How to respond to your moved application in NHS Jobs user guide

This guide gives you instructions for how to respond to your moved application in the NHS Jobs service.

You’ll receive a notification that the employer has requested to move your application to another job listing, and you can choose to accept or decline this.

The employer will confirm if you need to complete any missing information from your application.

Information that can’t be moved across to another job listing includes:

- essential and desirable criteria
- unspent criminal convictions and cautions
- fitness to practice questions
- job specific questions

These will need to be completed if the employer confirms that you need to complete any missing information.
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Request to move your application
This page gives you instructions for how to respond to a request to move your application.

When an employer requests to move your application to another job listing, you’ll be notified by email.

To respond to the request to move your application to another listing, complete the following step:

1. Select the ‘Sign in’ link.

Dear Lee

NHSBSA Lee UAT would like to move your application for Social Care Support Worker A0199-22-5258 job submitted on 28-06-22 to the following job:

Successful Unsuccessful
A0199-22-4436
NHSBSA Lee UAT

Information from the employer

What happens next

1. Sign in to your NHS Jobs account.
2. Accept or reject the request to move your application.
3. If required, add further information that was not asked in your original application.

Sign in:
https://staging.beta.jobs.nhs.uk/candidate/applicant-copy/A0199-22-5258/start

Regards
The NHS Jobs Team
Go to your applications
This page gives you instructions for how to access your applications.

To access your applications, complete the following step:

1. Select the 'Go to my applications' link.
Your applications
This page gives you instructions for how to respond to a request to move your application.

To respond to the request, complete the following step:

1. Select the ‘Respond to a request to move’ button.
About the request to move your application
This page gives you instructions for how to read the information about the request to move your application.

Read the information on the page and complete the following steps:

1. Select the ‘View the job advert’ link (optional).
2. Select the ‘Accept or reject the request’ button.
Do you want your application to be moved?
This page gives you instructions for how to accept or reject the request to move your application to another listing.

To accept or reject the request, complete the following steps:

1. Select an answer:
   - ‘Yes, I want my application moved’
   - ‘No, I don’t want my application moved’

2. Select the ‘Continue’ button.
Reject the request to move your application

This page confirms that you have rejected the request to move your application.

To go back to your applications, complete the following step:

1. Select the ‘Go back to your applications’ button.

You've rejected the move of your application and have reached the end of this user guide.
**Complete your application**
This page gives you instructions for how to complete your application.

**Important:** You’ll only need to complete sections showing as ‘NOT STARTED’.

To complete your application, complete the following step:

1. Select a section link.

   Go to the [next page](#) to see the screenshot.
Go to the 'Send and move your application' page.
**Send and move your application**
This page gives you instructions for how to send and move your application.

To send and move your application, complete the following steps:

1. Select the ‘I agree and accept the above declaration’ box.
2. Select the ‘Send and move application’ button.

Go to the next page to see the screenshot.
NHSBSA Lee UAT
Ward Nurse application

Application complete
You have completed 9 of 9 sections.

You need to add further information that was not in your original application before we can move it.

Add your personal details
Contact details

Add your right to work status
Right to work

Add your qualifications, training and job history
Qualifications
Training
Job history

Add your supporting evidence
Essential and desirable criteria

Add further information the employer needs from you
Unspent criminal convictions and cautions

Check your equal opportunities
Guaranteed interview scheme
Equality and diversity

Apply for the job
I declare that:
• the information in this application form is true and complete
• I understand that deliberate removal of evidence could result in rejecting this application or future dismissal if employed by the organisation
• I understand that including false or misleading information could result in rejecting this application or future dismissal if employed by the organisation
• I consent to the organisation asking for further details about the professional registration if needed

1. I agree and accept the above declaration

2. Send and save application

Go to the 'Your application has been moved' page
Your application has been moved
This page confirms your application has been moved.

To go back to your dashboard, complete the following step:

1. Select the ‘Go back to your applications’ button.

You’ve accepted the move of your application and reached the end of this user guide.