

How to apply for a job – Add your personal details in NHS Jobs user guide

This guide gives you instructions for how to add your personal details to your application in the NHS Jobs service.

To add your personal details, you'll need to:

confirm your contact preference

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• add your contact telephone number, if applicable

If you've previously applied for a role and saved your application information, you can use this to apply.

If you have any draft applications, you can view this information to help you with your most recent application.

If you save your application information, you can use it to apply for other roles and any previous information will be replaced.

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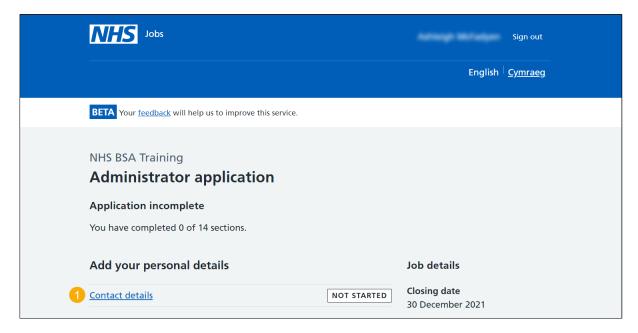
Contact details

This page gives you instructions for how to add your contact details.

Important: In this example, the Contact details status is 'NOT STARTED' and your application is incomplete as you've completed 0 out of 14 sections.

To add your contact details, complete the following step:

1. Select the 'Contact details' link.

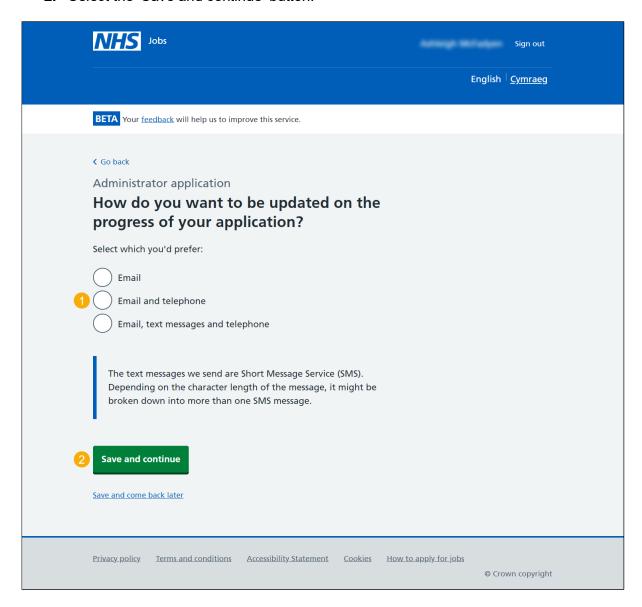


How do you want to be updated on the progress of your application?

This page gives you instructions to confirm how you want to be updated on the progress of your application.

To confirm how you want to be updated on the progress of your application, complete the following steps:

- 1. Select an answer:
 - 'Email'
 - 'Email and telephone'
 - 'Email, text messages and telephone'
- 2. Select the 'Save and continue' button.



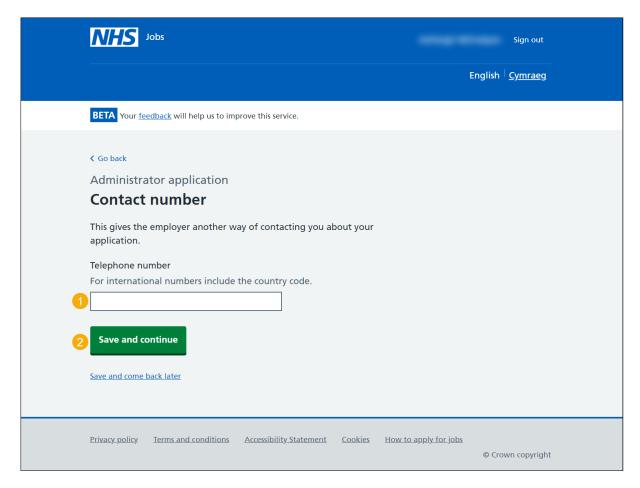
Contact number

This page gives you instructions for how to confirm a contact number.

Important: You'll only see this page if you're adding a contact number. This gives the employer another way of contacting you about your application.

To add a contact number, complete the following steps:

- 1. In the **Telephone number** box, enter the details.
- **2.** Select the 'Save and continue' button.



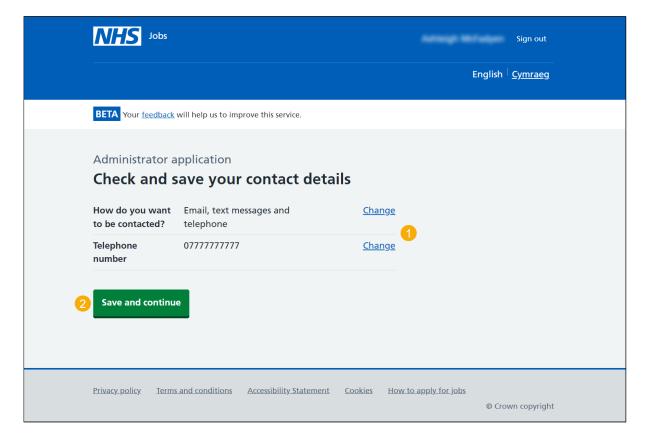
Tip: For international numbers include the country code.

Check and save your contact details

This page gives you instructions for how to check and save your contact details.

To check, change and confirm your contact details, complete the following steps:

- 1. Select a 'Change' link:
 - 'How do you want to be contacted?' (optional)
 - '<u>Telephone number</u>' (optional)
- **2.** Select the 'Save and continue' button.



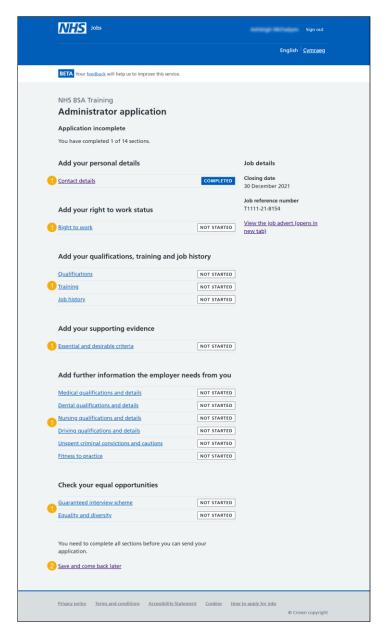
Application task list

This page gives you instructions for how to view your application tasklist.

Important: In this example, the Contact details status is 'COMPLETED' and your application is incomplete as you've completed 1 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

- Select a section link.
 or
- 2. Select the 'Save and come back later' link (optional).



Tip: To find out how to complete your application, go to a user guide or video from the 'Apply for a job' section of the 'Help and support for applicants' webpage.

You've added your personal details and reached the end of this user guide.