

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
- 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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains the following information:

- NHS BSA Training
- Administrator application**
- Application incomplete**
- You have completed 0 of 14 sections.
- Add your personal details**
- Job details**
- Closing date**
30 December 2021

Under the 'Add your personal details' section, there is a progress bar with a yellow circle containing the number '1' and the text 'Contact details'. To the right of this, there is a box labeled 'NOT STARTED'.

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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Administrator application' and contains the question 'How do you want to be updated on the progress of your application?'. Below the question, it asks 'Select which you'd prefer:' and lists three radio button options: 'Email', 'Email and telephone' (which is selected and marked with a '1'), and 'Email, text messages and telephone'. A blue vertical bar highlights the text: 'The text messages we send are Short Message Service (SMS). Depending on the character length of the message, it might be broken down into more than one SMS message.' At the bottom of the form, there is a green 'Save and continue' button marked with a '2', and a link 'Save and come back later'.

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.

NHS Jobs Sign out

English | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Administrator application

Contact number

This gives the employer another way of contacting you about your application.

Telephone number
For international numbers include the country code.

1

2 [Save and continue](#)

[Save and come back later](#)

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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)
 - '[Telephone number](#)' (optional)
2. Select the '[Save and continue](#)' button.

NHS Jobs Sign out

English | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

Administrator application

Check and save your contact details

How do you want to be contacted?	Email, text messages and telephone	Change
Telephone number	07777777777	Change

2 [Save and continue](#)

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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:

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

NHS Jobs Sign out

English Cymraeg

BETA Your [feedback](#) will help us to improve this service.

NHS BSA Training
Administrator application

Application incomplete
You have completed 1 of 14 sections.

<p>Add your personal details</p> <p>1 Contact details COMPLETED</p> <p>Add your right to work status</p> <p>1 Right to work NOT STARTED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications NOT STARTED</p> <p>1 Training NOT STARTED</p> <p>Job history NOT STARTED</p> <p>Add your supporting evidence</p> <p>1 Essential and desirable criteria NOT STARTED</p> <p>Add further information the employer needs from you</p> <p>Medical qualifications and details NOT STARTED</p> <p>Dental qualifications and details NOT STARTED</p> <p>1 Nursing qualifications and details NOT STARTED</p> <p>Driving qualifications and details NOT STARTED</p> <p>Unspent criminal convictions and cautions NOT STARTED</p> <p>Fitness to practice NOT STARTED</p> <p>Check your equal opportunities</p> <p>1 Guaranteed interview scheme NOT STARTED</p> <p>Equality and diversity NOT STARTED</p>	<p>Job details</p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p>View the job advert (opens in new tab)</p>
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You need to complete all sections before you can send your application.

2 [Save and come back later](#)

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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.