

How to apply for a job – Add your qualifications, training, and job history in NHS Jobs user guide

This guide gives you instructions for how to add your qualifications, training, and job history to your application in NHS Jobs.

You'll need to add your qualifications, relevant training and current or past jobs as part of your application.

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, you can use it to apply for other roles, and any previous information will be replaced.

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Qualifications

This page gives you instructions for how to add your qualifications.

Important: In this example, the **Qualifications** status is '**NOT STARTED**' and your application is incomplete as you've completed 2 out of 14 sections.

To add your qualifications, complete the following steps:

1. Select the '[Qualifications](#)' link.

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 2 of 14 sections.

Add your personal details

[Contact details](#)
COMPLETED

Add your right to work status

[Right to work](#)
COMPLETED

Add your qualifications, training and job history

1
[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

[Medical qualifications and details](#)
NOT STARTED

[Dental qualifications and details](#)
NOT STARTED

[Nursing qualifications and details](#)
NOT STARTED

[Driving qualifications and details](#)
NOT STARTED

[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.
[Save and come back later](#)

Job details

Closing date
01 January 2027

Job reference number
C1567-26-0018

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

Privacy policy
Terms and conditions
Accessibility Statement
Cookies
Help and guidance

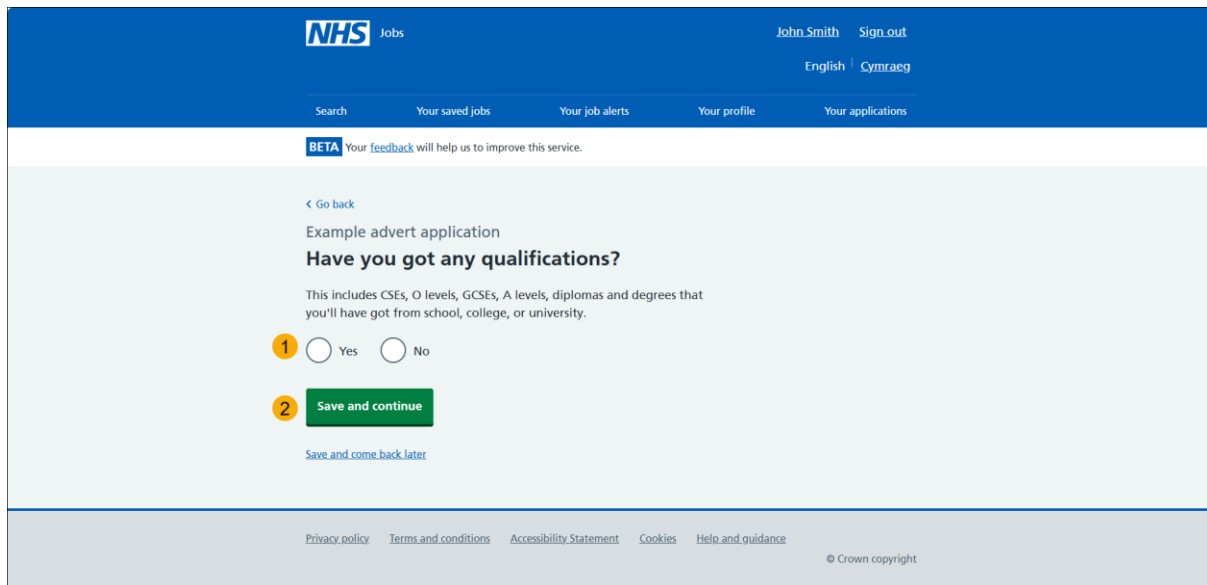
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Have you got any qualifications?

This page gives you instructions for how to confirm if you've got any qualifications.

To confirm if you've got any qualifications, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.



The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'John Smith' and 'Sign out'. Below this, there's a navigation bar with links: 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' badge is visible. The main content area is light blue and contains the question 'Have you got any qualifications?' with a subtext explaining that it includes CSEs, O levels, GCSEs, A levels, diplomas, and degrees. There are two radio buttons labeled 'Yes' and 'No'. A green 'Save and continue' button is highlighted with a yellow circle and the number '2'. A 'Go back' link is at the top left of the form, and a 'Save and come back later' link is at the bottom. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice.

Tip: For example, this includes CSEs, O levels, GCSEs, A levels, diplomas, and degrees from school, college, or university.

Add academic qualification

This page gives you instructions for how to add a qualification.

Important: You'll only see this page if you're adding a qualification.

To add a qualification, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Place of study** box, enter the details.
3. In the **Result** box, enter the details.
4. In the **Type of qualification** box, enter the details.
5. In the **Start date** box, enter the details.
6. In the **Finish date** box, enter the details.
7. Select the '[Save and continue](#)' button.

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.

[Go back](#)

Example advert application

Add academic qualification

Tell us about your academic qualifications that you think will best help your application. Start with your most recent or current through to your earliest.

Subject

1

Place of study

2

Result
For example, C

3

Type of qualification
For example, GCSE

4

Start date
For example, 12 2016

Month Year

5

Finish date
For example, 12 2017
If you are currently studying, provide the date you expect to complete the qualification.

Month Year

6

7 [Save and continue](#)

[Save and come back later](#)

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

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Tip: Start with your most recent or current through to your earliest qualification.

Manage your qualifications

This page gives you instructions for how to manage your qualifications.

Important: If you delete a qualification, you'll not be able to recover the details.

To change, delete or add another qualification, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
 - [Yes](#)
 - [No](#)
4. Select the 'Save and continue' button.

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.

[< Go back](#)

Example advert application

Your qualifications

Qualification 1 [Change or Delete](#)

Subject	English
Place of study	Test College
Result	A
Type of qualification	GCSE
Dates	November 2010 - November 2011

Do you want to add another qualification?

☒ Yes ☐ No

Save and continue

[Save and come back later](#)

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Check and save your qualifications

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

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

1. Select a 'Change' link:
 - ['Have you got any qualifications?'](#) (optional)
 - ['Your qualifications'](#) (optional)
2. Select the ['Save and continue'](#) button.

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.

Example advert application

Check and save your qualifications

Have you got any qualifications? ☐ Yes [Change](#) 1

Your qualifications [Change](#) 2

Subject	English
Place of study	Test College
Result	A
Type of qualification	GCSE
Dates	November 2010 - November 2011

3 [Save and continue](#)

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

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Application task list

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

Important: In this example, the **Qualifications** status is '**COMPLETED**' and your application is incomplete as you've completed 3 out of 9 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 the '[Training](#)' 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 3 of 14 sections.

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**

1 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

Medical qualifications and details **NOT STARTED**

Dental qualifications and details **NOT STARTED**

Nursing qualifications and details **NOT STARTED**

Driving qualifications and details **NOT STARTED**

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

Job details

Closing date
01 January 2027

Job reference number
C1567-26-0018

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

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© Crown copyright

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.

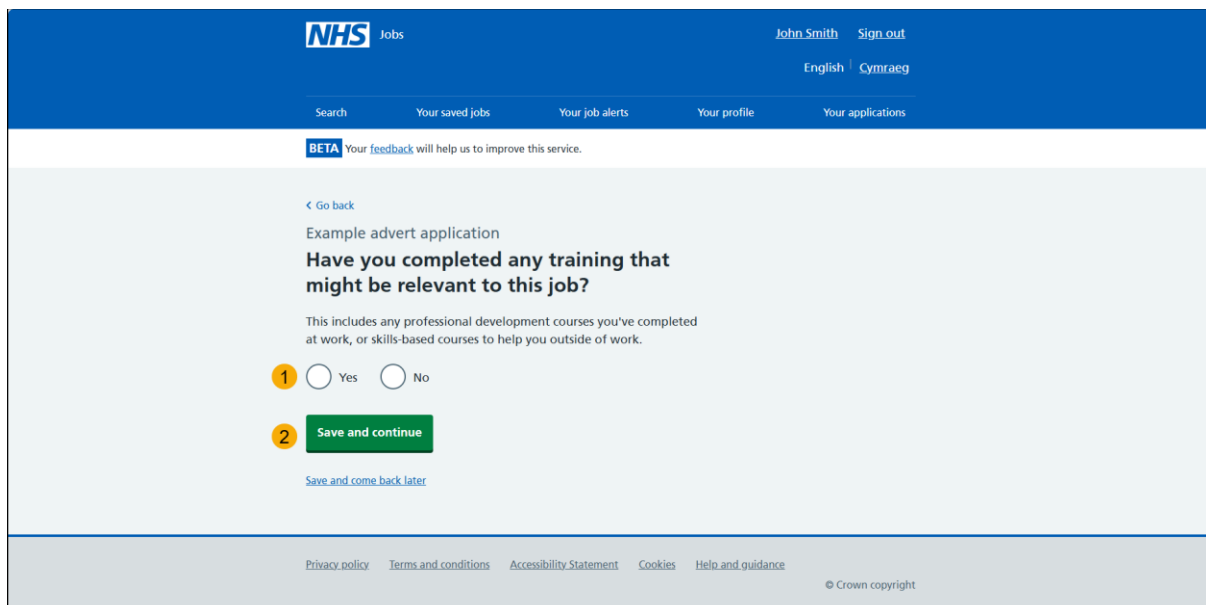
You've added your qualification details.

Have you completed any training that might be relevant to this job?

This page gives you instructions for how to confirm if you've completed any training that might be relevant to this job.

To confirm if you've completed any training that might be relevant to this job, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.



The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'John Smith' and 'Sign out'. Below this, there are links for 'English' and 'Cymraeg'. A navigation bar contains links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. Below the navigation bar, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. Below that, it says 'Example advert application'. The main heading is 'Have you completed any training that might be relevant to this job?'. Below this, there's a subtext: 'This includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.' There are two radio buttons: 'Yes' and 'No'. The 'Yes' button is selected. Below the radio buttons, there's a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. Below the green button, there's a link: 'Save and come back later'. At the bottom of the page, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. On the far right of the footer, it says '© Crown copyright'.

Tip: For example, this includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.

Add a training course

This page gives you instructions for how to add a training course.

Important: You'll only see this page if you're adding a training course.

To add a training course, complete the following steps:

1. In the **Course title** box, enter the details.
2. In the **Training provider** box, enter the details.
3. In the **Year completed** box, enter the details.
4. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'John Smith Sign out' and 'English Cymraeg'. Below the header is a navigation bar with links: 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' badge is visible. The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Example advert application' and the heading 'Add a training course'. There are three numbered steps: 1. 'Course title' with a text input field; 2. 'Training provider' with a text input field; 3. 'Year completed' with a text input field. Step 4 is a green 'Save and continue' button. Below the button is a link 'Save and come back later'. At the bottom is a grey footer with links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. On the far right of the footer is '© Crown copyright'.

Manage your training course history

This page gives you instructions for how to manage your training course history.

Important: If you delete a training course, you'll not be able to recover the details.

To change, delete or add another training course, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
 - '[Yes](#)'
 - '[No](#)'
4. Select the 'Save and continue' button

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.

[Go back](#)

Example advert application

Your training course history

Training course 1

Course title	Microsoft Office Diploma
Training provider	Skills Academy
Year obtained	2022

1 2
[Change](#) or [Delete](#)

Do you want to add another training course?

3 ☐ Yes ☐ No

4 [Save and continue](#)

[Save and come back later](#)

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Check and save your training courses

This page gives you instructions for how to check and save your training courses.

To check, change and confirm your training courses, complete the following steps:

1. Select a 'Change' link:

[‘Have you completed any training which might be relevant to this job?’](#)
(optional)

[‘Your training course history’](#) (optional)

2. Select the [‘Save and continue’](#) button.

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.

Example advert application

Check and save your training courses

Have you completed any training that might be relevant to this job? Yes **1** [Change](#)

Your training course history **1** [Change](#)

Course title	Microsoft Office Diploma
Training provider	Skills Academy
Year obtained	2022

2 [Save and continue](#)

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

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Application task list

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

Important: In this example, the **Training** status is '**COMPLETED**' and your application is incomplete as you've completed 4 out of 14 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 the '[Job history](#)' section link.

Or

2. Select the 'Save and come back later' link (optional).

NHS Jobs Training Products

Example advert application

Application incomplete
You have completed 4 of 14 sections.

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**

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

Add your supporting evidence

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

Add further information the employer needs from you

[Medical qualifications and details](#) **NOT STARTED**

[Dental qualifications and details](#) **NOT STARTED**

[Nursing qualifications and details](#) **NOT STARTED**

[Driving qualifications and details](#) **NOT STARTED**

[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](#)

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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 training details.

Are you currently in a job or have you had one in the past?

This page gives you instructions for how to confirm if you're currently in a job or have had one in the past.

To confirm if you're currently in a job or have had one in the past, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'John Smith' and 'Sign out'. Below this, there's a navigation bar with links: 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' badge is visible, along with a feedback message: 'Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the text 'Example advert application', and the question 'Are you currently in a job or have you had one in the past?'. Below the question are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', followed by the copyright notice '© Crown copyright'.

Job details

This page gives you instructions for how to add a job.

Important: You'll only see this page if you're adding a current or previous job. If this is your current job, you can leave the finish month and year blank.

To add a job, complete the following steps:

1. In the **Job title** box, enter the details.
2. In the **Employer** box, enter the details.
3. In the **Key tasks** box, enter the details.
4. In the **Start date** box, enter the details.
5. In the **Finish date** box, enter the details.
6. Select the '[Save and continue](#)' button.

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.

< Go back
Example advert application
Job details

Job title
1

Employer
2

Key tasks
3

Start date
For example, 12 2016
Month Year
4

Finish date
For example, 12 2017
If this is your current job, then leave the finish month and year blank.
Month Year
5

6

[Save and come back later](#)

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Manage your job history

This page gives you instructions for how to manage your job history.

Important: If you delete a job, you'll not be able to recover the details.

To edit, delete or add another job, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
 - '[Yes](#)'
 - '[No](#)'
4. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'John Smith' and 'Sign out'. Below this, there are links for 'English' and 'Cymraeg'. A navigation bar contains links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Example advert application' and 'Your job history'. It features a table for 'Job 1' with details: Job title (Admin assistant), Employer (City Offices Ltd), Dates (May 2018 to October 2024), and Key tasks (Manage emails, letters, and messages (incoming and outgoing). Maintain calendars for executives or teams (meetings, bookings). Organise and maintain physical and digital filing systems. Order and manage office supplies. Process invoices, expense reports, or reimbursements. Coordinate personal travel or event planning.). To the right of the table are two numbered yellow circles, 1 and 2, with links 'Change or Delete'. Below the table, there's a question 'Do you want to add another job to your job history?' with two radio buttons, 'Yes' and 'No', and a green 'Save and continue' button. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Job 1	
Job title	Admin assistant
Employer	City Offices Ltd
Dates	May 2018 to October 2024
Key tasks	Manage emails, letters, and messages (incoming and outgoing). Maintain calendars for executives or teams (meetings, bookings). Organise and maintain physical and digital filing systems. Order and manage office supplies. Process invoices, expense reports, or reimbursements. Coordinate personal travel or event planning.

Do you want to add another job to your job history?

☐ Yes ☐ No

Save and continue

[Save and come back later](#)

Check and save your job history

This page gives you instructions for how to check and save your job history.

To check, change and confirm your job history, complete the following steps:

1. Select a 'Change' link:
 - [‘Are you currently in a job or have you had one in the past?’](#) (optional)
 - [‘Your job history’](#) (optional)
2. Select the [‘Save and continue’](#) button.

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.

Example advert application

Check and save your job history

Are you currently in a job or have you had one in the past? Yes [Change](#) 1

Your job history [Change](#) 1

Job title	Admin assistant
Employer	City Offices Ltd
Dates	May 2018 to October 2024
Key tasks	Manage emails, letters, and messages (incoming and outgoing). Maintain calendars for executives or teams (meetings, bookings). Organise and maintain physical and digital filing systems. Order and manage office supplies. Process invoices, expense reports, or reimbursements. Coordinate personal travel or event planning.

2 [Save and continue](#)

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

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Application task list

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

Important: In this example, the **Job history** status is '**COMPLETED**' and your application is incomplete as you've not completed all 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 5 of 10 sections.

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

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

1 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](#)

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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 job history details and reached the end of this user guide.