NHS Jobs

How to apply for a job in NHS Jobs user guide – Add your supporting evidence

This guide gives you instructions for how to add your supporting evidence to your application in NHS Jobs.

You'll need to add how you've gained and used the qualifications, experience and any additional criteria added by the employer.

If you've previously applied for a role and saved your application information, you can use this to apply.

If you have any draft applications, you can view this information to help you with your most recent application.

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

Contents

Essential and desirable criteria

This page gives you instructions for how to confirm your essential and desirable criteria.

<mark>Important:</mark> In this example, the **Essential and desirable criteria** status is '**NOT STARTED**' and your application is incomplete as you've completed 5 out of 14 sections.

To add your essential and desirable criteria, complete the following steps:

1. Select the '<u>Essential and desirable criteria</u>' link.

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NHS BSA Training
Administrator application

Application incomplete

You have completed 5 of 14 sections.

Add your personal details		**Job details**
Contact details	COMPLETED	**Closing date** 30 December 2021

Add your right to work status

		Job reference number T1111-21-8154
Right to work	COMPLETED	View the job advert (opens in new tab)

Add your qualifications, training and job history

Qualifications	COMPLETED
Training	COMPLETED
Job history	COMPLETED

Add your supporting evidence

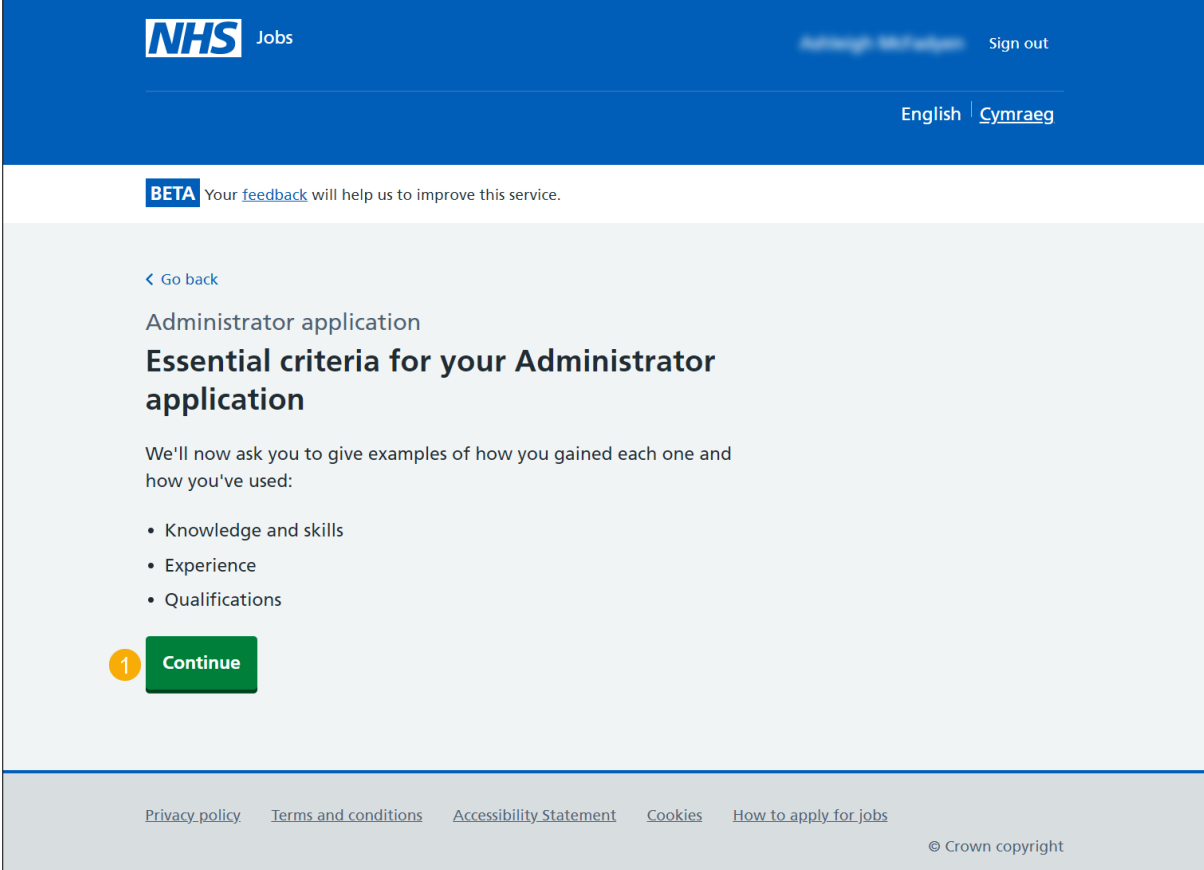| 1 Essential and desirable criteria	NOT STARTED

Essential criteria for your application

This page gives you instructions for how to check the essential criteria for your application.

<mark>**Important:**</mark> 'Qualifications' and 'Experience' are mandatory essential criteria. In this example, 'Knowledge and skills' is added by the employer as an additional criteria.

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

1. Select the 'Continue' button.

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Administrator application

Essential criteria for your Administrator application

We'll now ask you to give examples of how you gained each one and how you've used:

- Knowledge and skills
- Experience
- Qualifications

1 Continue

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Criteria 1 of 3 is Knowledge and skills

This page gives you instructions for how to confirm your knowledge and skills.

Important: Do not include personal information that could be used to identify you such as your name or contact details. You have a character limit of up to 5000.

To add your knowledge and skills, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. Select the 'Save and continue' button.

Tip: You can copy and paste your information into the blank boxes.

Criteria 2 of 3 is Experience

This page gives you instructions for how to confirm your experience.

Important: Do not include personal information that could be used to identify you such as your name or contact details. You have a character limit of up to 5000.

To add your experience, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. Select the 'Save and continue' button.

Tip: You can copy and paste your information into the blank boxes.

Criteria 3 of 3 is Qualifications

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

Important: Do not include personal information that could be used to identify you such as your name or contact details. You have a character limit of up to 5000.

To add your qualifications, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details.
3. Select the '<u>Save and continue</u>' button.

Tip: You can copy and paste your information into the blank boxes.

Check and save your essential and desirable criteria

This page gives you instructions for how to check and save your essential and desirable criteria.

To check, change and confirm your essential and desirable criteria, complete the following steps:

1. Select a 'Change' link:
   - 'Knowledge and skills' (optional).
   - 'Experience' (optional).
   - 'Qualifications' (optional).
2. Select the 'Save and continue' button.

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Sign out

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Administrator application

Check and save your essential and desirable criteria

Knowledge and skills	**Evidence of how you meet the essential criteria:**	Change
	Ability to provide quality care	
	Good interpersonal and communication skills	
	Evidence of how you meet the desirable criteria:	
	Basic IT skills	
	Awareness of digital NHS systems	

Experience	**Evidence of how you meet the essential criteria:**	Change ①
	Experience of working within an administration team	
	Experience of dealing with vulnerable patients	
	Evidence of how you meet the desirable criteria:	
	Experience of working in the NHS	
	Experience of working in an office environment	

Qualifications	**Evidence of how you meet the essential criteria:**	Change
	GCSE grade A to C in English and Maths	
	Qualified to NVQ level 2 in Administration	
	Evidence of how you meet the desirable criteria:	
	Qualified in Digital Administration	
	Qualified to NVQ level 3	

② **Save and continue**

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Application task list

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

<mark>Important:</mark> In this example, the **Supporting evidence** status is '**COMPLETED**' and your application is incomplete as you've completed 6 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 a section link.
   or
2. Select the 'Save and come back later' link (optional).

<mark>Tip:</mark> 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 supporting evidence details and reached the end of this user guide.