

How to apply for a job – Send an application in NHS Jobs

This guide gives you instructions for how to send an application in the NHS Jobs service.

Before sending a job application, you'll need to:

- complete all sections of the application
- preview your application (optional)
- make changes to your application (optional)
- save your application information to reuse for future applications (optional)

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Check your application

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

Important: In this example, all section status is '**COMPLETED**' and your application is ready to send as you've completed 14 out of 14 sections.

To check or make changes to your application, complete the following steps:

1. Select a task link (optional).
- 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 complete
You have completed 14 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 COMPLETED</p> <p>Add your qualifications, training and job history</p> <p>1 Qualifications COMPLETED</p> <p>1 Training COMPLETED</p> <p>1 Job history COMPLETED</p> <p>Add your supporting evidence</p> <p>1 Essential and desirable criteria COMPLETED</p> <p>Add further information the employer needs from you</p> <p>1 Medical qualifications and details COMPLETED</p> <p>1 Dental qualifications and details COMPLETED</p> <p>1 Nursing qualifications and details COMPLETED</p> <p>1 Driving qualifications and details COMPLETED</p> <p>1 Unspent criminal convictions and cautions COMPLETED</p> <p>1 Fitness to practice COMPLETED</p> <p>Check your equal opportunities</p> <p>1 Guaranteed interview scheme COMPLETED</p> <p>1 Equality and diversity COMPLETED</p> <p>Apply for the job</p> <p>I declare that:</p> <ul style="list-style-type: none"> • 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 <p><input type="checkbox"/> I agree and accept this declaration</p> <p>Send application</p> <p>2 Save and come back later</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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Go to the '[Send your application](#)' section.

Send your application

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

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

1. Select the 'I agree and accept this declaration' box.
2. Select the [Send application](#) button.

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 this declaration

2 [Send application](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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Application sent

This page shows confirmation your application is sent.

Important: The employer will assess your application and let you know if they want to interview you or not. You can save the details you've used to apply for this job to help you with future applications.

To save your applications, complete the following steps:

1. Select the '[Save your application](#)' button (optional).

The screenshot shows the NHS Jobs website 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 are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' The main content area has a white box with the heading 'Application sent' and the reference number 'AR-211230-00001'. Below this, it says: 'We've sent you a confirmation email. Check your spam or junk folder if you cannot find it.' The section 'What happens next' explains that no further action is needed and the employer will assess applications. The 'Save your application details' section includes a green button labeled '1 Save your application' and a grey button 'Go back to your applications'. At the bottom, there is a 'Want to help us make NHS Jobs better?' section with a link to 'give your feedback to improve the service'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You'll receive a confirmation email. Check you spam or junk folder if you cannot find it.

You've sent your application in NHS Jobs and If you don't want to save your application, you've reached the end of this user guide.

Are you sure you want to save this application?

This page gives you instructions for how to confirm if you want to save this application.

Important: You'll only see this page if you're saving your application details. In this example, this will replace the information you saved on Aug 26 2021.

To confirm if want to save this application, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - 'No'
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs website 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 are language options for 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and asks 'Are you sure you want to save this application?'. It states that the information saved on Aug 26 2021 will be replaced. A list of details to be saved includes contact information, right to work, qualifications, training, job history, and equality and diversity information. There are two radio buttons for 'Yes' and 'No', with a '1' next to the 'Yes' button. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

If you don't want to save your application, you've reached the end of this user guide.

Saved application information

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

To view your saved application information, complete the following steps:

1. Select a 'link' to view your saved information (optional).
2. Select the 'Return to your applications' link.

NHS Jobs Sign out

English | Cymraeg

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

[< Go back](#)

Saved application information

This information can be used to prepopulate some answers when applying for a job.

1 [About you](#) [Qualifications/training](#) [Job history](#) [Equality/diversity](#) [Armed forces](#)

Contact information

How do you want to be updated on the progress of your application? Email, text messages and telephone

UK phone number 0777777777

Right to work

Are you a British or Irish citizen? No

Are you an EU, European Economic Area (EEA) or Swiss citizen? No

What is your immigration status? Skilled worker

2 [Return to your applications](#)

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You've sent and saved your application in NHS Jobs and reached the end of this user guide.