Author: Training and Support Team



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, 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.

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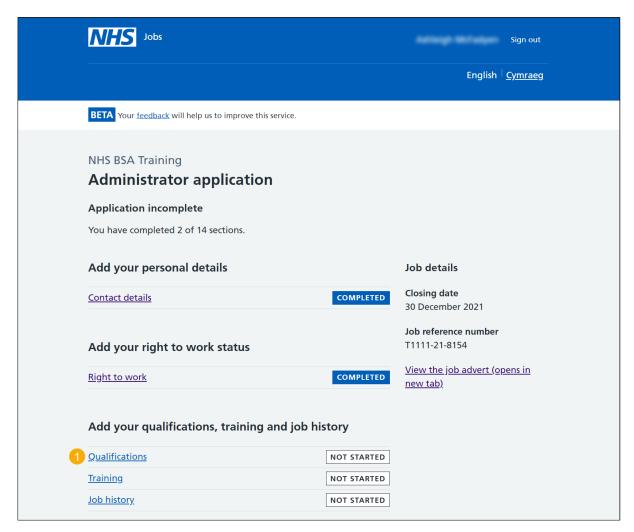
Qualifications

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.

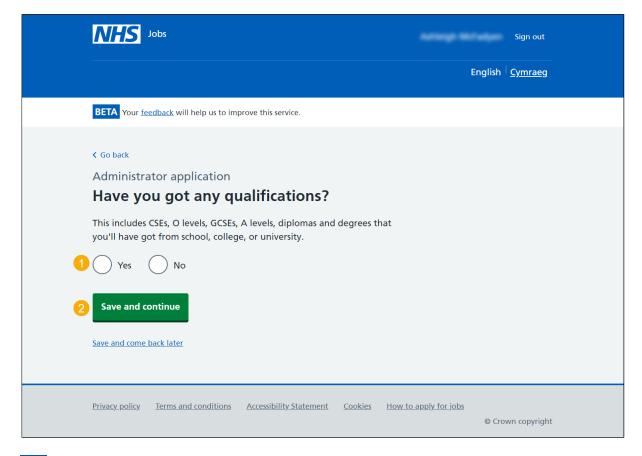


Have you got any qualifications?

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.



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

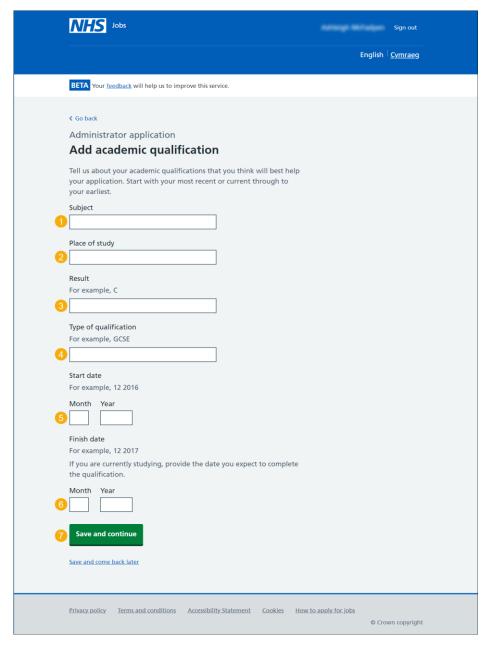
Add academic qualification

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.



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

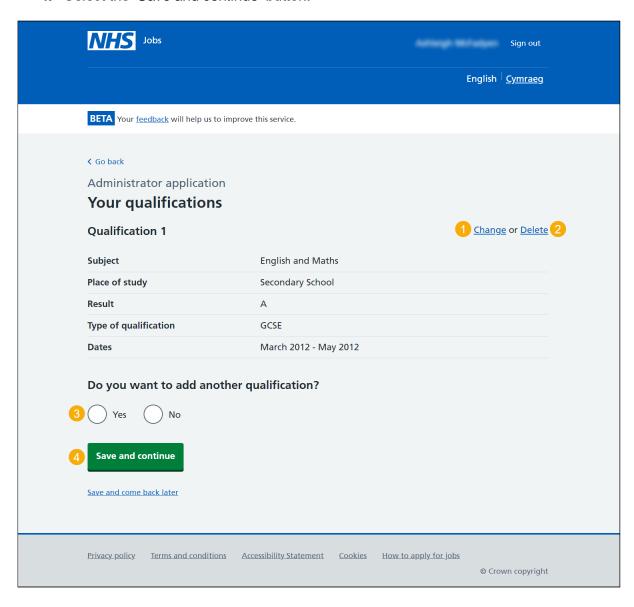
Manage your qualifications

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'
 - '<u>No</u>'
- 4. Select the 'Save and continue' button.

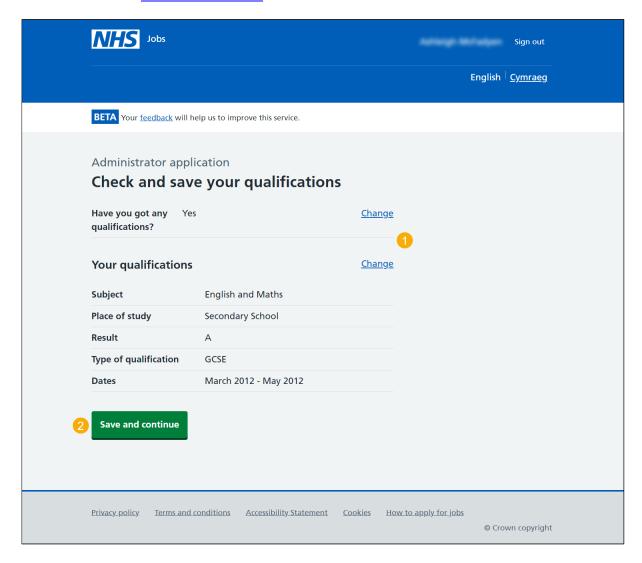


Check and save your qualifications

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.



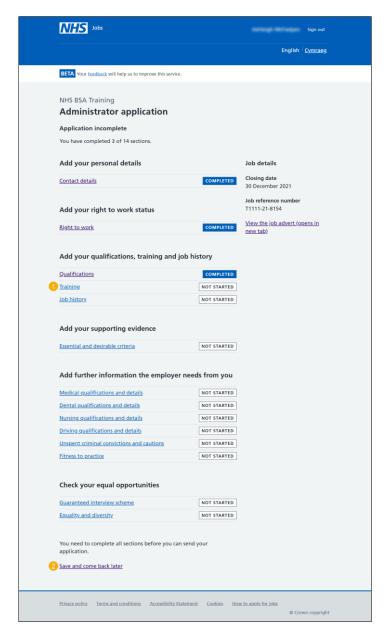
Application task list

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 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:

- Select the '<u>Training</u>' section link. or
- 2. Select the 'Save and come back later' link (optional).



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.

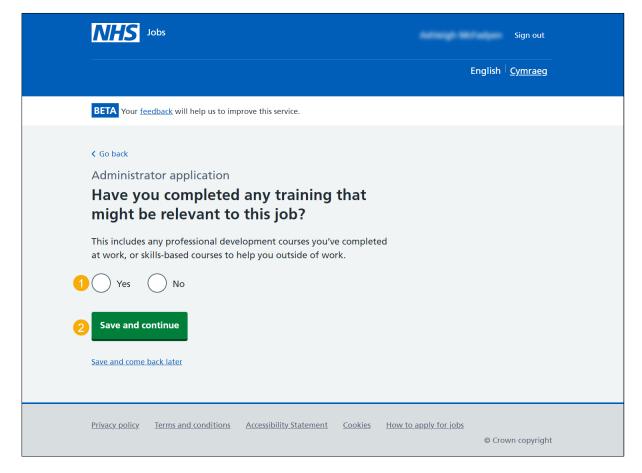
You've added your qualification details.

Have you completed any training that may 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.



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

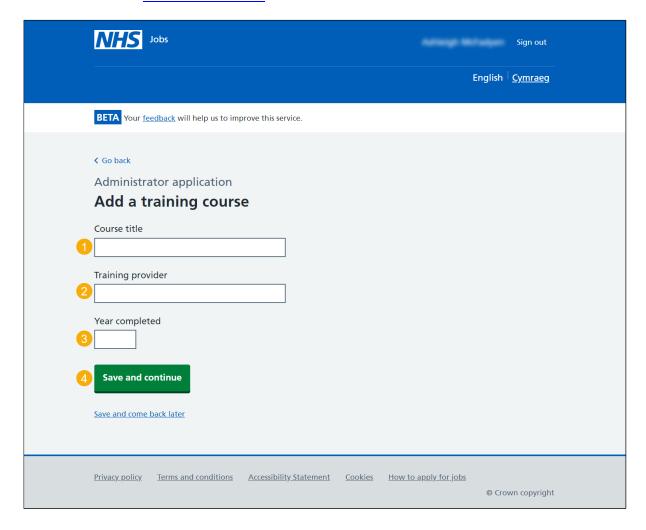
Add a training course

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.



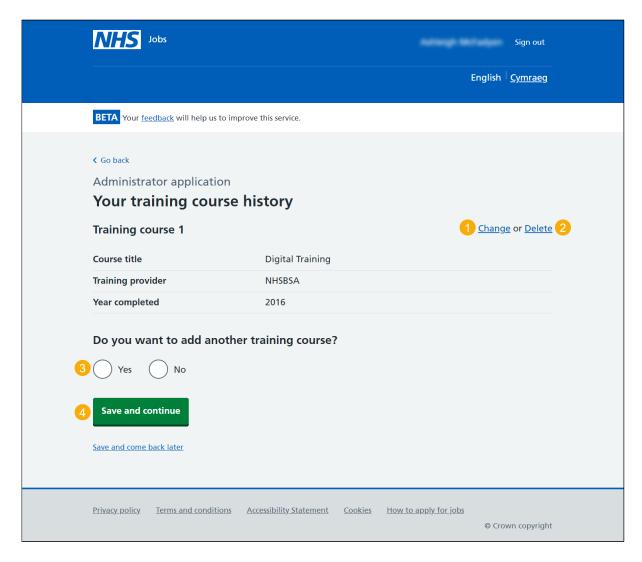
Manage your training course history

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'
 - '<u>No</u>'
- 4. Select the 'Save and continue' button

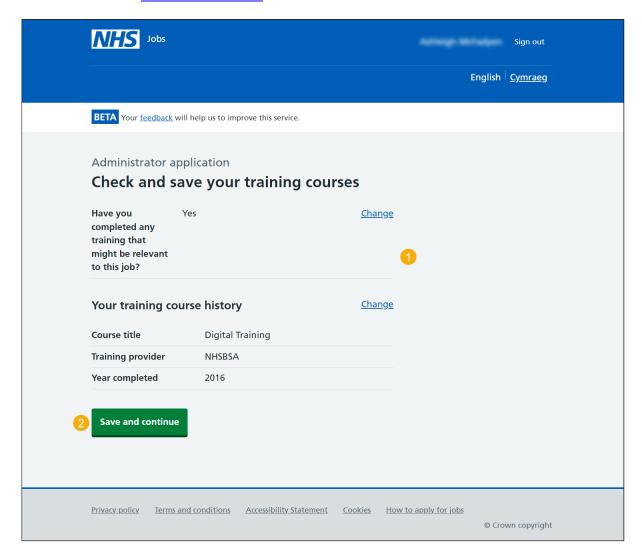


Check and save your training courses

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.



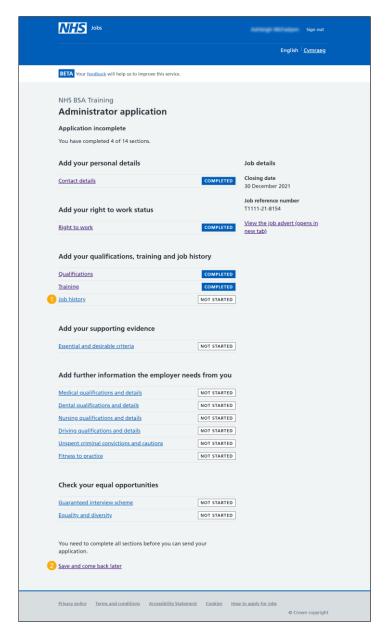
Application task list

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 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:

- Select the '<u>Job history</u>' section link. or
- 2. Select the 'Save and come back later' link (optional).



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.

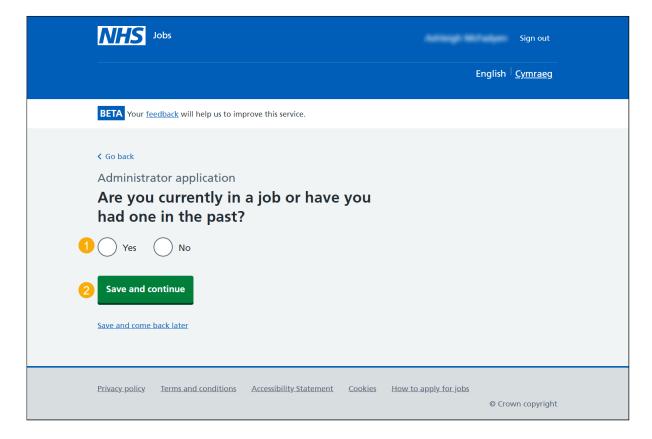
You've added your training details.

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.



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 Hospital/ base box, enter the details (optional).
- 4. In the **Speciality** box, enter the details (optional).
- **5.** In the **Sub-speciality** box, enter the details (optional).
- **6.** In the **Contract** type box, enter the details (optional).
- 7. In the **Grade** box, enter the details (optional).
- 8. In the Key tasks box, enter the details.
- 9. In the Start date box, enter the details.
- 10. In the Finish date box, enter the details.
- 11. Select the 'Save and continue' button.

Go to the <u>next page</u> to see the screenshot.

NHS Jobs	Sign out
	English <u>Cymrae</u> g
BETA Your <u>feedback</u> will help us to improve this service.	
Coback Administrator application Job details	
Job title	
Employer 2	
Hospital / base (if applicable)	
Speciality (if applicable)	
Sub-speciality (if applicable) 5	
Contract type (if applicable)	
Grade (if applicable)	
Key tasks	
8	
Start date For example, 12 2016	
Month Year	
Finish date For example, 12 2017 If this is your current job, then leave the finish month and year blank.	
Month Year	
Save and continue	
Save and come back later	
Privacy policy Terms and conditions Accessibility Statement Cookies How to	<u>o apply for jobs</u> © Crown copyright

Go to the 'Your job history' page.

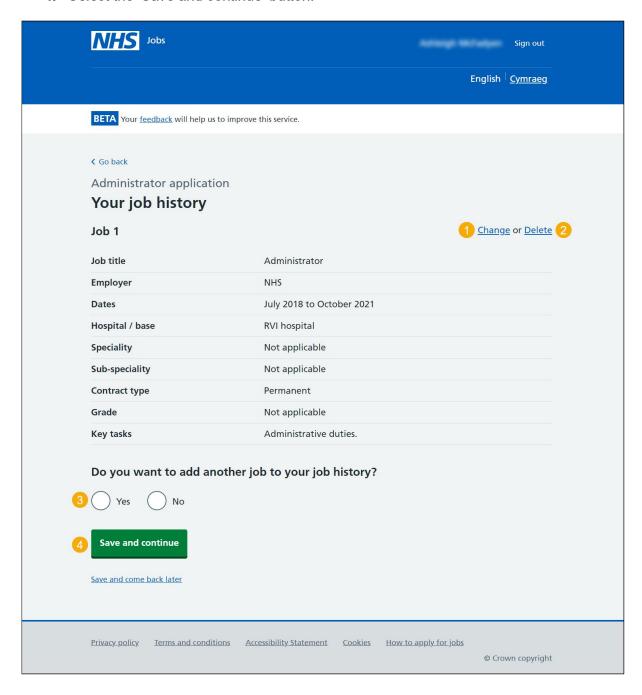
Manage your job history

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'
 - '<u>No</u>'
- 4. Select the 'Save and continue' button.

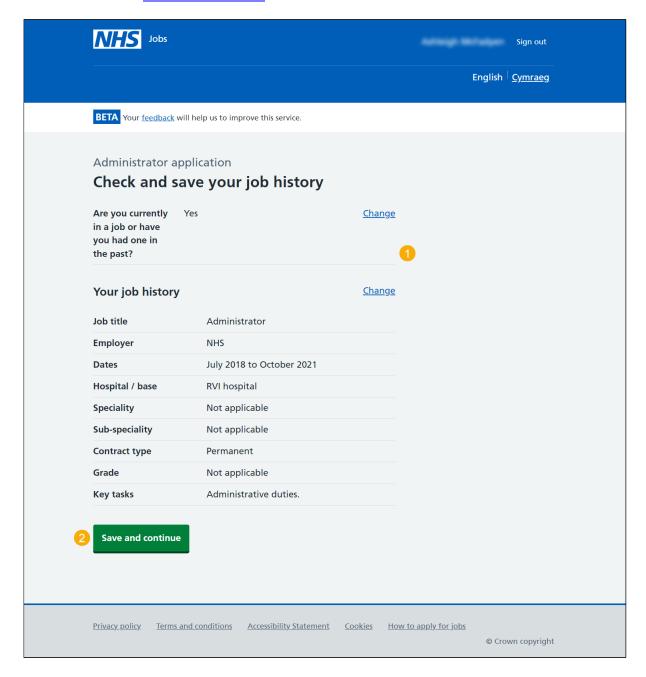


Check and save your job history

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.



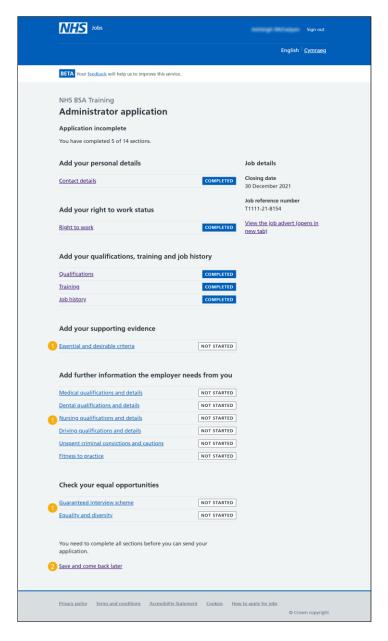
Application task list

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 completed 5 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:

- Select a section link.
 or
- 2. Select the 'Save and come back later' link (optional).



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.