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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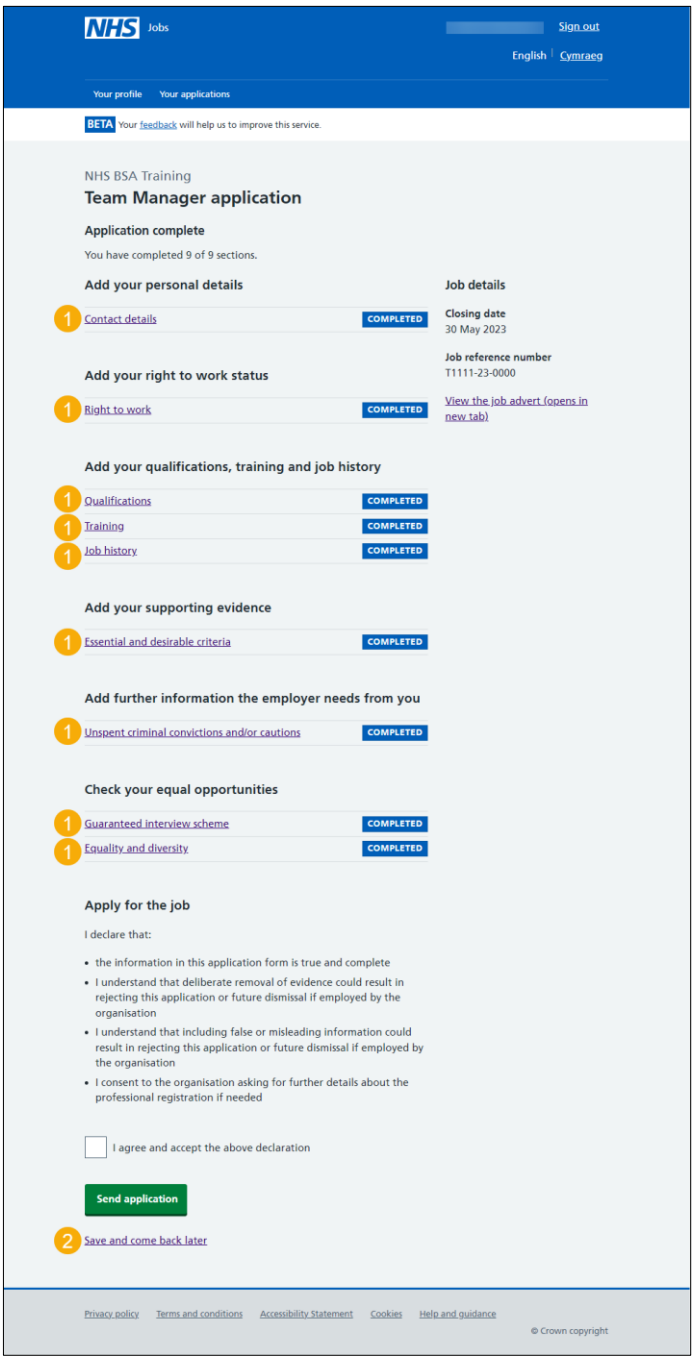
Check your application

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).



Go to the '[Send your application]' section.

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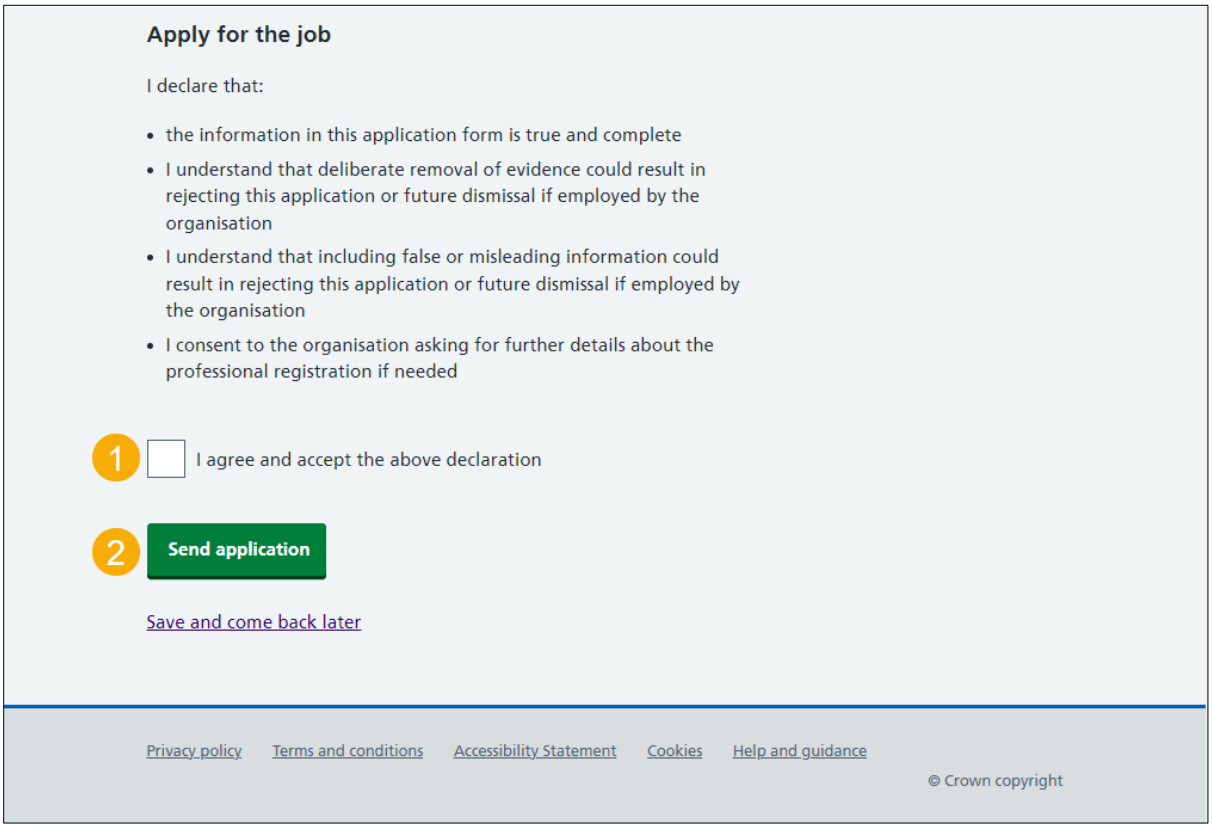
Send your application

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.



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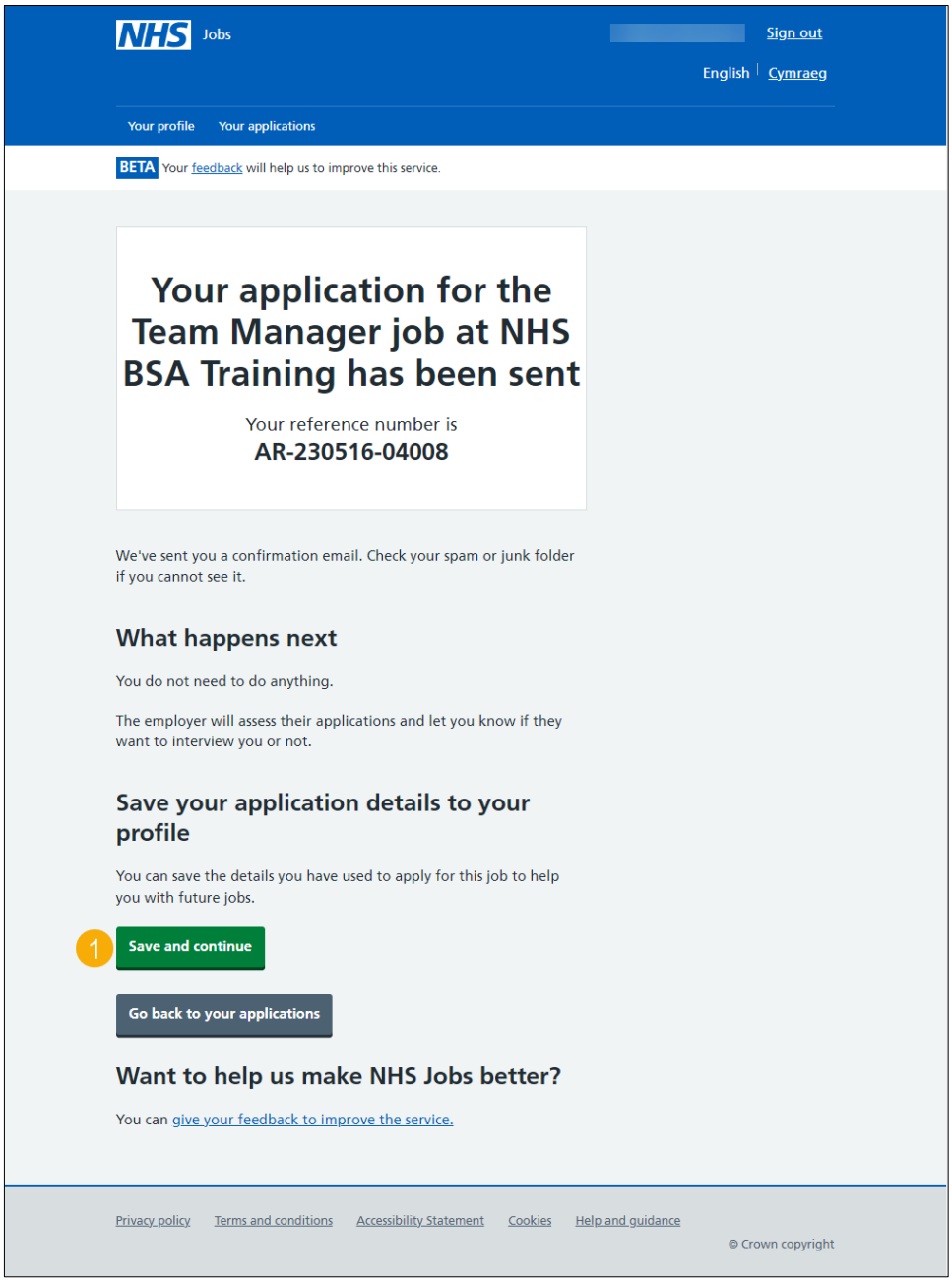
Application sent

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.

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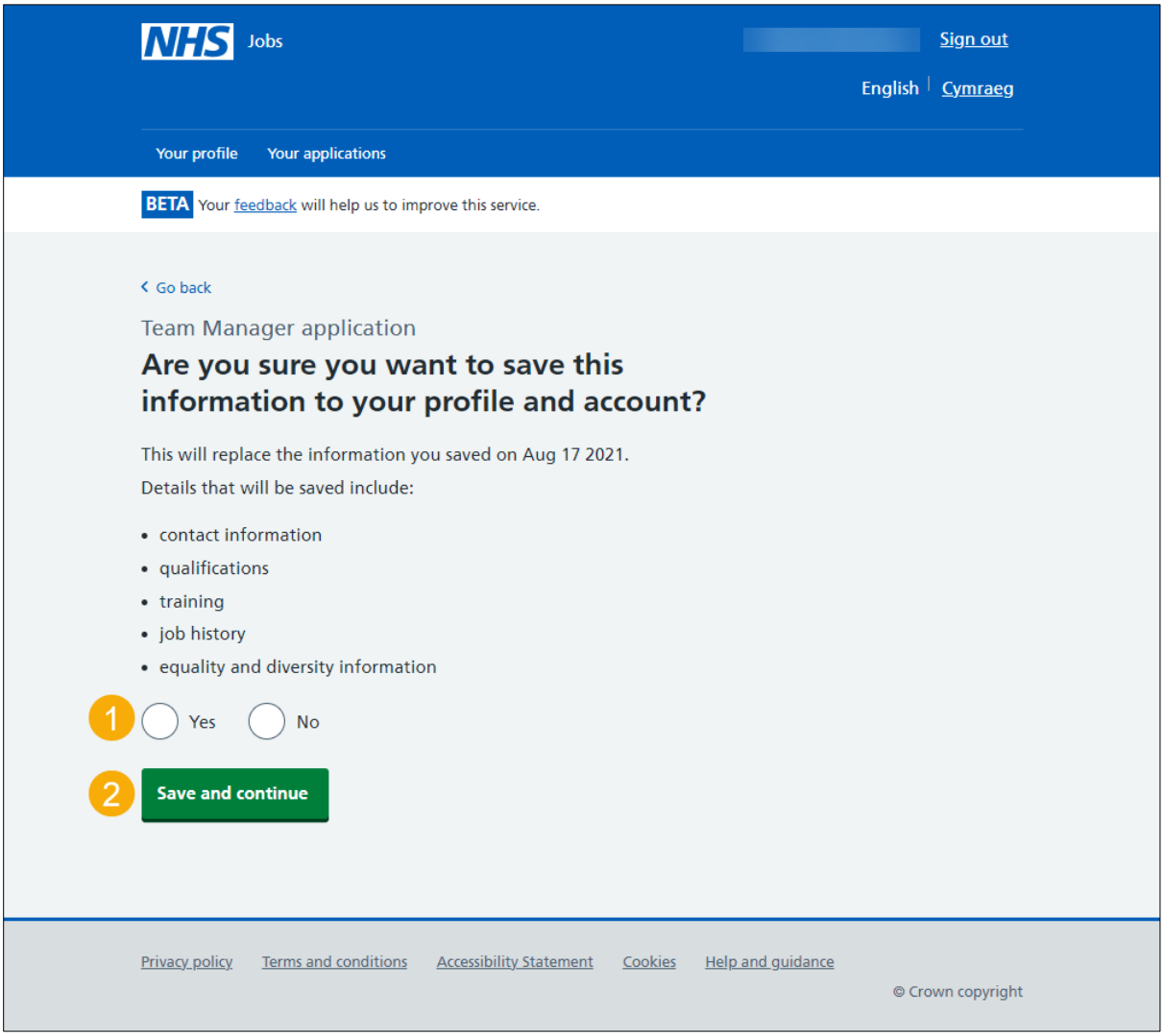
Are you sure you want to save this information to your profile and account?

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.



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

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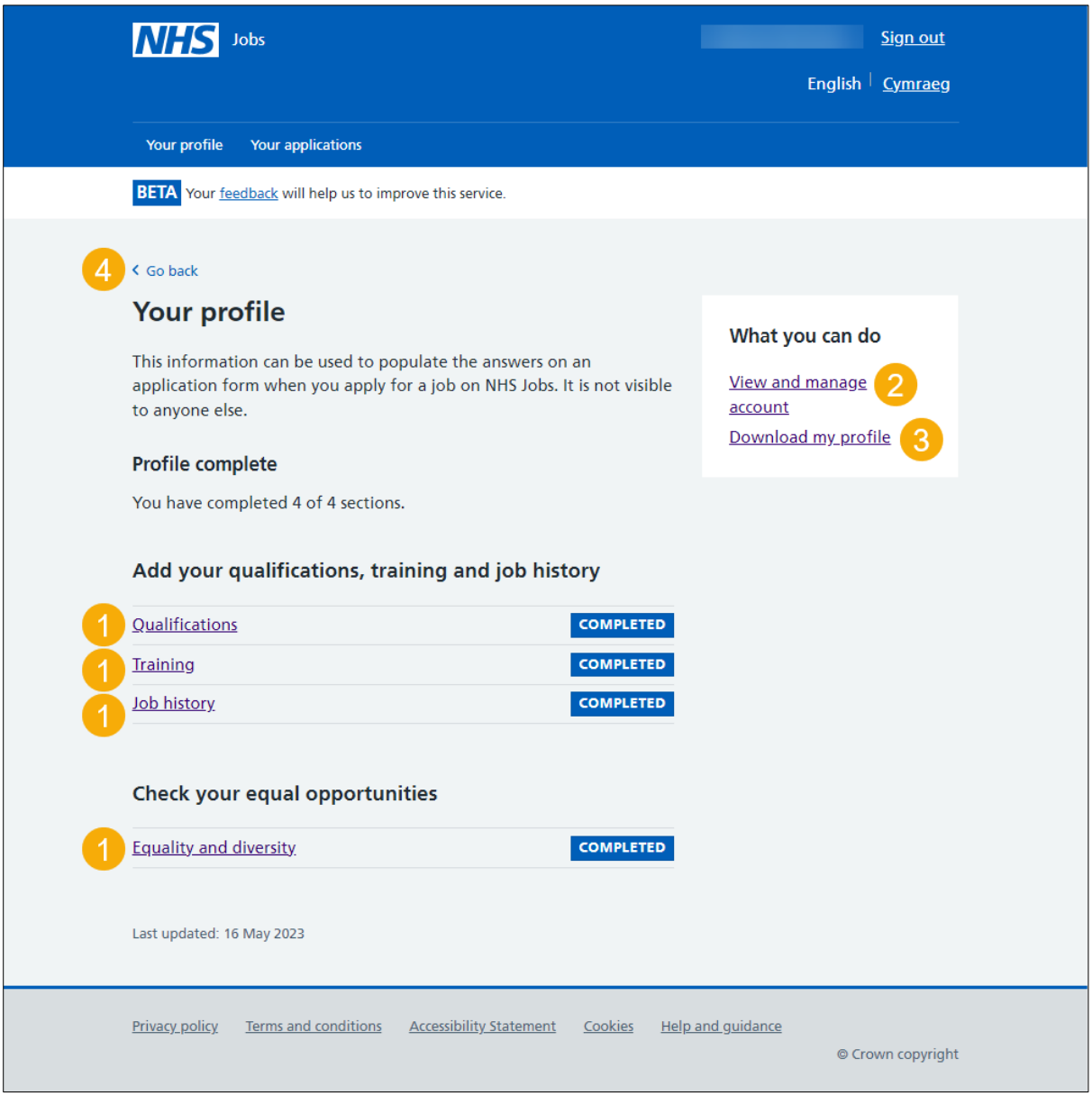
Your profile

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.



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.

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