

How to withdraw an application in NHS Jobs user guide

This guide gives you instructions for how to withdraw an application in the NHS Jobs service.

You can withdraw an application if you've:

- submitted an application
- received an invite to interview
- received an interview slot
- declined an interview

You'll need to sign into your account to withdraw your application.

Your withdrawn reason is shared with the employer.

You'll receive an email to confirm you've withdrawn your application.

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Your applications

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

Important: You'll need to sign into your account to withdraw your application. In this example, you've already submitted an application.

Find the application on the 'Your applications' page and complete the following step:

1. Select the '[View application](#)' link.

NHS Jobs Joe Bloggs 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.

Your applications

Job title	Employer	Job closing date	Application	Task
Example advert C1567-26-0007	NHS Jobs Training Products	01 January 2027	1 View application	Application submitted

► [Contact NHS Jobs if you need any help with your account](#)

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

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Withdraw application

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

To withdraw your application, complete the following step:

1. Select the '[Withdraw application](#)' link.

NHS Jobs | Joe Bloggs | 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](#)

View your application for Example advert

NHS Jobs Training Products

Your application has been submitted

You applied for this job on 07 July 2026
Your application reference number is **AR-260707-16499**

The closing date is 01 January 2027
The job reference number is C1567-26-0007

Actions

- [View the job advert](#) (opens in new tab)
- 1** [Withdraw application](#)
- [Download my application \(PDF\)](#)

Your personal details

[Contact details](#)

Your right to work status

[Right to work](#)

Your qualifications, training and job history

[Qualifications](#)

[Training](#)

[Job history](#)

Your supporting evidence

[Essential and desirable criteria](#)

Further information the employer needs from you

[Unspent criminal convictions and/or cautions](#)

Equal opportunities

[Guaranteed interview scheme](#)

[Equality and diversity](#)

[Socio-economic background](#)

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Are you sure you want to permanently withdraw your application?

This page gives you instructions for how to confirm if you want to permanently withdraw your application.

To confirm if you want to permanently withdraw your application, complete the following steps:

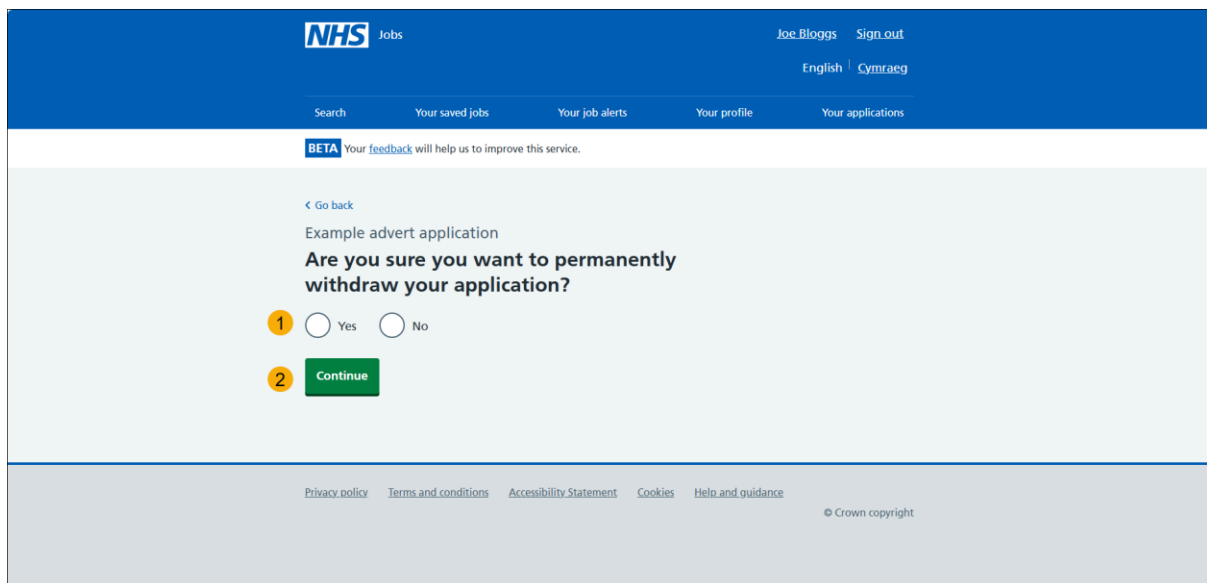
1. Select an answer:

[‘Yes’](#)

Or

‘No’

2. Select the ‘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 'Joe Bloggs' 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, followed by 'Example advert application'. The main heading is 'Are you sure you want to permanently withdraw your application?'. Below this, there are two radio buttons: 'Yes' (selected) and 'No'. A green 'Continue' button is positioned below the 'Yes' option. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text is '© Crown copyright'.

If you don't want to withdraw your application and are selecting 'No', you've reached the end of this user guide.

Why do you want to withdraw your application?

This page gives you instructions for how to confirm why you want to withdraw your application.

Important: Your withdrawn reason is shared with the employer.

To confirm why you want to withdraw your application, complete the following steps:

1. In the text box, enter the details of why you want to withdraw.
2. 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 side of the header are links for 'Joe Bloggs', 'Sign out', 'English', and 'Cymraeg'. Below the header is a navigation bar with links for 'Search', 'Your saved jobs', 'Your job alerts', 'Your profile', and 'Your applications'. A 'BETA' badge is visible with the text '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, followed by 'Example advert application'. The title 'Why do you want to withdraw your application?' is displayed. Below the title is a large text input box, preceded by a yellow circle with the number '1'. Below the input box is a green button labeled 'Save and continue', preceded by a yellow circle with the number '2'. At the bottom of the page is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', followed by the text '© Crown copyright'.

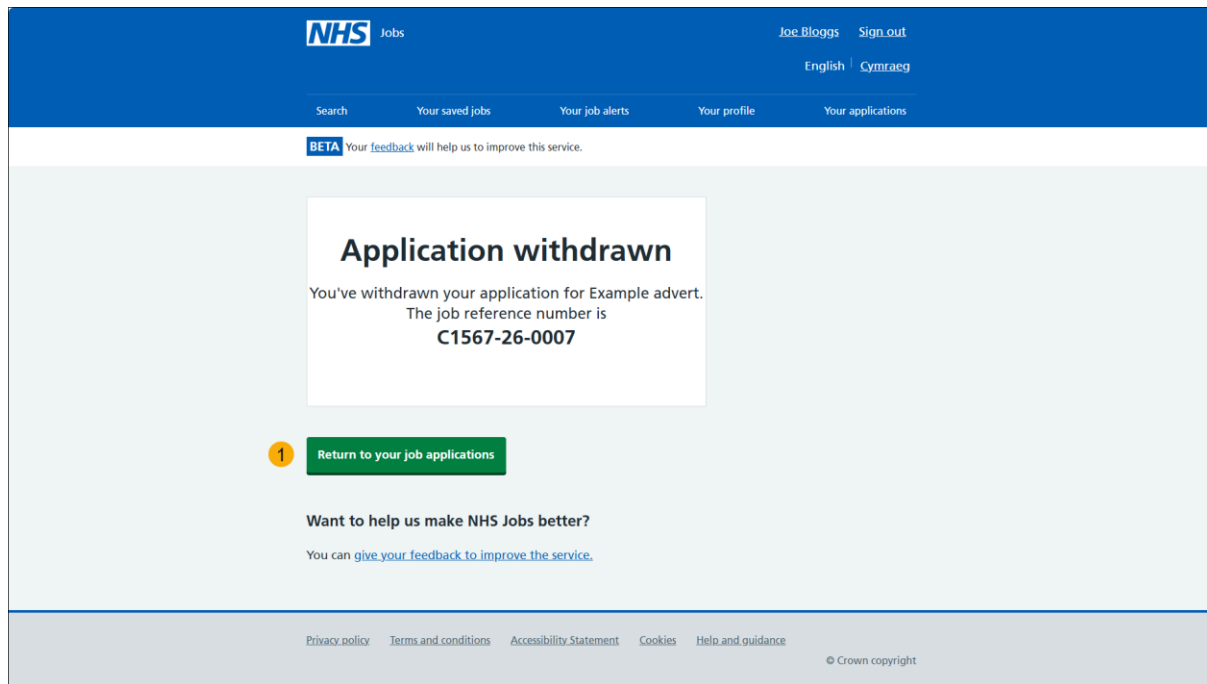
Application withdrawn

This page shows confirmation you've withdrawn your application.

Important: You'll receive an email to confirm you've withdrawn your application.

To return to your applications, complete the following step:

1. Select the '[Return to your job applications](#)' button.



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