

How to respond to your moved application in NHS Jobs user guide

This guide gives you instructions for how to respond to your moved application in the NHS Jobs service.

You'll receive a notification that the employer has requested to move your application to another job listing, and you can choose to accept or decline this.

The employer will confirm if you need to complete any missing information from your application.

Information that can't be moved across to another job listing includes:

- essential and desirable criteria
- unspent criminal convictions and cautions
- fitness to practice questions
- job specific questions

These will need to be completed if the employer confirms that you need to complete any missing information.

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Request to move your application

This page gives you instructions for how to respond to a request to move your application.

When an employer requests to move your application to another job listing, you'll be notified by email.

To respond to the request to move your application to another listing, complete the following step:

1. Select the '[Sign in](#)' link.



Dear Lee

NHSBSA Lee UAT would like to move your application for Social Care Support Worker A0199-22-5258 job submitted on 28-06-22 to the following job:

Successful_Unsuccessful
A0199-22-4436
NHSBSA Lee UAT

Information from the employer

asas

What happens next

1. Sign in to your NHS Jobs account.
2. Accept or reject the request to move your application.
3. If required, add further information that was not asked in your original application.

Sign in:

1 <https://staging.beta.jobs.nhs.uk/candidate/applicant-copy/A0199-22-5258/start>

Regards
The NHS Jobs Team

Go to your applications

This page gives you instructions for how to access your applications.

To access your applications, complete the following step:

1. Select the '[Go to my applications](#)' link.



The screenshot shows the NHS Jobs website interface. At the top left is the NHS logo with the word 'Jobs' next to it. At the top right, there is a 'Sign out' link and language options for 'English' and 'Cymraeg'. Below the header is a white banner with the text 'BETA Your feedback will help us to improve this service.' The main content area has a blue background with the heading 'Apply on NHS Jobs'. Under this heading are two columns: 'Search for jobs' and 'Your applications'. The 'Your applications' link is highlighted with a yellow circle containing the number '1'.

NHS Jobs Sign out

English | [Cymraeg](#)

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

Apply on NHS Jobs

Search for jobs

You can search for jobs on the old NHS Jobs website.

[Go to search](#)

Your applications

You can view and manage your applications that you've submitted on the new NHS Jobs website.

[Go to your applications](#) **1**

Your applications

This page gives you instructions for how to respond to a request to move your application.

To respond to the request, complete the following step:

1. Select the '[Respond to a request to move](#)' button.

NHS Jobs Lee Mapes1 [Sign out](#)
English | [Cymraeg](#)

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

Your applications

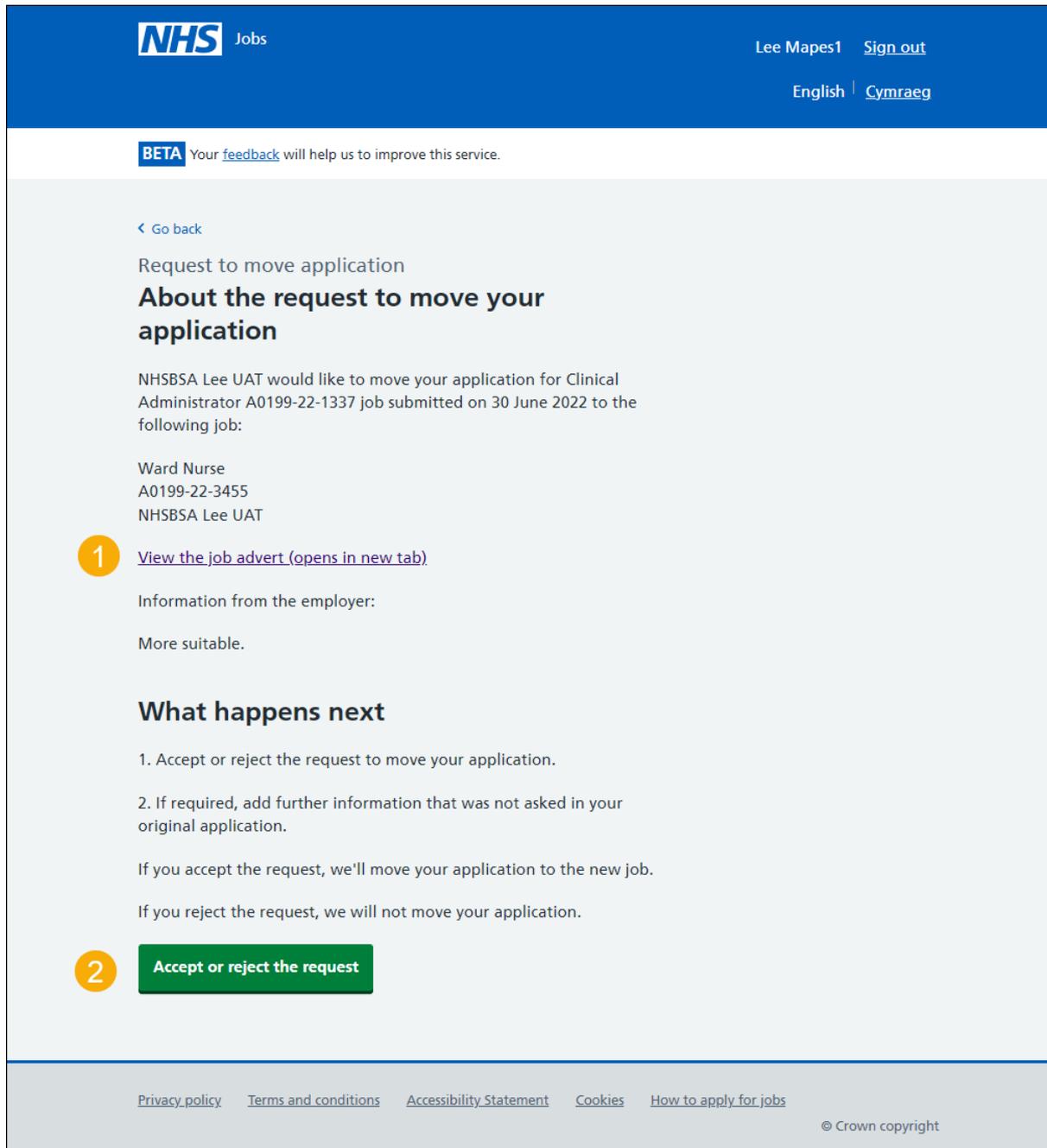
Job title	Employer	Job closing date	Application	Task
Clinical Administrator A0199-22-1337	NHSBSA Lee UAT	30 June 2022	View application	Respond to a request to move 1
Training & Support Officer A0199-22-3905	NHSBSA Lee UAT	30 May 2022	View application	On reserve list
Social Care Support Worker A0199-22-5258	NHSBSA Lee UAT	28 June 2022	View application	Application moved to another job

About the request to move your application

This page gives you instructions for how to read the information about the request to move your application.

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

1. Select the 'View the job advert' link (optional).
2. Select the ['Accept or reject the request'](#) button.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'Lee Mapes1' and 'Sign out' on the right. Below the header, there is a 'BETA' badge and a feedback message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the title 'Request to move application' followed by 'About the request to move your application'. The text explains that NHSBSA Lee UAT wants to move the user's application for a Clinical Administrator job. It lists the job details: 'Ward Nurse', 'A0199-22-3455', and 'NHSBSA Lee UAT'. Step 1 is 'View the job advert (opens in new tab)'. Below this, it says 'Information from the employer: More suitable.' Step 2 is 'Accept or reject the request', which is highlighted with a green button. The page 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'.

Do you want your application to be moved?

This page gives you instructions for how to accept or reject the request to move your application to another listing.

To accept or reject the request, complete the following steps:

1. Select an answer:
 - [‘Yes, I want my application moved’](#)
 - [‘No, I don’t want my application moved’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'Dan Moore' and 'Sign out' on the right. Below the header, there are navigation links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. The main content area has a light blue background and contains a 'Request to move application' section. It asks 'Do you want your application to be moved?' and provides details: 'From - Registrations Officer A5008-23-0020' and 'To - How to transfer applicants to a copied job listing A5008-23-0036'. There are two radio button options: 'Yes, I want my application moved' (marked with a '1' in a yellow circle) and 'No, I don't want my application moved'. Below these is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Reject the request to move your application

This page confirms that you have rejected the request to move your application.

To go back to your applications, complete the following step:

1. Select the 'Go back to your applications' button.

The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and the user name 'Lee Mapes1' and a 'Sign out' link 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. In the center, a white box contains the heading 'You have rejected the request to move your application' in large, bold, black text. Below this, it says 'from A0199-22-1337 to A0199-22-3455.' Underneath the white box, there is a paragraph: 'We have not moved your application, you can still find it in your list of applications.' Below this paragraph is a green button with a white circle containing the number '1' and the text 'Go back to your applications'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the copyright notice '© Crown copyright'.

You've rejected the move of your application and have reached the end of this user guide.

Complete your application

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

Important: You'll only need to complete sections showing as 'NOT STARTED'.

To complete your application, complete the following step:

1. Select a section link.

Go to the [next page](#) to see the screenshot.

NHS Jobs
Lee Mapes2 [Sign out](#)
English | [Cymraeg](#)

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

NHSBSA Lee UAT

Ward Nurse application

Application incomplete

You have completed 7 of 9 sections.

You need to add further information that was not in your original application before we can move it.

Add your personal details

[Contact details](#) COMPLETED

Add your right to work status

[Right to work](#) COMPLETED

Add your qualifications, training and job history

[Qualifications](#) COMPLETED

[Training](#) COMPLETED

[Job history](#) COMPLETED

Add your supporting evidence

1 [Essential and desirable criteria](#) NOT STARTED

Add further information the employer needs from you

1 [Unspent criminal convictions and cautions](#) NOT STARTED

Check your equal opportunities

[Guaranteed interview scheme](#) COMPLETED

[Equality and diversity](#) COMPLETED

You need to complete all sections before we can move your application.

[Save and come back later](#)

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

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Go to the ['Send and move your application'](#) page.

Copyright: © NHS Jobs

Send and move your application

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

To send and move your application, complete the following steps:

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

Go to the [next page](#) to see the screenshot.

NHS Jobs
Lee Mapes2 [Sign out](#)
English | [Cymraeg](#)

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

NHSBSA Lee UAT

Ward Nurse application

Application complete

You have completed 9 of 9 sections.

You need to add further information that was not in your original application before we can move it.

Add your personal details

[Contact details](#) COMPLETED

Job details

Closing date
23 June 2022

Job reference number
A0199-22-3455

[View the job advert \(opens in new tab\)](#)

Add your right to work status

[Right to work](#) COMPLETED

Add your qualifications, training and job history

[Qualifications](#) COMPLETED

[Training](#) COMPLETED

[Job history](#) COMPLETED

Add your supporting evidence

[Essential and desirable criteria](#) COMPLETED

Add further information the employer needs from you

[Unspent criminal convictions and cautions](#) COMPLETED

Check your equal opportunities

[Guaranteed interview scheme](#) COMPLETED

[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

1 I agree and accept the above declaration

2 Send and move application

[Save and come back later](#)

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

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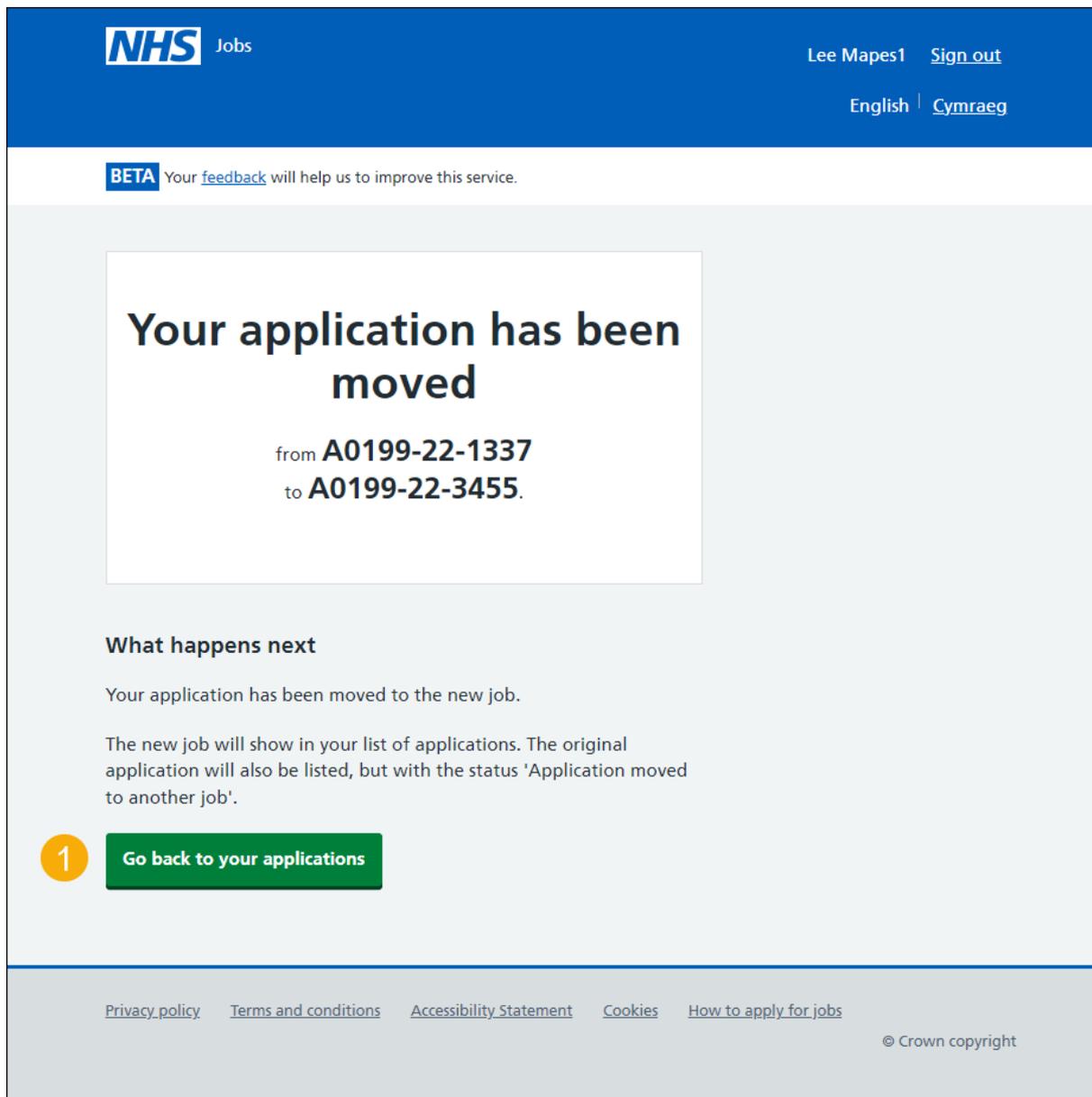
Go to the ['Your application has been moved'](#) page

Your application has been moved

This page confirms your application has been moved.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your applications' 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 user information 'Lee Mapes1' and a 'Sign out' link 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. A white box in the center contains the heading 'Your application has been moved' and the text 'from A0199-22-1337 to A0199-22-3455.' Below this, a section titled 'What happens next' explains that the application has been moved to a new job and that the original application will be listed with a status of 'Application moved to another job'. A green button with a yellow circle containing the number '1' and the text 'Go back to your applications' is positioned below the text. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

You've accepted the move of your application and reached the end of this user guide.