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.

Delivered by the NHS Business Services Authority

Contents

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.

NHS Jobs

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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

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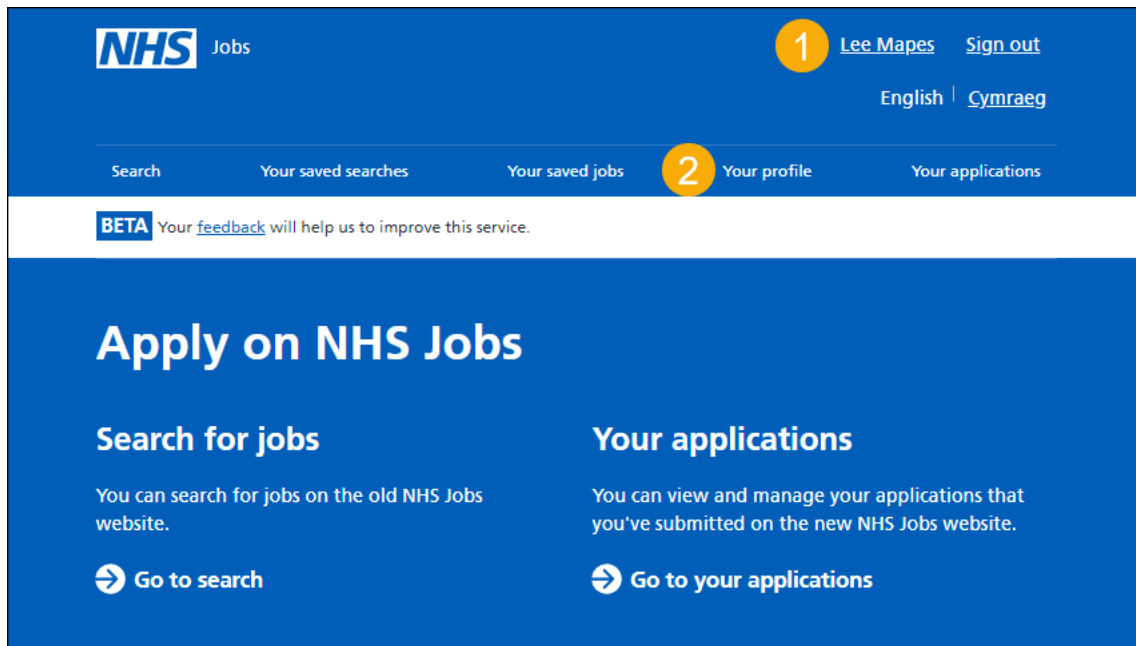## Account details

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 '<u>name</u>' link.
2. Select the '<u>Your profile</u>' 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.

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.

NHS Jobs

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Change your name

First name

1 Lee

Last name

2 Mapes

3 **Save**

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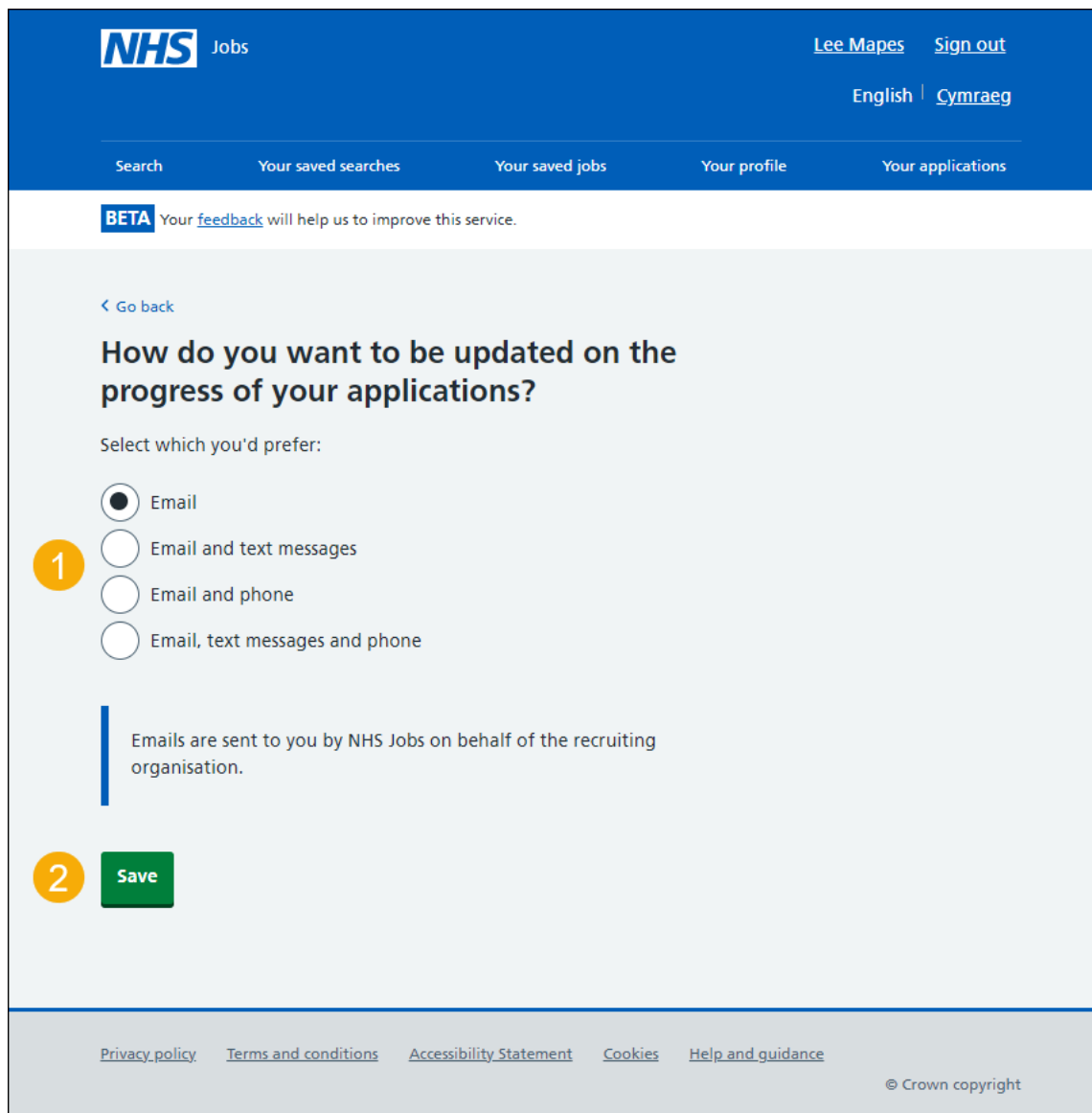
Change your contact preferences

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.

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 '<u>Continue</u>' button.

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What is your current password?

We need to make sure it is you making the change

1 [_____]

2 **Continue**

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Create new password

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

<mark>Important:</mark> 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.

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.

<mark>Important:</mark> 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.

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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.

What you can do

View and manage account **5**

Download my profile **6**

Add your qualifications, training and job history

1 Qualifications   NOT STARTED

2 Training   NOT STARTED

3 Job history   NOT STARTED

Check your equal opportunities

4 Equality and diversity   NOT STARTED

Last updated:

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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.

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.

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.

Check and save your qualifications

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

<mark>Important:</mark> 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.

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Your profile

Check and save your qualifications

| Have you got any qualifications? | Yes | Change |

①

| Your qualifications | | Change |

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

② **Save and continue**

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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.

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Your profile

Have you completed any training courses?

This includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.

1. ◯ Yes   ◯ No

2. **Save and continue**

Save and come back later

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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.

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Add a training course

Course title

1

Training provider

2

Year obtained

3

4 Save and continue

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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.

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Your profile

Your training course history

Training course 1   ① Change or Delete ②

Course title	First Aid
Training provider	Derby College
Year obtained	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:
   - '<u>Have you completed any training courses?</u>' (optional).
   - '<u>Your training history</u>' (optional).
2. Select the '<u>Save and continue</u>' button.

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Your profile
Check and save your training courses

| Have you completed any training courses? | Yes | Change |

①

| Your training course history | | Change |

Course title	First Aid
Training provider	Derby College
Year obtained	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.

NHS Jobs

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

1 ○ Yes   ○ No

2 **Save and continue**

Save and come back later

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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 '<u>Save and continue</u>' button.

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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 '<u>Change</u>' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
    - '<u>Yes</u>'
    - '<u>No</u>'
4. Select the 'Save and continue' button.

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Your job history

Job 1   ① <u>Change</u> or <u>Delete</u> ②

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

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

③ ◯ Yes   ◯ No

④ **Save and continue**

<u>Save and come back later</u>

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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:
   - '<u>Are you currently in a job or have you had one in the past?</u>' (optional).
   - '<u>Your job history</u>' (optional).
2. Select the '<u>Save and continue</u>' button.

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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**

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Equality and diversity monitoring

This page gives you information about equality and diversity monitoring.

<mark>Important:</mark> 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.

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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 [Continue]

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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.

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.

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Is your gender the same as that assigned at birth?

> 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
○ Yes
○ No
or
○ Prefer not to say

② **Save and continue**

Save and come back later

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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

Save and continue

Save and come back later

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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 '<u>Save and continue</u>' button.

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Your profile

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.

1 ◯ Yes
◯ No
or
◯ Prefer not to say

2 **Save and continue**

Save and come back later

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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 '<u>Save and continue</u>' 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**

Save and come back later

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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.

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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Your profile

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.

1

◯ Atheism/no religion

◯ Buddhism

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

◯ Hinduism

◯ Judaism

◯ Islam

◯ Sikhism

◯ Jainism

◯ Any other religion

or

◯ Prefer not to say

2 **Save and continue**

Save and come back later

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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.

Create profile download

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

<mark>Important:</mark> The profile download will be created as a PDF file.

To create a profile download, complete the following step:
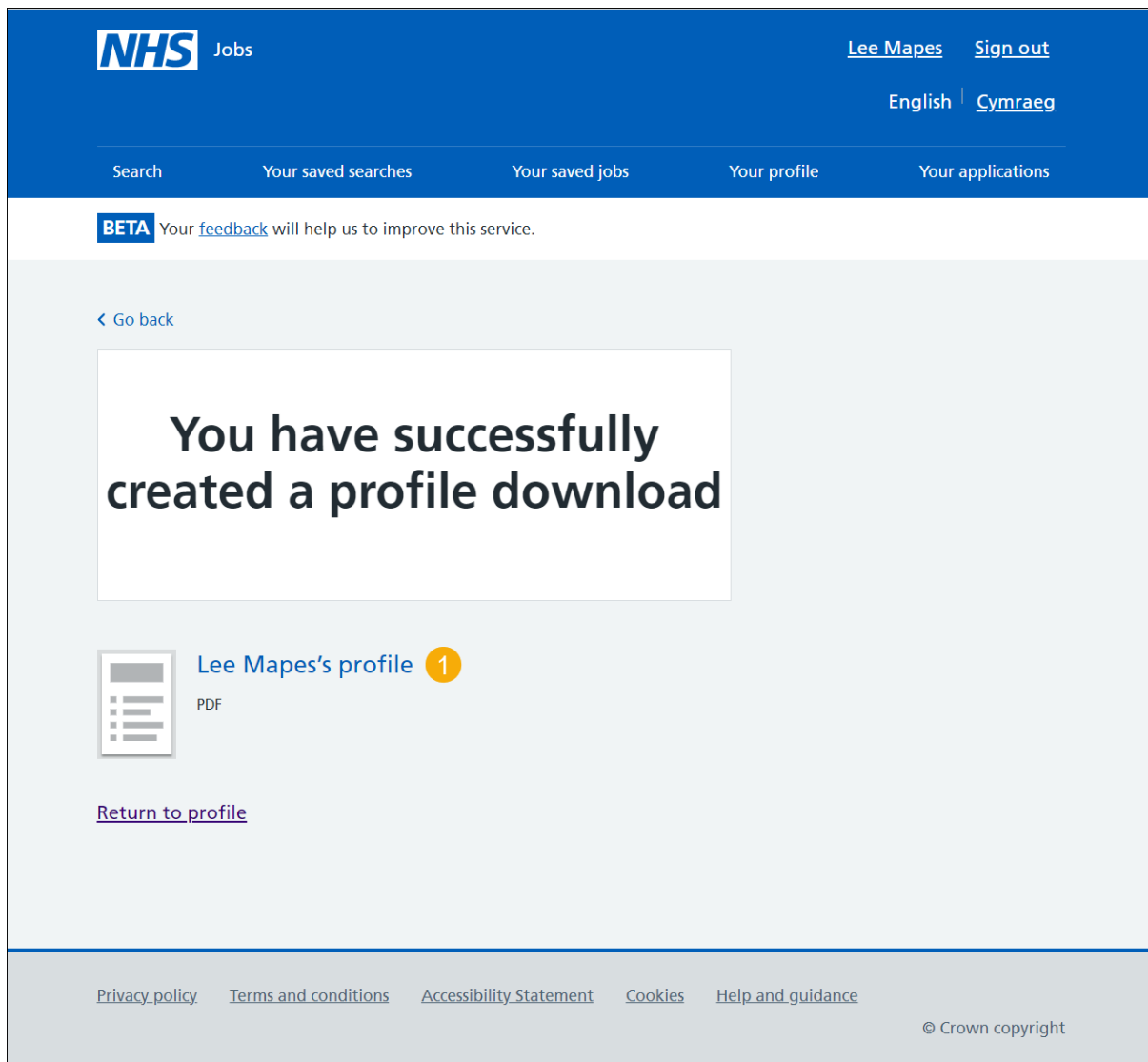
1. Select the '<u>Create profile download</u>' button.

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Create profile download

Candidate name: Lee Mapes

What happens next

Click 'Create profile download'. This may take a few seconds

① **Create profile download**

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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.

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