How to download your application in the current NHS Jobs service user guide

This user guide gives you instructions for how to download your application in the current NHS Jobs service.

To download your application, you must:

- have an account to log in
- previously applied for a job and saved your application information

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Log in

This page gives you instructions for how to log in to the current NHS Jobs service.

Important: You must have an account to log in to the current NHS Jobs service. The website address is https://www.jobs.nhs.uk/.

1. Select the 'Log in' tab.
2. In the **Email Address** box, enter the details.
3. In the **Password** box, enter the details.
4. Select the 'Log in' button
   or
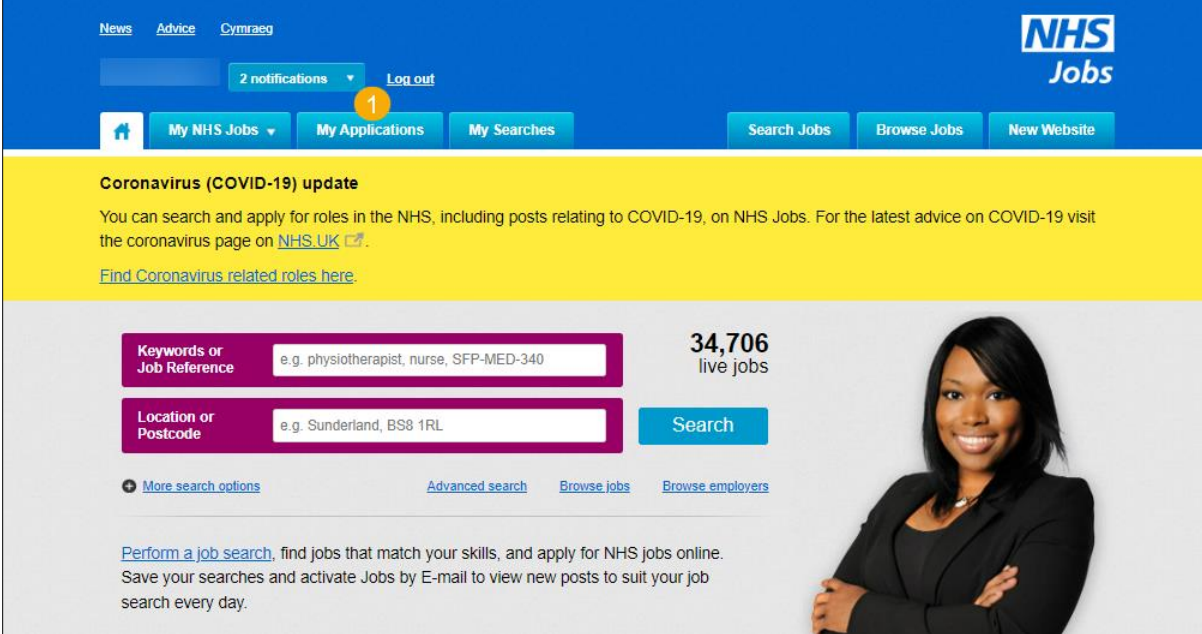5. Select the 'Forgotten your password? link.

Tip: If you've reset your password, follow steps **1** to **4**.

My applications

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

Important: You must have an account to log in, previously applied for a job and saved your application information.

1. Select the 'My Applications' tab.

Download my application

This page gives you instructions for how to download a copy of your application.

Important: Your data is downloaded in a portable document format (PDF) file. You'll need to keep this for your own records.

1. Select the 'Download application (PDF)' button.

Tip: To find out more information, go to a user guide or video from the '**Moving to the new NHS Jobs service'** section of the 'NHS Jobs' webpage.

You've downloaded your application in the current NHS Jobs service and reached the end of this user guide.