

## How to manage your applicant profile in NHS Jobs

This guide gives you instructions for how to manage your applicant profile in NHS Jobs.

You can edit and save information to your profile, including:

- your name
- your contact preferences
- your password
- your qualifications, training, and job history
- your equality and diversity information

This will ensure that you always have the most up to date information on any applications you make in the NHS Jobs service.

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## Update your contact preferences and details

This page gives you information about the new applicant profile feature.

**Important:** You'll only see this page if you have an existing NHS Jobs account.

To update your contact preferences and details, complete the following step:

1. Select the '[Continue](#)' button.

Sign out  
English | [Cymraeg](#)

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

## Update your contact preferences and details

We have recently released new features that mean you can:

- update your contact details
- manage how you would like us to contact you

Updating your contact preferences and details means:

- you will not have to enter your details and preferences each time you apply for a job
- employers will have the right contact details to contact you about your applications

Employers will only use your contact details to contact you about any jobs you have applied for.

**1** [Continue](#)

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

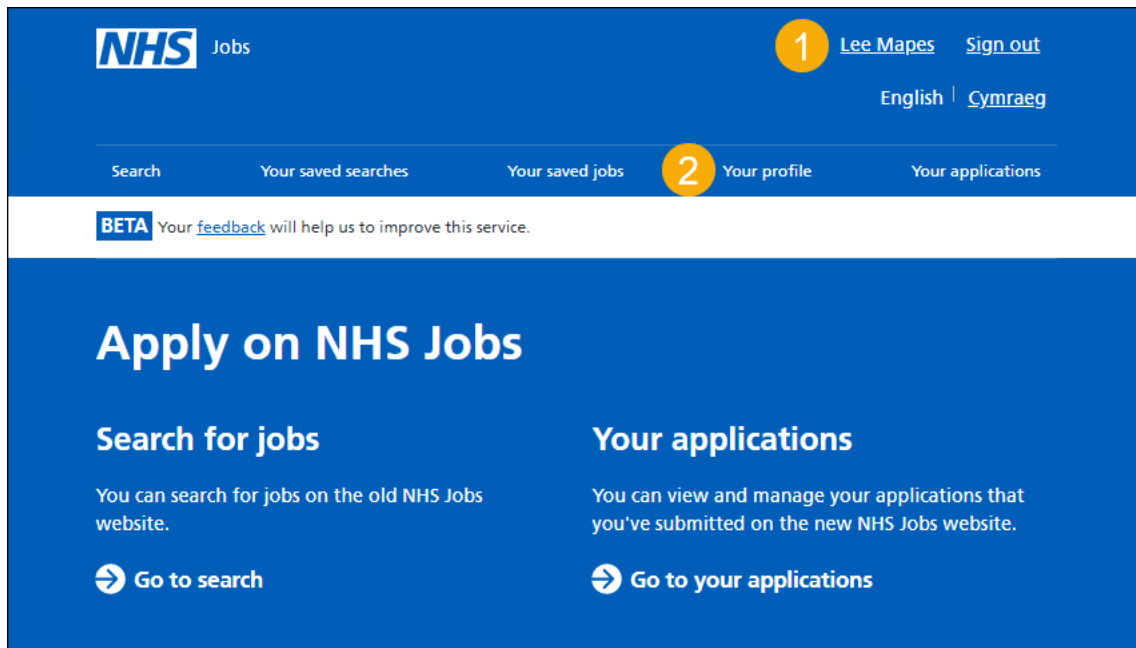
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## Account details

This page gives you instructions for how to change your account details. You can also add or edit your application information, including your qualifications, training courses and job history.

To access and edit the details in your applicant profile, complete the following steps:

1. Select the ['name'](#) link.
2. Select the ['Your profile'](#) link.



## Your account

This page gives you instructions for how to edit your account details.

**Important:** Your email address can't be changed.

To edit your account details, complete the following steps:

1. To change your name, select the '[Change](#)' link.
2. To change your contact preferences, select the '[Change](#)' link.
3. To change your password, select the '[Change](#)' link.

**NHS** Jobs [Lee Mapes](#) [Sign out](#)

English | [Cymraeg](#)

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

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### Your account

Name	Lee Mapes	<a href="#">Change</a> <b>1</b>
Email address	<input type="text"/>	
How do you want to be contacted?	Email	<a href="#">Change</a> <b>2</b>
Password	*****	<a href="#">Change</a> <b>3</b>

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

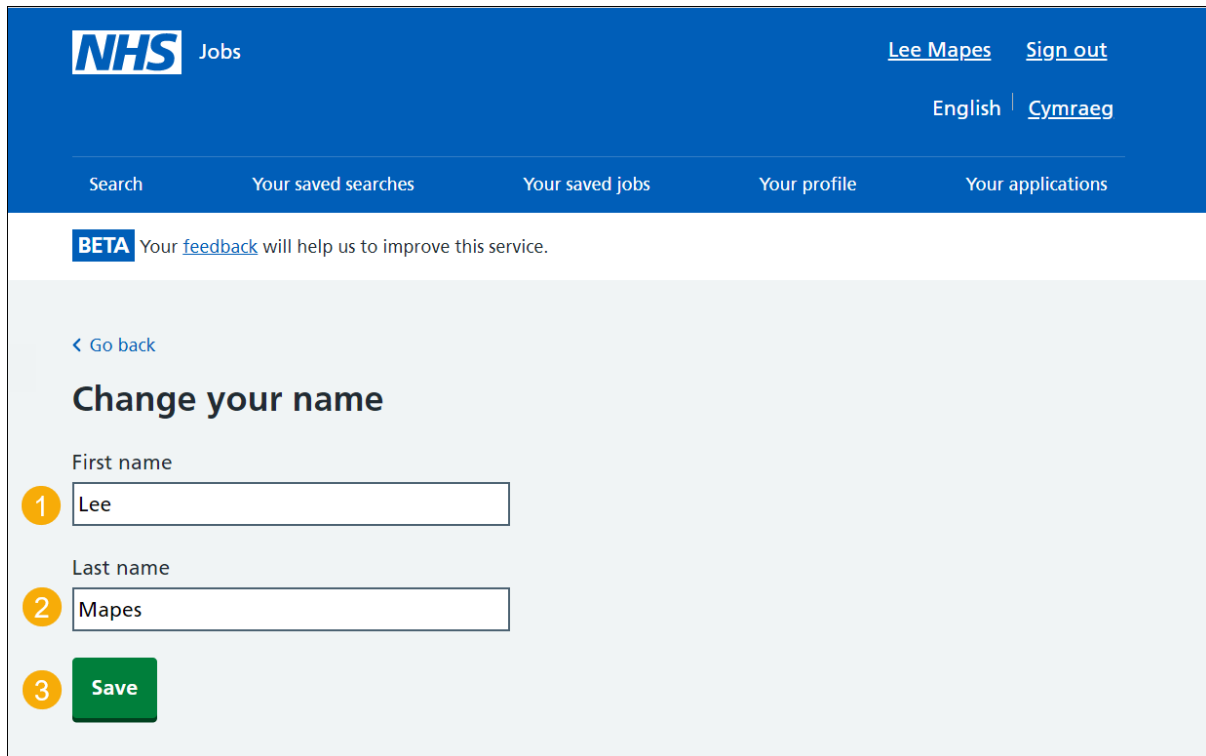
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## Change your name

This page gives you instructions for how to change your name.

To change your name, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. Select the **'Save'** 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 left, and user information 'Lee Mapes' and 'Sign out' on the right. Below the header, there are navigation 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 'Change your name' and includes a 'Go back' link. There are three numbered steps: 1. 'First name' input field containing 'Lee'; 2. 'Last name' input field containing 'Mapes'; 3. A green 'Save' button.

You've changed your name and reached the end of this user guide.

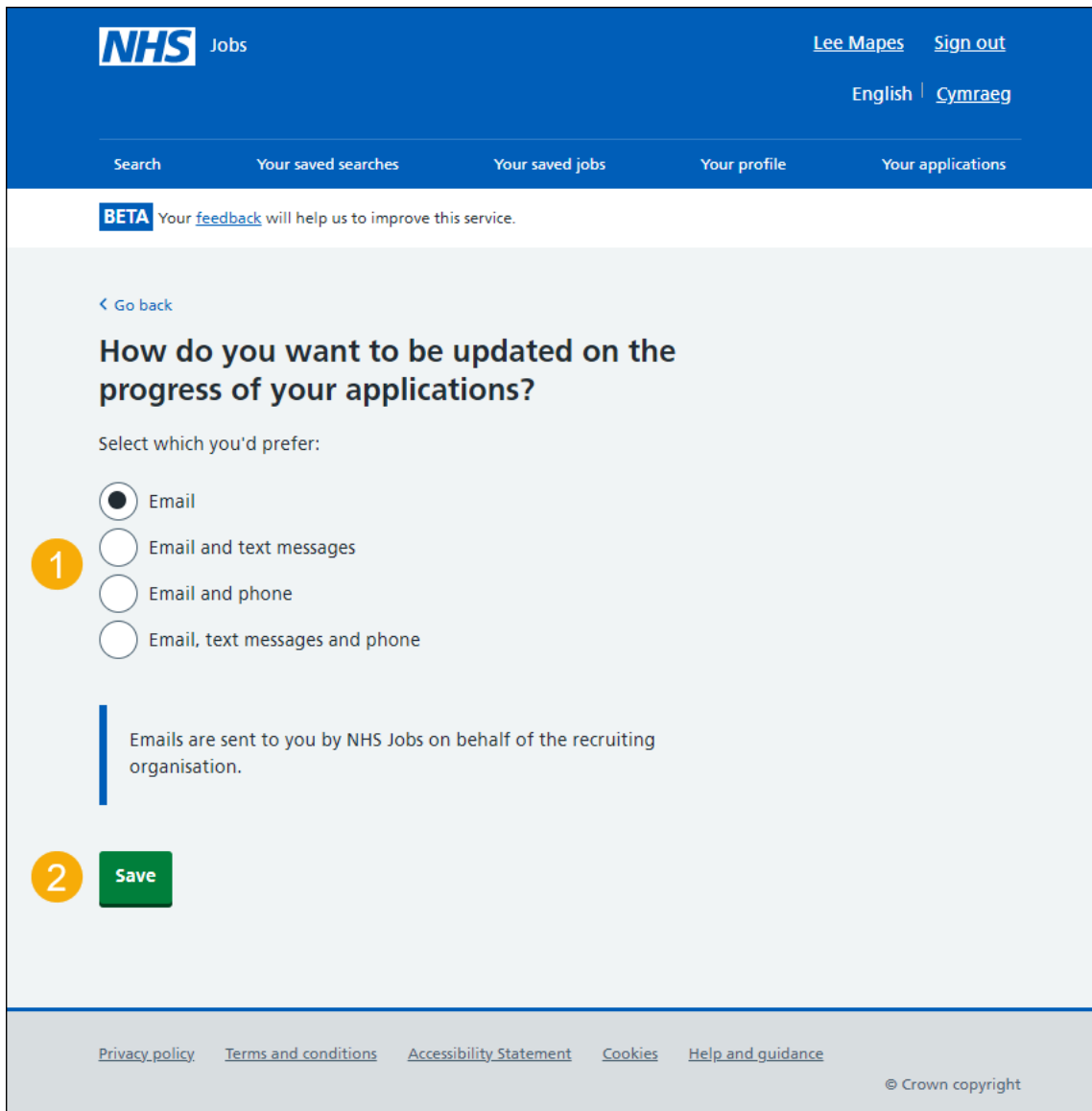
## Change your contact preferences

This page gives you instructions for how to change how you want to be updated on the progress of your applications.

**Important:** If you select an option that includes phone or text messages, you'll be asked to give your phone number.

To change your contact preferences, complete the following steps:

1. Select an option.
2. Select the ['Save'](#) 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 'Lee Mapes', 'Sign out', '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, stating 'Your feedback will help us to improve this service.' The main content area has a heading 'How do you want to be updated on the progress of your applications?' and a sub-heading 'Select which you'd prefer:'. There are four radio button options: 'Email', 'Email and text messages', 'Email and phone', and 'Email, text messages and phone'. A yellow circle with the number '1' is next to the 'Email' option. Below the options, there is a blue vertical bar and 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 yellow circle with the number '2' next to a green 'Save' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've selected your contact preferences and have reached the end of this user guide.

## Change your password

This page gives you instructions for how to change your password.

To change your account password, complete the following steps:

1. In the **Current password** box, enter the details.
2. Select the [Continue](#) button.

**NHS** Jobs [Lee Mapes](#) [Sign out](#)  
English | [Cymraeg](#)

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

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[Go back](#)

### What is your current password?

We need to make sure it is you making the change

1

2 [Continue](#)

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

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## Create new password

This page gives you instructions for how to create your new password.

**Important:** Your password needs to be 12 characters or more.

To create your new password, complete the following steps:

1. In the **New password** box, enter the details.
2. In the **Confirm new password** box, enter the details.
3. Select the [Save](#) button.

**NHS** Jobs [Lee Mapes](#) [Sign out](#)

English | [Cymraeg](#)

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

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[< Go back](#)

## Create a new password

New password  
Your password needs to be 12 characters or more.

- 1
- 2
- 3 [Save](#)

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

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You've created a new password and reached the end of this user guide.

## Your profile

This page gives you instructions for how to add or edit your application details and download your profile.

**Important:** This information can be used to populate the answers on an application form when you apply for a job on NHS Jobs. It is not visible to anyone else.

To add or edit your application details or download your profile, complete the following steps:

1. Select the ['Qualifications'](#) link.
2. Select the ['Training'](#) link.
3. Select the ['Job history'](#) link.
4. Select the ['Equality and diversity'](#) link.
5. Select the ['View and manage account'](#) link.
6. Select the ['Download my profile'](#) link.

**NHS** Jobs [Lee Mapes](#) [Sign out](#)

English | [Cymraeg](#)

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Search    Your saved searches    Your saved jobs    **Your profile**    Your applications

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[Go back](#)

## Your profile

This information can be used to populate the answers on an application form when you apply for a job on NHS Jobs. It is not visible to anyone else.

**Profile incomplete**  
You have completed 0 of 4 sections.

### Add your qualifications, training and job history

1	<a href="#">Qualifications</a>	NOT STARTED
2	<a href="#">Training</a>	NOT STARTED
3	<a href="#">Job history</a>	NOT STARTED

### Check your equal opportunities

4	<a href="#">Equality and diversity</a>	NOT STARTED
---	--	-------------

Last updated:

**What you can do**

[View and manage account](#) 5

[Download my profile](#) 6

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## Do you have any academic qualifications?

This page gives you instructions for how to confirm if you have any academic qualifications.

**Important:** This page will only appear if you don't have any academic qualifications saved to your profile.

To confirm if you have any academic qualifications, 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 are links for 'Lee Mapes', 'Sign out', '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'. The main content area has a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Your profile' followed by 'Do you have any academic qualifications?'. A sub-heading explains: '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 buttons: 'Yes' and 'No'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also present. At the bottom, 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'.

## Add academic qualification

This page gives you instructions for how to add an academic qualification.

To add an academic 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** boxes, enter the month and year.
6. In the **Finish date** boxes, enter the month and year.
7. Select the '[Save and continue](#)' button.

NHS Jobs 
[Lee Mapes](#) [Sign out](#)  
[English](#) | [Cymraeg](#)

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

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[Go back](#)

Your profile

### Add academic qualification

Add 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](#)

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## Your qualifications

This page gives you instructions for how to manage your qualifications.

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.



[Lee Mapes](#)   [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](#)

Your profile

### Your qualifications

**Qualification 1**

Subject	English
Place of study	High School
Result	A
Type of qualification	GCSE
Dates	June 1997 - June 2002

1
[Change or Delete](#)
2

**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](#)
[Help and guidance](#)

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## Check and save your qualifications

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

**Important:** Changing the 'Have you got any qualifications?' answer to 'No' will delete any qualifications you've entered.

To check, change and save 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.



[Lee Mapes](#) | [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.

---

Your profile

### Check and save your qualifications

Have you got any qualifications?

Yes

[Change](#)

1

**Your qualifications**

[Change](#)

<b>Subject</b>	English
<b>Place of study</b>	High School
<b>Result</b>	A
<b>Type of qualification</b>	GCSE
<b>Dates</b>	June 1997 - June 2002

2

Save and continue

[Privacy policy](#)
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## Have you completed any training courses?

This page gives you instructions for how to confirm if you have completed any training courses.

**Important:** This page will only appear if you don't have any training courses saved to your profile.

To confirm if you have completed any training courses, 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 navigation bar with the NHS logo and 'Jobs' text on the left, and links for 'Lee Mapes', 'Sign out', 'English', and 'Cymraeg' on the right. Below the navigation bar is a white search bar with tabs 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 has a light blue background and contains a 'Go back' link, the heading 'Your profile', and the question 'Have you completed any training courses?'. Below the question is a sub-heading: '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: '1 Yes' and '2 No'. A green 'Save and continue' button is located below the radio buttons. 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 text '© Crown copyright'.

## Add a training course

This page gives you instructions for how to add 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 obtained** 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 'Lee Mapes', 'Sign out', '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 'Your profile' and 'Add a training course'. It contains three input fields: 'Course title' (marked with a '1'), 'Training provider' (marked with a '2'), and 'Year obtained' (marked with a '3'). Below these fields is a green 'Save and continue' button (marked with a '4') and a link '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'.




## Your training course history

This page gives you instructions for how to manage your training course history.

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.



[Lee Mapes](#) | [Sign out](#)  
[English](#) | [Cymraeg](#)

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

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[< Go back](#)

Your profile

### Your training course history

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

<b>Course title</b>	First Aid
<b>Training provider</b>	Derby College
<b>Year obtained</b>	2010

**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.

**Important:** Changing the 'Have you completed any training courses?' answer to 'No' will delete any training courses you've entered.

To check, change and confirm your training courses, complete the following steps:

1. Select a 'Change' link:
  - ['Have you completed any training courses?'](#) (optional).
  - ['Your training history'](#) (optional).
2. Select the ['Save and continue'](#) button.



[Lee Mapes](#)   [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.

---

Your profile

### Check and save your training courses

Have you completed any training courses?   Yes

[Change](#)

1

**Your training course history** [Change](#)

<b>Course title</b>	First Aid
<b>Training provider</b>	Derby College
<b>Year obtained</b>	2010

2
Save and continue

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## Are you currently in a job or have you had one in the past?

This page gives you instructions for how to confirm whether you are currently in a job, or if you've had one in the past.

**Important:** This page will only appear if you don't have any jobs saved to your profile.

To confirm if you are 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 navigation bar with the NHS logo and 'Jobs' text on the left, and links for 'Lee Mapes', 'Sign out', 'English', and 'Cymraeg' on the right. Below the navigation bar is a horizontal menu with links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Your profile' and contains the question 'Are you currently in a job or have you had one in the past?'. Below the question are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is positioned below the radio buttons. A link 'Save and come back later' is located below the button. The footer contains 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.

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** boxes, enter the details.
5. In the **Finish date** boxes, enter the details.
6. Select the [‘Save and continue’](#) button.

**NHS** Jobs
[Lee Mapes](#) [Sign out](#)

English | [Cymraeg](#)

Search    Your saved searches    Your saved jobs    Your profile    Your applications

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[< Go back](#)

Your profile

### 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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## Your job history

This page gives you instructions for how to manage your job history.

To change, 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.



[Lee Mapes](#)   [Sign out](#)  
 English | [Cymraeg](#)

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

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[< Go back](#)

Your profile

### Your job history

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

<b>Job title</b>	Service Support Officer
<b>Employer</b>	NHS
<b>Dates</b>	August 2021 to Current
<b>Key tasks</b>	Writing user guides.

**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.

**Important:** Changing the 'Are you currently in a job or have you had one in the past?' answer to 'No' will delete any job history you've entered.

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.

**NHS** Jobs [Lee Mapes](#) [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.

Your profile

### Check and save your job history

Are you currently in a job or have you had one in the past?  Yes [Change](#) 1

Your job history [Change](#)

Job title	Service Support Officer
Employer	NHS
Dates	August 2021 to Current
Key tasks	Writing user guides.

2 [Save and continue](#)

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

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## Equality and diversity monitoring

This page gives you information about equality and diversity monitoring.

**Important:** The information collected will be treated confidentially and used for statistical purposes only, not to identify individuals.

Read the information on the page and complete the following step:

1. Select the '[Continue](#)' button.



[Lee Mapes](#)   [Sign out](#)

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

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

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### Your profile

## Equality and diversity monitoring

There are protected characteristics set out by the Equality Act 2010. It is our duty as an employer to monitor who has protected characteristics through our recruitment, to ensure we employ a diverse and inclusive workforce.

We'll therefore ask you questions about:

- gender and gender reassignment
- marital status
- pregnancy, birth and any maternity or paternity leave for either
- sexual orientation
- age
- ethnicity
- religion

You can select 'prefer not to say' if you do not want to answer any of them.

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

1

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## What is your gender?

This page gives you instructions for how to confirm your gender.

To confirm your gender, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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Your profile

### What is your gender?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

Male

Female

1 or

Prefer not to say

2 [Save and continue](#)

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## Is your gender the same as that assigned at birth?

This page gives you instructions for how to confirm if your gender is the same as that assigned at birth.

To confirm if your gender is the same as that assigned at birth, complete the following steps:

1. Select an answer.
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 are links for 'Lee Mapes', 'Sign out', '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 'Your profile' and features the question 'Is your gender the same as that assigned at birth?'. Below the question is a privacy notice: 'The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.' There are three radio button options: 'Yes', 'No', and 'Prefer not to say'. A yellow circle with the number '1' is next to the 'No' option. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle and the number '2' 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 copyright notice '© Crown copyright'.

## What is your marital status?

This page gives you instructions for how to confirm your marital status.

To confirm your marital status, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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### Your profile

## What is your marital status?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

Married

Single

Civil Partnership

Legally separated

Divorced

Widowed

or

Prefer not to say

**1**

**2** [Save and continue](#)

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## Are you currently pregnant, on maternity or paternity leave or have you given birth in the last 26 weeks?

This page gives you instructions for how to confirm if you're currently pregnant, on maternity/paternity leave or have you given birth in the last 26 weeks.

To confirm if you're currently pregnant, on maternity or paternity leave or have given birth in the last 26 weeks, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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### Are you currently pregnant, on maternity or paternity leave or have you given birth in the last 26 weeks?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

Yes

No

1 or

Prefer not to say

2 [Save and continue](#)

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## Which of the following options best describes how you think of yourself?

This page gives you instructions for how to confirm how you think of yourself.

To confirm how you think of yourself, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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### Your profile

## Which of the following options best describes how you think of yourself?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

- Heterosexual/straight
- Bisexual
- Gay/lesbian
- 1**  Other sexual orientation not listed
- Undecided

or

- Prefer not to say

**2** [Save and continue](#)

[Save and come back later](#)

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## What is your age?

This page gives you instructions for how to confirm your age.

To confirm your age, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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Your profile

### What is your age?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

Under 24 years

24 to 44

45 to 59

**1**  60 to 74

75 years and over

or

Prefer not to say

**2** [Save and continue](#)

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## What is your ethnic group?

This page gives you instructions for how to confirm your ethnic group.

To confirm your ethnic group, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.



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### What is your ethnic group?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

- White: English, Scottish, Welsh, Northern Irish, British
- White: Irish
- Any other white background
- Asian/Asian British: Bangladeshi
- Asian/Asian British: Chinese
- Asian/Asian British: Indian
- Asian/Asian British: Pakistani
- Asian/Asian British: Other
- 1**  Black/Black British: African
- Black/Black British: Caribbean
- Black/Black British: Other
- Mixed: White and Asian
- Mixed: White and Black African
- Mixed: White and Black Caribbean
- Mixed: Other
- Any other ethnic group

or

- Prefer not to say

**2** [Save and continue](#)

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## What is your religion?

This page gives you instructions for how to confirm your religion.

To confirm your religion, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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### What is your religion?

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

Atheism/no religion

Buddhism

Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)

Hinduism

**1**  Judaism

Islam

Sikhism

Jainism

Any other religion

or

Prefer not to say

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## Check and save your equality and diversity answers

This page gives you instructions for how to check and save your equality and diversity answers.

To check change and confirm your equality and diversity answers, complete the following steps:

1. Select a 'Change' link (optional):
  - ['Your gender'](#)
  - ['Gender assignment'](#)
  - ['Marital status'](#)
  - ['Pregnancy, maternity and paternity leave'](#)
  - ['Sexual orientation'](#)
  - ['Age'](#)
  - ['Ethnic group'](#)
  - ['Religion'](#)
2. Select the ['Save and continue'](#) button.

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### Your profile

## Check and save your equality and diversity answers

Your gender	Male	<a href="#">Change</a>
Gender assignment	Yes	<a href="#">Change</a>
Marital status	Single	<a href="#">Change</a>
Pregnancy, maternity and paternity leave	No	<a href="#">Change</a>
Sexual orientation	Heterosexual/straight	<a href="#">Change</a>
Age	24 to 44	<a href="#">Change</a>
Ethnic group	White: English, Scottish, Welsh, Northern Irish, British	<a href="#">Change</a>
Religion	Atheism/no religion	<a href="#">Change</a>

**2** [Save and continue](#)

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## Create profile download

This page gives you instructions for how to create a profile download.

**Important:** The profile download will be created as a PDF file.

To create a profile download, complete the following step:

1. Select the ['Create profile download'](#) button.

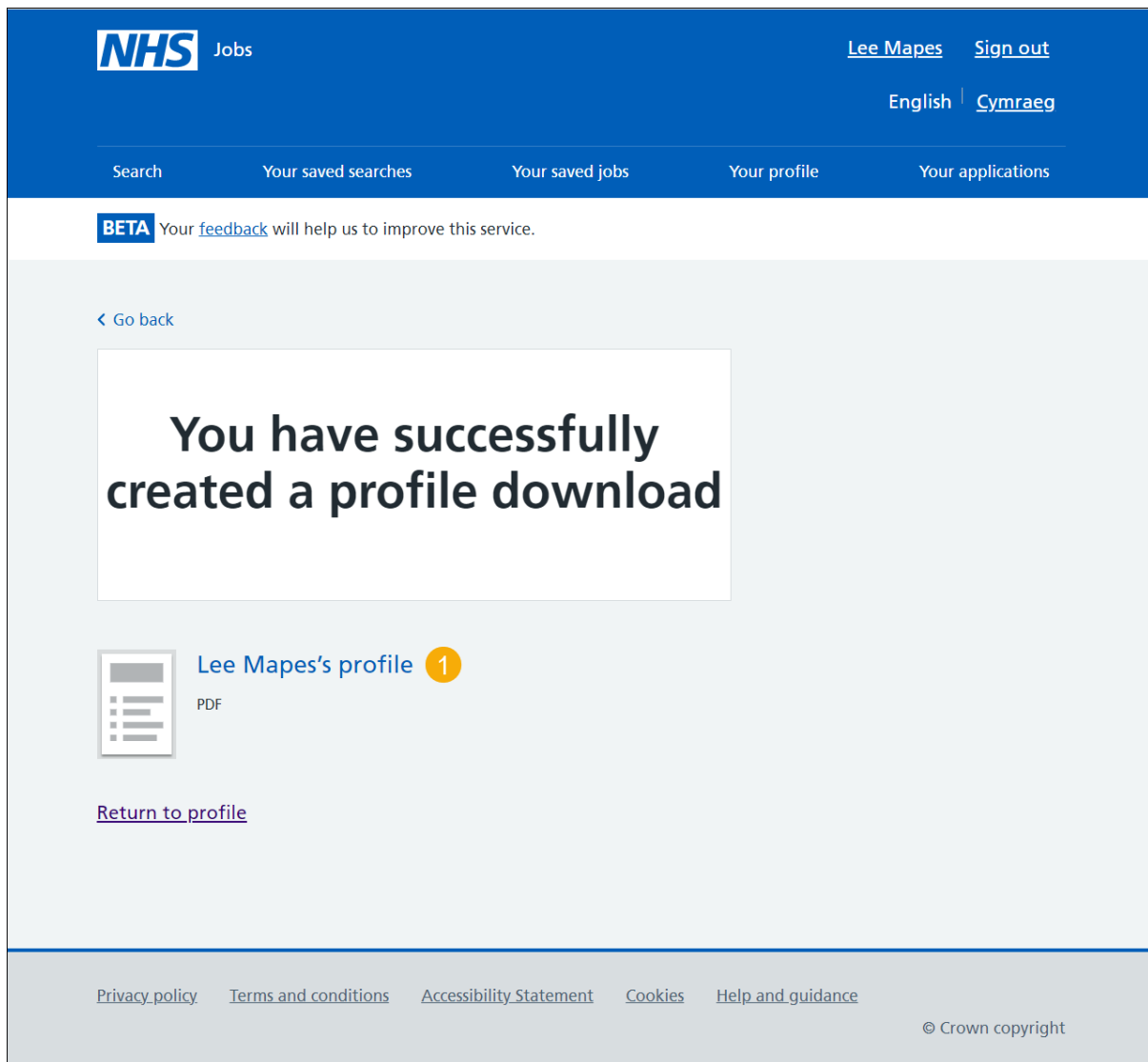
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user links 'Lee Mapes' and 'Sign out' on the right. Below the header is a navigation bar with links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area features a 'Go back' link, a large heading 'Create profile download', and the candidate name 'Lee Mapes'. Under the heading, the text 'What happens next' is followed by instructions to click 'Create profile download'. A green button with a yellow '1' icon and the text 'Create profile download' is highlighted. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

## You have successfully created a profile download

This page shows confirmation that you have created a profile download.

To download your profile, complete the following step:

1. Select the 'profile' link.



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 'Lee Mapes' and 'Sign out', 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' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area features a large white box with the text 'You have successfully created a profile download'. Below this, there is a PDF icon and the text 'Lee Mapes's profile' with a yellow notification bubble containing the number '1'. A 'Return to profile' link 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'.

You've downloaded your applicant profile and have reached the end of this user guide.