. Below the banner 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 to the right of these fields. To the right of the search section, there is a '28,504 live jobs' counter and a photo of a man in a high-visibility jacket. On the far right, there is a login form with an 'Email Address' field (with a red circle '2' above it), a 'Password' field (with a red circle '3' above it), and a 'Log in' button (with a red circle '4' above it). Below the password field are links for 'Forgotten your password?' (with a red circle '5' above it) and 'Not yet registered?'. At the bottom of the search section, there are links for 'More search options', 'Advanced search', 'Browse jobs', and 'Browse employers'. A footer note says '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.'

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

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

1

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.

Application - Submitted

This completed application form was submitted for the following vacancy:

Job title: General Administrator
Job reference: NHS-A-22-1231
Employer: Department of Health
Application reference: AR-291-056-51

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.

1

2

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

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.

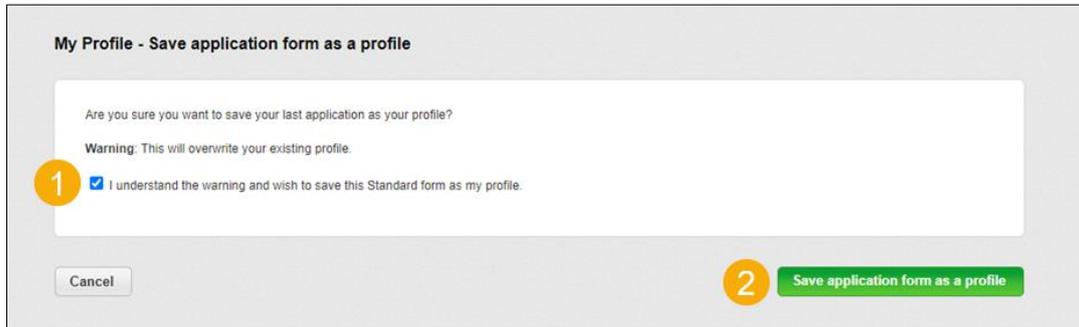
[Return to search results](#) [Return to homepage](#) 1 [Save application form as a profile](#)

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.

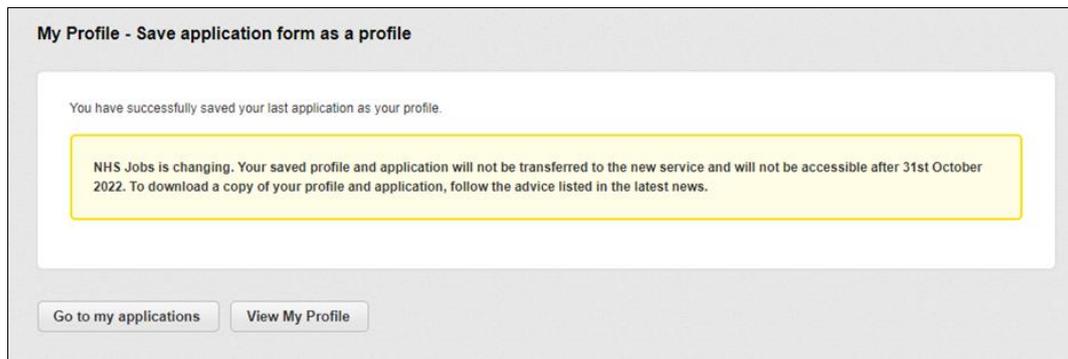
1. Select the 'I understand' box.
2. Select the [Save application form as a profile](#) button.



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 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.

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.