

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

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

To download your profile, you must:

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

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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.

The screenshot shows the NHS Jobs website interface. At the top right, the 'NHS Jobs' logo is visible. Below it, there are navigation buttons: 'Home', 'Search Jobs', 'Browse Jobs', 'Register', 'Log in' (with a red circle '1' above it), and 'New Website'. A yellow banner contains a 'Coronavirus (COVID-19) update' with text and a link. Below the banner is a search section with two input fields: 'Keywords or Job Reference' (with 'e.g. physiotherapist, nurse, SFP-MED-340') and 'Location or Postcode' (with 'e.g. Sunderland, BS8 1RL'). A 'Search' button is to the right of these fields. To the right of the search section is a login form with 'Email Address' (with a red circle '2' above it) and 'Password' (with a red circle '3' above it) fields. Below the password field are links for 'Forgotten your password?' (with a red circle '5' above it) and 'Not yet registered?' (with a red circle '4' above it). A green 'Log in' button is at the bottom right of the form. A photo of a man in a high-visibility jacket is on the right side of the page. At the bottom left, there is a '28,504 live jobs' counter and a 'Search' button. Below the search section, there are links for 'More search options', 'Advanced search', 'Browse jobs', and 'Browse employers'. At the very bottom, there is a paragraph of text: 'Perform a job search, find jobs that match your skills, and apply for NHS jobs online. Register now so you can receive Jobs by E-mail to view new posts to suit your job search every day.'

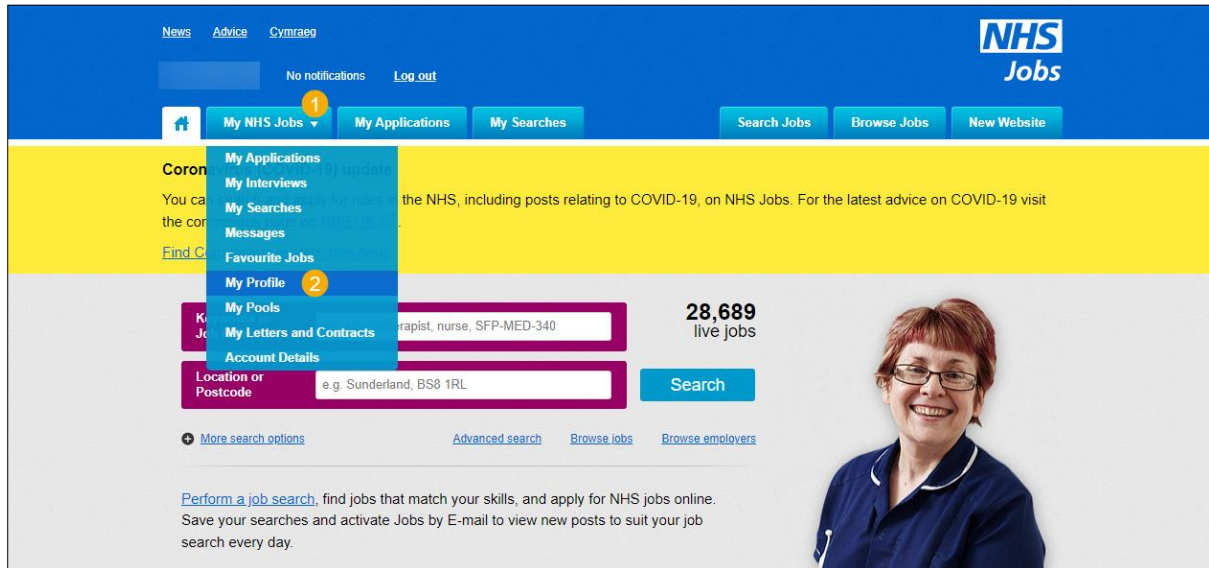
**Tip:** If you've reset your password, follow steps 1 to 4.

## My Profile

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

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

1. Select the 'My NHS Jobs' tab.
2. Select the '[My Profile](#)' option.

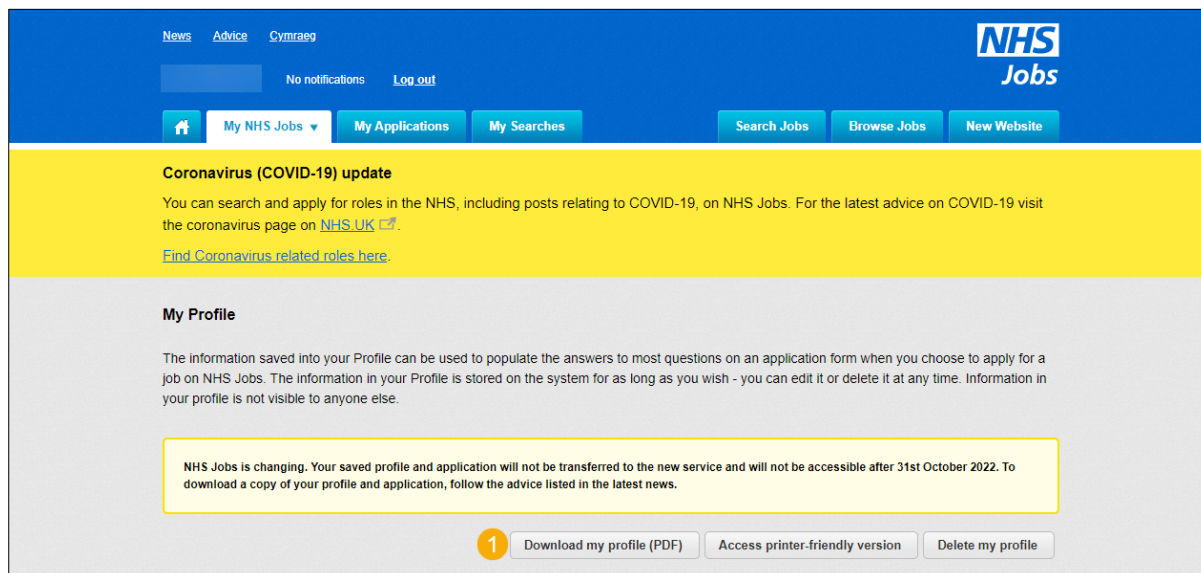


## Download my profile

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

**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 my profile (PDF)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with links for 'News', 'Advice', and 'Cymraeg'. The NHS Jobs logo is in the top right corner. Below the navigation bar, there is a search bar and a 'Log out' link. A yellow banner contains a 'Coronavirus (COVID-19) update' with text about searching for roles and a link to 'Find Coronavirus related roles here'. Below this, the 'My Profile' section is visible, with text explaining that profile information is used for applications and can be edited or deleted. A yellow warning box states: 'NHS Jobs is changing. Your saved profile and application will not be transferred to the new service and will not be accessible after 31st October 2022. To download a copy of your profile and application, follow the advice listed in the latest news.' At the bottom of the page, there are three buttons: 'Download my profile (PDF)', 'Access printer-friendly version', and 'Delete my profile'. A small orange circle with the number '1' is positioned above the 'Download my profile (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 profile in the current NHS Jobs service and reached the end of this user guide.