

How to apply for a job – Add your personal details in NHS Jobs user guide

This guide gives you instructions for how to add your personal details to your application in the NHS Jobs service.

To add your personal details, you'll need to:

- confirm your contact preference
- add your contact telephone number, if applicable

If you've previously applied for a role and saved your application information to your applicant profile, you can choose to use this saved information when completing an application.

If you save your application information once an application has been submitted, you can use it to apply for other roles, and any previous information will be replaced.

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Contact details

This page gives you instructions for how to add your contact details.

Important: In this example, the **Contact details** status is **'NOT STARTED'** and your application is incomplete as you've completed 0 out of 10 sections.

To add your contact details, complete the following step:

1. Select the '[Contact details](#)' link.

NHS Jobs John Smith Sign out

English Cymraeg

Search Your saved jobs Your job alerts Your profile Your applications

BETA Your feedback will help us to improve this service.

NHS Jobs Training Products
Example advert application

Application incomplete
 You have completed 0 of 10 sections.

<p>Add your personal details</p> <p>1 Contact details NOT STARTED</p> <p>Add your right to work status</p> <p>Right to work NOT STARTED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications NOT STARTED</p> <p>Training NOT STARTED</p> <p>Job history NOT STARTED</p> <p>Add your supporting evidence</p> <p>Essential and desirable criteria NOT STARTED</p> <p>Add further information the employer needs from you</p> <p>Unspent criminal convictions and/or cautions NOT STARTED</p> <p>Check your equal opportunities</p> <p>Guaranteed interview scheme NOT STARTED</p> <p>Equality and diversity NOT STARTED</p> <p>Socio-economic background NOT STARTED</p>	<p>Job details</p> <p>Closing date 01 June 2026</p> <p>Job reference number C1567-26-0010</p> <p>View the job advert (opens in new tab)</p>
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You need to complete all sections before you can send your application.

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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How do you want to be updated on the progress of your application?

This page gives you instructions to confirm how you want to be updated on the progress of your application.

Important: Emails are sent to you by NHS Jobs on behalf of the recruiting organisation.

To confirm how you want to be updated on the progress of your application, complete the following steps:

1. Select an answer:
 - 'Email'
 - 'Email and text messages'
 - 'Email and phone'
 - 'Email, text messages and phone'
2. Select the '[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 right side of the header, it says 'John Smith' and 'Sign out'. Below the header, there are navigation links: 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Example advert application' and asks 'How do you want to be updated on the progress of your application?'. It provides four radio button options: 'Email', 'Email and text messages', 'Email and phone', and 'Email, text messages and phone'. A yellow circle with the number '1' is next to the 'Email and text messages' option. Below the options, there is a text box stating 'Emails are sent to you by NHS Jobs on behalf of the recruiting organisation.' At the bottom of the form, there is a green 'Continue' button with a yellow circle and the number '2' next to it, and a link that says 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

Contact number

This page gives you instructions for how to add a contact number.

Important: You'll only see this page if you're adding a contact number. This gives the employer another way of contacting you about your application.

To add a contact number, complete the following steps:

1. In the **Telephone number** box, enter the details.
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 right side of the header, it says 'John Smith' and 'Sign out'. Below the header, there is a navigation bar with links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' banner is visible, stating 'Your feedback will help us to improve this service.' The main content area is titled 'Example advert application' and 'Contact number'. It explains that this gives the employer another way of contacting you about your application. There is a section for 'Telephone number' with the instruction 'For international numbers include the country code.' A yellow circle with the number '1' points to the input field. Below the input field is a green button with a yellow circle and the number '2' labeled 'Save and continue'. Below the button is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Tip: For international numbers include the country code.

Check and save your contact details

This page gives you instructions for how to check and save your contact details.

To check, change and confirm your contact details, complete the following steps:

1. Select a 'Change' link:
 - '[How do you want to be contacted?](#)' (optional)
 - '[Telephone number](#)' (optional)
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 right side of the header, it says 'John Smith Sign out' and 'English Cymraeg'. Below the header, there is a navigation bar with links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' badge is visible, stating 'Your feedback will help us to improve this service.' The main content area is titled 'Example advert application' and 'Check and save your contact details'. It contains two rows of contact information. The first row is 'How do you want to be contacted?' with the value 'Email, text messages and phone' and a 'Change' link. The second row is 'Telephone number' with the value '0777777777' and a 'Change' link. A green 'Save and continue' button is located below the form. A yellow circle with the number '1' is next to the first 'Change' link, and a yellow circle with the number '2' is next to the 'Save and continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

Application task list

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

Important: In this example, the **Contact details** status is '**COMPLETED**' and your application is incomplete as you've completed 1 out of 10 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

1. Select a section link.
- or
2. Select the 'Save and come back later' link (optional).

NHS Jobs John Smith | Sign out
English | Cymraeg

Search | Your saved jobs | Your job alerts | Your profile | Your applications

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

NHS Jobs Training Products

Example advert application

Application incomplete
You have completed 1 of 10 sections.

<p>Add your personal details</p> <p>Contact details COMPLETED</p>	<p>Job details</p> <p>Closing date 01 June 2026</p> <p>Job reference number C1567-26-0010</p> <p>View the job advert (opens in new tab)</p>
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Add your right to work status

1 [Right to work](#) **NOT STARTED**

Add your qualifications, training and job history

[Qualifications](#) **NOT STARTED**

[Training](#) **NOT STARTED**

[Job history](#) **NOT STARTED**

Add your supporting evidence

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

Add further information the employer needs from you

[Unspent criminal convictions and/or cautions](#) **NOT STARTED**

Check your equal opportunities

[Guaranteed interview scheme](#) **NOT STARTED**

[Equality and diversity](#) **NOT STARTED**

[Socio-economic background](#) **NOT STARTED**

You need to complete all sections before you can send your application.

2 [Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [Help and guidance](#)

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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 added your personal details and reached the end of this user guide.