

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 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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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 9 sections.

To add your qualifications, complete the following steps:

1. Select the '[Qualifications](#)' link.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, 'Jobs', a search bar, and 'Sign out' link. Below the header, there are navigation links: '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 'NHS BSA Training Team Manager application'. It shows the application is incomplete, with 2 out of 9 sections completed. The sections are:

- Add your personal details:** 'Contact details' is marked as 'COMPLETED'.
- Add your right to work status:** 'Right to work' is marked as 'COMPLETED'.
- Add your qualifications, training and job history:** 'Qualifications', 'Training', and 'Job history' are all marked as 'NOT STARTED'. The 'Qualifications' section is highlighted with a yellow circle containing the number '1'.

On the right side, under 'Job details', the following information is displayed:

- Closing date:** 30 May 2023
- Job reference number:** T1111-23-0000
- [View the job advert \(opens in new tab\)](#)

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, the word 'Jobs', a search bar, and a 'Sign out' button. Below the header, there are navigation links for 'English' and 'Cymraeg'. A secondary navigation bar contains links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Team Manager application' and 'Have you got any qualifications?'. It includes a sub-header 'This includes CSEs, O levels, GCSEs, A levels, diplomas and degrees that you'll have got from school, college, or university.' Below this, there are two radio button options: '1 Yes' and 'No'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A link 'Save and come back later' is also visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© 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

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Team Manager 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 come back later](#)

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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.



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

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Team Manager application

Your qualifications

Qualification 1

1 [Change or Delete](#) 2

Subject	English and Maths
Place of study	High School
Result	A
Type of qualification	GCSE
Dates	March 2012 - April 2012

Do you want to add another qualification?

3
 Yes
 No

4
Save and continue

[Save and come back later](#)

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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.



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Team Manager application

Check and save your qualifications

Have you got any qualifications? [Change](#)

1

Your qualifications [Change](#)

Subject	English and Maths
Place of study	High School
Result	A
Type of qualification	GCSE
Dates	March 2012 - April 2012

2

Save and continue

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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 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 the ['Training'](#) 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

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NHS BSA Training
Team Manager application

Application incomplete
You have completed 3 of 9 sections.

<p>Add your personal details</p> <p>Contact details COMPLETED</p> <p>Add your right to work status</p> <p>Right to work COMPLETED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications COMPLETED</p> <p>1 Training NOT STARTED</p> <p>Job history NOT STARTED</p> <p>Add your supporting evidence</p> <p>Essential and desirable criteria NOT STARTED</p> <p>Add further information the employer needs from you</p> <p>Unspent criminal convictions and/or cautions NOT STARTED</p> <p>Check your equal opportunities</p> <p>Guaranteed interview scheme NOT STARTED</p> <p>Equality and diversity NOT STARTED</p> <p>You need to complete all sections before you can send your application.</p> <p>2 Save and come back later</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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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 might 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 is a 'Sign out' link and language options for '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' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Team Manager application' and features the question 'Have you completed any training that might be relevant to this job?'. Below the question, there is explanatory text: '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' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green 'Save and continue' button with a '2' in a yellow circle next to it. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© 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 is a 'Sign out' button and language options for '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' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Team Manager application' and 'Add a training course'. It contains three input fields: 'Course title' (marked with a '1'), 'Training provider' (marked with a '2'), and 'Year completed' (marked with a '3'). Below these fields is a green 'Save and continue' button (marked with a '4') and a link for 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© 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

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Team Manager application

Your training course history

Training course 1	1 Change or Delete 2
Course title	Digital Developing
Training provider	NHSBSA
Year obtained	2021

Do you want to add another training course?

3 Yes No

4 [Save and continue](#)

[Save and come back later](#)

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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.

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Team Manager application

Check and save your training courses

Have you completed any training that might be relevant to this job? [Change](#)

1

Your training course history [Change](#)

Course title	Digital Developing
Training provider	NHSBSA
Year obtained	2021

2 [Save and continue](#)

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Application task list

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

Important: In this example, the **Training** status is '**COMPLETED**' and your application is incomplete as you've completed 4 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 the '[Job history](#)' section link.
or
2. Select the 'Save and come back later' link (optional).

NHS Jobs Sign out

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NHS BSA Training
Team Manager application

Application incomplete
You have completed 4 of 9 sections.

<p>Add your personal details</p> <p>Contact details COMPLETED</p> <p>Add your right to work status</p> <p>Right to work COMPLETED</p> <p>Add your qualifications, training and job history</p> <p>Qualifications COMPLETED</p> <p>Training COMPLETED</p> <p>1 Job history NOT STARTED</p> <p>Add your supporting evidence</p> <p>Essential and desirable criteria NOT STARTED</p> <p>Add further information the employer needs from you</p> <p>Unspent criminal convictions and/or cautions NOT STARTED</p> <p>Check your equal opportunities</p> <p>Guaranteed interview scheme NOT STARTED</p> <p>Equality and diversity NOT STARTED</p> <p>You need to complete all sections before you can send your application.</p> <p>2 Save and come back later</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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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 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 is a 'Sign out' link 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' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Team Manager 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 highlighted with a yellow circle and the number '2'. A link 'Save and come back later' is also visible. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the 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 **Key tasks** box, enter the details.
4. In the **Start date** box, enter the details.
5. In the **Finish date** box, enter the details.
6. Select the ['Save and continue'](#) button.

NHS Jobs [Sign out](#)

English | [Cymraeg](#)

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Team Manager application

Job details

Job title 1

Employer 2

Key tasks 3

Start date
For example, 12 2016

Month Year 4

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

Month Year 5

6 [Save and continue](#)

[Save and come back later](#)

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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.



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Team Manager application

Your job history

Job 1

Job title	Administrator
Employer	NHS
Dates	May 2016 to October 2021
Key tasks	Administrative duties

1 [Change or Delete](#)

2

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

3
 Yes
 No

4
Save and continue

[Save and come back later](#)

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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.

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English | [Cymraeg](#)

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Team Manager application

Check and save your job history

Are you currently Yes [Change](#)

in a job or have you had one in the past? **1**

Your job history [Change](#)

Job title	Administrator
Employer	NHS
Dates	May 2016 to October 2021
Key tasks	Administrative duties

2 [Save and continue](#)

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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 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).

The screenshot shows the NHS Jobs application task list for a 'Team Manager application'. The application is incomplete, with 5 out of 9 sections completed. The sections are:

- Add your personal details:** Contact details (COMPLETED)
- Add your right to work status:** Right to work (COMPLETED)
- Add your qualifications, training and job history:** Qualifications (COMPLETED), Training (COMPLETED), Job history (COMPLETED)
- Add your supporting evidence:** Essential and desirable criteria (NOT STARTED)
- Add further information the employer needs from you:** Unspent criminal convictions and/or cautions (NOT STARTED)
- Check your equal opportunities:** Guaranteed interview scheme (NOT STARTED), Equality and diversity (NOT STARTED)

Job details include: Closing date (30 May 2023) and Job reference number (T1111-23-0000). A link to 'View the job advert (opens in new tab)' is also present.

At the bottom, there is a message: 'You need to complete all sections before you can send your application.' and a link '4 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'.

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.