

How to apply for a job – Add your personal details in NHS Jobs user guide

This guide gives you instructions for how to add your personal details to your application in the NHS Jobs service.

To add your personal details, you'll need to:

- confirm your contact preference
- add your contact telephone number, if applicable

If you've previously applied for a role and saved your application information to your applicant profile, you can choose to use this saved information when completing an 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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Contact details

This page gives you instructions for how to add your contact details.

Important: In this example, the **Contact details** status is **'NOT STARTED'** and your application is incomplete as you've completed 0 out of 9 sections.

To add your contact details, complete the following step:

1. Select the '[Contact details](#)' link.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there is a 'Sign out' button and language options for 'English' and 'Cymraeg'. Below the header, there is a navigation bar with links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area displays 'NHS BSA Training' and 'Team Manager application'. It states 'Application incomplete' and 'You have completed 0 of 9 sections.' There are two main sections: 'Add your personal details' and 'Job details'. Under 'Add your personal details', the 'Contact details' step is highlighted with a yellow circle containing the number '1' and is marked as 'NOT STARTED'. The 'Job details' section shows a 'Closing date' of '30 May 2023'.

How do you want to be updated on the progress of your application?

This page gives you instructions to confirm how you want to be updated on the progress of your application.

Important: Emails are sent to you by NHS Jobs on behalf of the recruiting organisation.

To confirm how you want to be updated on the progress of your application, complete the following steps:

1. Select an answer:
 - [‘Email’](#)
 - [‘Email and text messages’](#)
 - [‘Email and phone’](#)
 - [‘Email, text messages and phone’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', a 'Sign out' button, and language options 'English' and 'Cymraeg'. Below the header is a navigation bar with links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Team Manager application' and asks 'How do you want to be updated on the progress of your application?'. It prompts the user to 'Select which you'd prefer:' and provides four radio button options: 'Email', 'Email and text messages', 'Email and phone', and 'Email, text messages and phone'. The second option, 'Email and text messages', is highlighted with a yellow circle containing the number '1'. Below the options, a blue vertical bar contains the text: 'Emails are sent to you by NHS Jobs on behalf of the recruiting organisation.' At the bottom of the form, there is a green 'Continue' button highlighted with a yellow circle containing the number '2', and a link for 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Contact number

This page gives you instructions for how to add a contact number.

Important: You'll only see this page if you're adding a contact number. This gives the employer another way of contacting you about your application.

To add a contact number, complete the following steps:

1. In the **Telephone number** box, enter the details.
2. Select the ['Save and continue'](#) button.

NHS Jobs [Sign out](#)

English | [Cymraeg](#)

[Search](#) [Your saved searches](#) [Your saved jobs](#) [Your profile](#) [Your applications](#)

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

[Go back](#)

Team Manager application

Contact number

This gives the employer another way of contacting you about your application.

Telephone number
For international numbers include the country code.

1

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Tip: For international numbers include the country code.

Check and save your contact details

This page gives you instructions for how to check and save your contact details.

To check, change and confirm your contact details, complete the following steps:

1. Select a 'Change' link:
 - '[How do you want to be contacted?](#)' (optional)
 - '[Telephone number](#)' (optional)
2. Select the '[Save and continue](#)' button.

NHS Jobs [Sign out](#)

English | [Cymraeg](#)

[Search](#) [Your saved searches](#) [Your saved jobs](#) [Your profile](#) [Your applications](#)

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

Team Manager application

Check and save your contact details

How do you want to be contacted?	Email, text messages and phone	Change
Telephone number	0777777777	Change

2 [Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Application task list

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

Important: In this example, the **Contact details** status is '**COMPLETED**' and your application is incomplete as you've completed 1 out of 9 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

Search | Your saved searches | Your saved jobs | Your profile | Your applications

BETA Your feedback will help us to improve this service.

NHS BSA Training
Team Manager application

Application incomplete
You have completed 1 of 9 sections.

<p>Add your personal details</p> <p>1 Contact details COMPLETED</p> <p>Add your right to work status</p> <p>1 Right to work NOT STARTED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications NOT STARTED</p> <p>1 Training NOT STARTED</p> <p>Job history NOT STARTED</p> <p>Add your supporting evidence</p> <p>1 Essential and desirable criteria NOT STARTED</p> <p>Add further information the employer needs from you</p> <p>1 Unspent criminal convictions and/or cautions NOT STARTED</p> <p>Check your equal opportunities</p> <p>1 Guaranteed interview scheme NOT STARTED</p> <p>1 Equality and diversity NOT STARTED</p>	<p>Job details</p> <p>Closing date 30 May 2023</p> <p>Job reference number T1111-23-0000</p> <p>View the job advert (opens in new tab)</p>
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You need to complete all sections before you can send your application.

2 [Save and come back later](#)

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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 personal details and reached the end of this user guide.