

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 9 out of 9 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).

The screenshot shows the NHS Jobs 'Team Manager application' page. The page is titled 'NHS BSA Training Team Manager application' and indicates that the application is complete, with 9 out of 9 sections completed. The sections are:

- 1. Contact details (COMPLETED)
- 1. Right to work (COMPLETED)
- 1. Qualifications (COMPLETED)
- 1. Training (COMPLETED)
- 1. Job history (COMPLETED)
- 1. Essential and desirable criteria (COMPLETED)
- 1. Unspent criminal convictions and/or cautions (COMPLETED)
- 1. Guaranteed interview scheme (COMPLETED)
- 1. Equality and diversity (COMPLETED)

At the bottom of the page, there is a 'Send application' button and a 'Save and come back later' button. The 'Send application' button is highlighted with a green border. The 'Save and come back later' button is highlighted with a red border.

Commented [AM1]: New screen shot

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 the above declaration

2 [Send application](#)

[Save and come back later](#)

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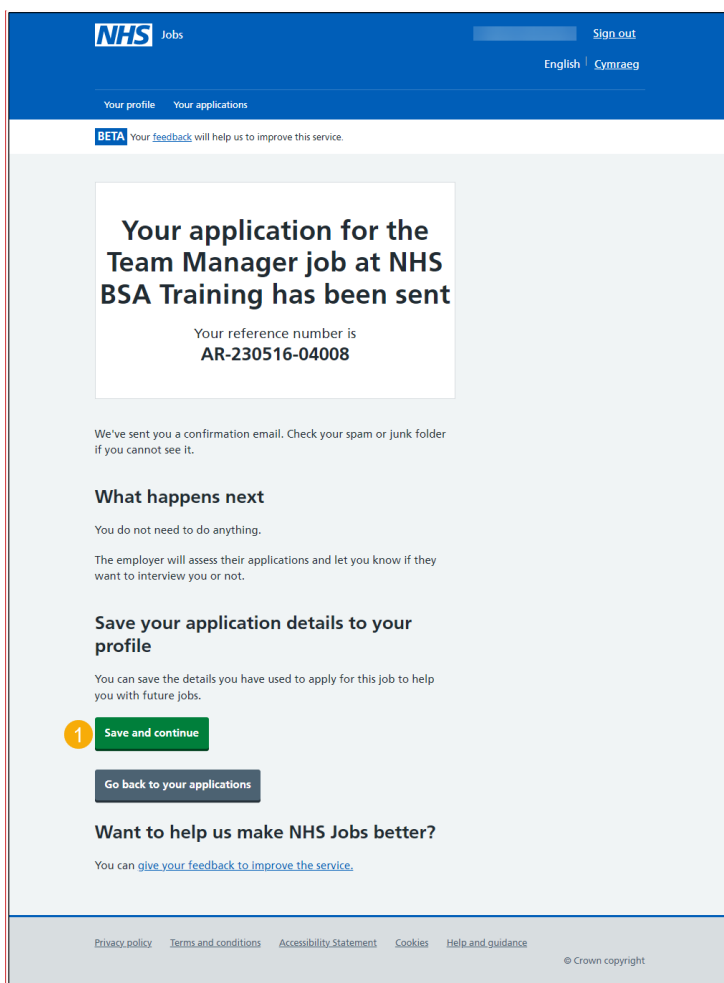
Application sent

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 application details to your profile, complete the following steps:

1. Select the ['Save and continue'](#) button (optional).



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Commented [AM3]: New screen shot

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.

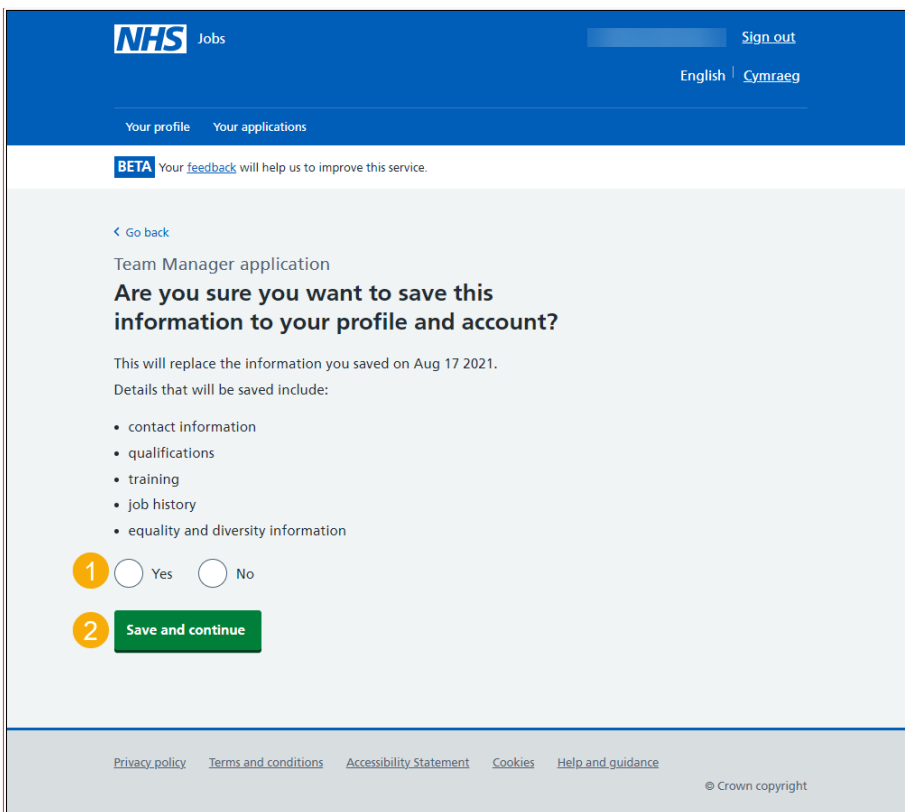
Are you sure you want to save this information to your profile and account?

This page gives you instructions for how to confirm if you want to save this information to your profile and account.

Important: You'll only see this page if you're saving your information. In this example, this will replace the information you saved on Aug 17 2021.

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

1. Select an answer:
 - 'Yes'
 - 'No'
2. Select the 'Save and continue' button.



Commented [AM4]: Updated content

Commented [AM5]: New screen shot

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

Your profile

This page gives you instructions for how to view your profile.

To view your profile, complete the following steps:

1. Select a 'link' to view your saved information (optional).
2. Select the 'View and manage account' link (optional).
3. Select the 'Download my profile' link (optional).
4. Select the 'Go back' link to return to your applications.

4 [Go back](#)

Your profile

This information can be used to populate the answers on an application form when you apply for a job on NHS Jobs. It is not visible to anyone else.

Profile complete

You have completed 4 of 4 sections.

Add your qualifications, training and job history

1 Qualifications	COMPLETED
1 Training	COMPLETED
1 Job history	COMPLETED

Check your equal opportunities

1 Equality and diversity	COMPLETED
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Last updated: 16 May 2023

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Commented [AM6]: New content

Commented [AM7]: New screen shot

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

