

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).

NHS Jobs Sign out
English | Cymraeg

Your profile Your applications

BETA Your feedback will help us to improve this service.

NHS BSA Training
Team Manager application

Application complete
You have completed 9 of 9 sections.

Add your personal details Job details

1 Contact details **COMPLETED** Closing date
30 May 2023

Add your right to work status Job reference number
T1111-23-0000

1 Right to work **COMPLETED** [View the job advert \(opens in new tab\)](#)

Add your qualifications, training and job history

1 Qualifications **COMPLETED**

1 Training **COMPLETED**

1 Job history **COMPLETED**

Add your supporting evidence

1 Essential and desirable criteria **COMPLETED**

Add further information the employer needs from you

1 Unspent criminal convictions and/or cautions **COMPLETED**

Check your equal opportunities

1 Guaranteed interview scheme **COMPLETED**

1 Equality and diversity **COMPLETED**

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

I agree and accept the above declaration

Send application

2 [Save and come back later](#)

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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 the above declaration

2 [Send application](#)

[Save and come back later](#)

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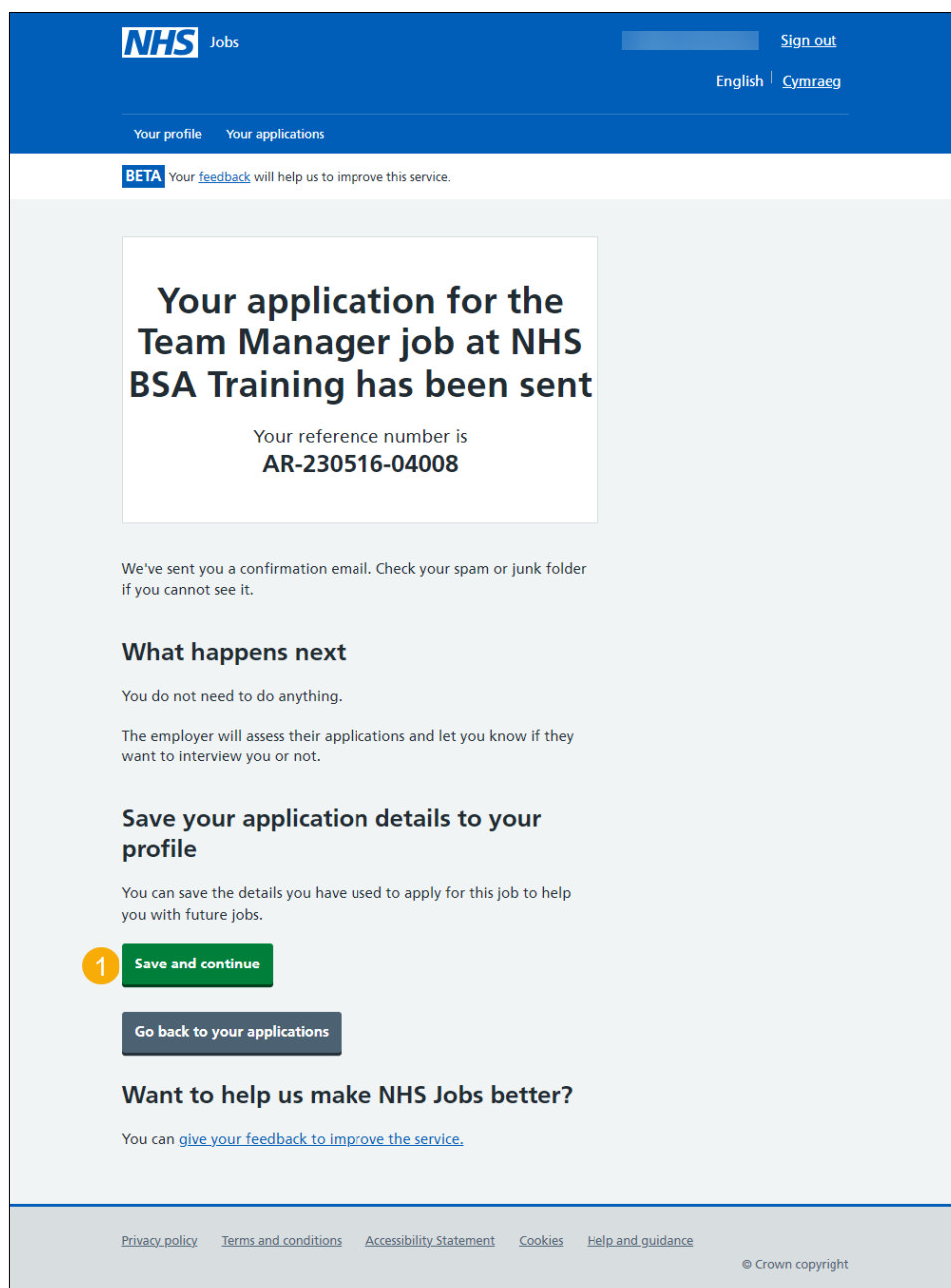
Application sent

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).



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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', and a 'Sign out' button. Below the header, there are links for 'Your profile' and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Team Manager application' and asks 'Are you sure you want to save this information to your profile and account?'. It explains that this will replace information saved on Aug 17 2021 and lists details to be saved: contact information, qualifications, training, job history, and equality and diversity information. There are two radio buttons for 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons is a green 'Save and continue' button with a '2' in a yellow circle next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', 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.

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.

NHS Jobs [Sign out](#)

English | [Cymraeg](#)

[Your profile](#) | [Your applications](#)

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

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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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.

