

## 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.

## Contents

<a href="#">How to apply for a job – Add your qualifications, training, and job history in NHS Jobs user guide</a>	1
<a href="#">Qualifications</a>	3
<a href="#">Have you got any qualifications?</a>	4
<a href="#">Add academic qualification</a>	5
<a href="#">Manage your qualifications</a>	6
<a href="#">Check and save your qualifications</a>	7
<a href="#">Application task list</a>	8
<a href="#">Have you completed any training that may be relevant to this job?</a>	9
<a href="#">Add a training course</a>	10
<a href="#">Manage your training course history</a>	11
<a href="#">Check and save your training courses</a>	12
<a href="#">Application task list</a>	13
<a href="#">Are you currently in a job or have you had one in the past?</a>	14
<a href="#">Job details</a>	15
<a href="#">Manage your job history</a>	17
<a href="#">Check and save your job history</a>	18
<a href="#">Application task list</a>	19

## 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.

**NHS** Jobs Sign out

English | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

NHS BSA Training  
**Administrator application**

**Application incomplete**  
You have completed 2 of 14 sections.

<b>Add your personal details</b>	<b>Job details</b>
<a href="#">Contact details</a> <b>COMPLETED</b>	<b>Closing date</b> 30 December 2021
<b>Add your right to work status</b>	<b>Job reference number</b> T1111-21-8154
<a href="#">Right to work</a> <b>COMPLETED</b>	<a href="#">View the job advert (opens in new tab)</a>
<b>Add your qualifications, training and job history</b>	
<b>1</b> <a href="#">Qualifications</a> <b>NOT STARTED</b>	
<a href="#">Training</a> <b>NOT STARTED</b>	
<a href="#">Job history</a> <b>NOT STARTED</b>	

## 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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', and 'Sign out'. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and language options 'English' and 'Cymraeg'. The main content area is light blue and contains a 'Go back' link, the title 'Administrator application', and the question 'Have you got any qualifications?'. Below the question, there is explanatory text: 'This includes CSEs, O levels, GCSEs, A levels, diplomas and degrees that you'll have got from school, college, or university.' There are two radio button options: '1 Yes' and 'No'. A green '2 Save and continue' button is highlighted. Below the button is a link 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

**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.

NHS Jobs Sign out

English | Cymraeg

**BETA** Your feedback will help us to improve this service.

[Go back](#)

Administrator application

### Add academic qualification

Tell us about your academic qualifications that you think will best help your application. Start with your most recent or current through to your earliest.

Subject

1

Place of study

2

Result

For example, C

3

Type of qualification

For example, GCSE

4

Start date

For example, 12 2016

Month Year

5

Finish date

For example, 12 2017

If you are currently studying, provide the date you expect to complete the qualification.

Month Year

6

7 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)

© Crown copyright

**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'](#)
  - ['No'](#)
4. Select the ['Save and continue'](#) button.



[Settings](#) | [Sign out](#)

[English](#) | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

[< Go back](#)

Administrator application

### Your qualifications

Qualification 1	1 <a href="#">Change</a> or <a href="#">Delete</a> 2
Subject	English and Maths
Place of study	Secondary School
Result	A
Type of qualification	GCSE
Dates	March 2012 - May 2012

**Do you want to add another qualification?**

3  Yes  No

4 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)


© Crown copyright

## 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.



[Settings](#) | [Sign out](#)

[English](#) | [Cymraeg](#)

BETA

Your [feedback](#) will help us to improve this service.

Administrator application

## Check and save your qualifications

Have you got any qualifications? Yes

---

**Your qualifications**

<b>Subject</b>	English and Maths
<b>Place of study</b>	Secondary School
<b>Result</b>	A
<b>Type of qualification</b>	GCSE
<b>Dates</b>	March 2012 - May 2012

[Change](#)

[Change](#)

**Save and continue**

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

© Crown copyright

## 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:

1. Select the '[Training](#)' section link.  
or
2. Select the 'Save and come back later' link (optional).

**NHS Jobs** Sign out

English Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

NHS BSA Training  
**Administrator application**

Application incomplete  
You have completed 3 of 14 sections.

<p><b>Add your personal details</b></p> <p><a href="#">Contact details</a> <b>COMPLETED</b></p> <p><b>Add your right to work status</b></p> <p><a href="#">Right to work</a> <b>COMPLETED</b></p> <p><b>Add your qualifications, training and job history</b></p> <p><a href="#">Qualifications</a> <b>COMPLETED</b></p> <p><b>1</b> <a href="#">Training</a> <b>NOT STARTED</b></p> <p><a href="#">Job history</a> <b>NOT STARTED</b></p> <p><b>Add your supporting evidence</b></p> <p><a href="#">Essential and desirable criteria</a> <b>NOT STARTED</b></p> <p><b>Add further information the employer needs from you</b></p> <p><a href="#">Medical qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Dental qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Nursing qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Driving qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Unspent criminal convictions and cautions</a> <b>NOT STARTED</b></p> <p><a href="#">Fitness to practice</a> <b>NOT STARTED</b></p> <p><b>Check your equal opportunities</b></p> <p><a href="#">Guaranteed interview scheme</a> <b>NOT STARTED</b></p> <p><a href="#">Equality and diversity</a> <b>NOT STARTED</b></p> <p>You need to complete all sections before you can send your application.</p> <p><b>2</b> <a href="#">Save and come back later</a></p>	<p><b>Job details</b></p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p><a href="#">View the job advert (opens in new tab)</a></p>
---	--

© Crown copyright

**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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out' and language options 'English' and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link. The title of the section is 'Administrator application'. The main heading is 'Have you completed any training that might be relevant to this job?'. Below this, a sub-heading explains: 'This includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.' There are two radio button options: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. A link 'Save and come back later' is also present. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

**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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Settings', 'Sign out', 'English', and 'Cymraeg'. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a breadcrumb link '< Go back', the text 'Administrator application', and the main heading 'Add a training course'. Below this heading are three input fields: 'Course title' (with a yellow circle containing the number 1), 'Training provider' (with a yellow circle containing the number 2), and 'Year completed' (with a yellow circle containing the number 3). Below the input fields is a green button with the text 'Save and continue' (with a yellow circle containing the number 4). Below the button is a link that says 'Save and come back later'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the far right of the footer, it says '© Crown copyright'.


## 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'](#)
  - ['No'](#)
4. Select the ['Save and continue'](#) button



[Sign out](#)

[English](#) | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

[< Go back](#)

Administrator application

### Your training course history

**Training course 1** 1 [Change](#) or [Delete](#) 2

Course title	Digital Training
Training provider	NHSBSA
Year completed	2016

**Do you want to add another training course?**

3  Yes  No

4 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)


© Crown copyright

## 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.



[Sign out](#)

[English](#) | [Cymraeg](#)

BETA

Your [feedback](#) will help us to improve this service.

Administrator application

### Check and save your training courses

Have you completed any training that might be relevant to this job?	Yes	<a href="#">Change</a>
---	-----	------------------------

<b>Your training course history</b>		<a href="#">Change</a>
-------------------------------------	--	------------------------

Course title	Digital Training
Training provider	NHSBSA
Year completed	2016

2

Save and continue

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to apply for jobs](#)

© Crown copyright

## 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:

1. Select the '[Job history](#)' section link.  
or
2. Select the 'Save and come back later' link (optional).

**NHS Jobs** Sign out

English Cymraeg

**BETA** Your [feedback](#) will help us to improve this service.

NHS BSA Training  
**Administrator application**

**Application incomplete**  
You have completed 4 of 14 sections.

<p><b>Add your personal details</b></p> <p><a href="#">Contact details</a> <b>COMPLETED</b></p> <p><b>Add your right to work status</b></p> <p><a href="#">Right to work</a> <b>COMPLETED</b></p> <p><b>Add your qualifications, training and job history</b></p> <p><a href="#">Qualifications</a> <b>COMPLETED</b></p> <p><a href="#">Training</a> <b>COMPLETED</b></p> <p><b>1</b> <a href="#">Job history</a> <b>NOT STARTED</b></p> <p><b>Add your supporting evidence</b></p> <p><a href="#">Essential and desirable criteria</a> <b>NOT STARTED</b></p> <p><b>Add further information the employer needs from you</b></p> <p><a href="#">Medical qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Dental qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Nursing qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Driving qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Unspent criminal convictions and cautions</a> <b>NOT STARTED</b></p> <p><a href="#">Fitness to practice</a> <b>NOT STARTED</b></p> <p><b>Check your equal opportunities</b></p> <p><a href="#">Guaranteed interview scheme</a> <b>NOT STARTED</b></p> <p><a href="#">Equality and diversity</a> <b>NOT STARTED</b></p> <p>You need to complete all sections before you can send your application.</p> <p><b>2</b> <a href="#">Save and come back later</a></p>	<p><b>Job details</b></p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p><a href="#">View the job advert (opens in new tab)</a></p>
---	--

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#) © Crown copyright

**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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Settings', 'Helpdesk', and 'Sign out'. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Administrator application' and contains the question 'Are you currently in a job or have you had one in the past?'. Below the question, there are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. A link 'Save and come back later' is located below the 'Save and continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

## 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 [next page](#) to see the screenshot.

**NHS** Jobs
Sign out

[English](#) | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

## Administrator application

### Job details

Job title

1

Employer

2

Hospital / base (if applicable)

3

Speciality (if applicable)

4

Sub-speciality (if applicable)

5

Contract type (if applicable)

6

Grade (if applicable)

7

Key tasks

8

Start date  
For example, 12 2016

Month    Year

9    

Finish date  
For example, 12 2017  
If this is your current job, then leave the finish month and year blank.

Month    Year

10    

11 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#)    [Terms and conditions](#)    [Accessibility Statement](#)    [Cookies](#)    [How to apply for jobs](#)

© 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'](#)
  - ['No'](#)
4. Select the ['Save and continue'](#) button.



[Sign out](#)

[English](#) | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

[< Go back](#)

Administrator application

### Your job history

Job 1

1 [Change](#) or [Delete](#) 2

Job title	Administrator
Employer	NHS
Dates	July 2018 to October 2021
Hospital / base	RVI hospital
Speciality	Not applicable
Sub-speciality	Not applicable
Contract type	Permanent
Grade	Not applicable
Key tasks	Administrative duties.

Do you want to add another job to your job history?

3
 Yes
  No

4
Save and continue

[Save and come back later](#)

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to apply for jobs](#)


© Crown copyright

## 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.



[Sign out](#)

[English](#) | [Cymraeg](#)

**BETA** Your [feedback](#) will help us to improve this service.

Administrator application

### Check and save your job history

Are you currently in a job or have you had one in the past? [Change](#)

1

**Your job history** [Change](#)

Job title	Administrator
Employer	NHS
Dates	July 2018 to October 2021
Hospital / base	RVI hospital
Speciality	Not applicable
Sub-speciality	Not applicable
Contract type	Permanent
Grade	Not applicable
Key tasks	Administrative duties.

2 [Save and continue](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

© Crown copyright

## 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:

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

**NHS Jobs** Sign out

English Cymraeg

**BETA** Your feedback will help us to improve this service.

NHS BSA Training  
**Administrator application**

Application incomplete  
You have completed 5 of 14 sections.

<p><b>Add your personal details</b></p> <p><a href="#">Contact details</a> <b>COMPLETED</b></p> <p><b>Add your right to work status</b></p> <p><a href="#">Right to work</a> <b>COMPLETED</b></p> <p><b>Add your qualifications, training and job history</b></p> <p><a href="#">Qualifications</a> <b>COMPLETED</b></p> <p><a href="#">Training</a> <b>COMPLETED</b></p> <p><a href="#">Job history</a> <b>COMPLETED</b></p> <p><b>Add your supporting evidence</b></p> <p>1 <a href="#">Essential and desirable criteria</a> <b>NOT STARTED</b></p> <p><b>Add further information the employer needs from you</b></p> <p><a href="#">Medical qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Dental qualifications and details</a> <b>NOT STARTED</b></p> <p>1 <a href="#">Nursing qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Driving qualifications and details</a> <b>NOT STARTED</b></p> <p><a href="#">Unspent criminal convictions and cautions</a> <b>NOT STARTED</b></p> <p><a href="#">Fitness to practice</a> <b>NOT STARTED</b></p> <p><b>Check your equal opportunities</b></p> <p>1 <a href="#">Guaranteed interview scheme</a> <b>NOT STARTED</b></p> <p>1 <a href="#">Equality and diversity</a> <b>NOT STARTED</b></p> <p>You need to complete all sections before you can send your application.</p> <p>2 <a href="#">Save and come back later</a></p>	<p><b>Job details</b></p> <p>Closing date 30 December 2021</p> <p>Job reference number T1111-21-8154</p> <p><a href="#">View the job advert (opens in new tab)</a></p>
---	--

© Crown copyright

**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.