

How do I complete the application form on NHS jobs?

Sample application form



Thank you for your interest in applying for work experience. This is a guide on how to complete the NHS jobs application form. If this document does not answer your questions, please contact the Widening Participation department.

Our online application form can be accessed via our website at http://www.ruh.nhs.uk/careers/work_experience.asp?menu_id=5

The form is a standard NHS jobs online application. We know the wording in these applications is quite specific and not always easy to understand. **Please read the guidance below to help you to complete this form for work experience.**

1. Click on the link provided on our website. This will take you to NHS jobs. If you already have a NHS jobs account, please log-in by clicking the tab on the top right. If you are currently not registered, please set-up an account by clicking the register tab.



2. Fill in the details in the personal section. You can leave the Jobs by email section blank if you like. Please make sure that you read and understand the Acceptable Use policy. Click the create button.

First Name *

Surname *

Country of Residence *

Email address *

Email address confirmation *

Password *

Note: Password must be minimum of 9 characters and contain characters from each of the following groups: A-Z, a-z, 0-9.

Password Strength Acceptable

Password confirmation *

Security Question *

Security Answer *

Note: The security question and answer will be used by the Helpdesk to confirm your identity when responding to any enquiries relating to your use of this site, and if you have forgotten your password.



3. Check your email account for an activation email from NHS jobs. If you haven't received the email, make sure that you check your spam folder. If not, click on the re-send my activation code button. Either click on the link in the email to activate your account or copy and paste the code into the box and click Activate Account.

4. Once logged in, please search for the job reference. Enter 427-WE2018001 into the search bar.



5. Click on the vacancy called **Work Experience Placement**.
6. Click on the green box, **Apply for this job**.

| | |
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| <p>Employer: Royal United Hospitals Bath NHS Foundation Trust Location: Bath</p> <p>Salary: Voluntary (unpaid)</p> <p>Note: Internal vacancy</p> <hr/> <p>New colleagues can look forward to a warm welcome and a future full of opportunities at the Royal United Hospitals Bath NHS Foundation Trust. You will be working alongside high calibre staff, many of whom have a national and international reputation for specialist expertise and world-class care, focusing on providing the best services to our patients. The CQC recently rated the care we provide as outstanding.</p> <p>The Trust provides acute treatment and care for a catchment population of around 500,000 people in Bath.</p> | <p>Pay Scheme: Other Staff Group: Students Specialty/Function: Work Experience</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: center; border: 2px solid green; border-radius: 15px; padding: 5px; background-color: #4CAF50; color: white; width: fit-content; margin: 10px auto;"> Apply for this job </div> |
|--|---|

7. Complete the **pre-application questions**. Please answer them honestly. If you have any questions about eligibility, please contact the Widening Participation team. Read the Acceptable Use Policy and tick the box to proceed.

After clicking submit, you will be presented with an online application form. You may complete this now or later. If you want to revisit the application form before submitting, click save for later. Make sure that you save your application at regular intervals. If the website is inactive for too long, you will be logged out and any work will be lost since the last save.

Pre-Application Questions

Where did you see this vacancy advertised? *

Please select... ▼

Are you either in year 12 or above for work experience in patient areas (clinical), or in year 10 or above if looking for an office-based (non-clinical) work experience? *

Yes No

Are you living and/ or studying in Bath, Chippenham, Corsham, Melksham, Trowbridge, Bradford on Avon, Westbury, Frome, Keynsham, Brislington or surrounding villages? *

Yes No

Are you willing to accept a short period of work experience / shadowing of 2 to 5 days only? *

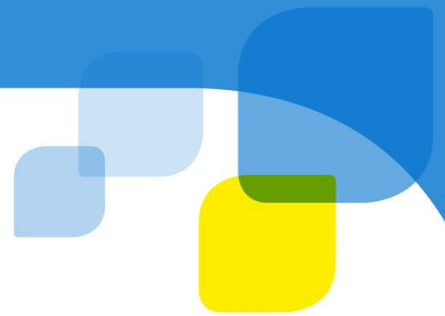
Yes No

Declaration

* I confirm that I have read and understood the [Acceptable Use Policy](#) and agree to use the website in accordance with these terms and conditions. I understand that by clicking the Submit button a record of my interest for this job along with my email address will be held by NHS Jobs.

8. Fill out the **personal information section**. All fields marked with a red asterisk are compulsory. **Do not type using only capital letters, as this could lead to your application being automatically rejected.** Please provide us with at least one telephone number.

| | |
|---|---|
| <p>Referees</p> <p>Supporting Information</p> <p>Monitoring Information</p> <p>Safeguarding</p> <p>Submit and Declarations</p> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 5px; width: 50px; margin: 0 auto;">Save</p> | <p>Title <input type="text" value="Mr"/></p> <p>Surname/Family name * <input type="text" value="Bloggs"/></p> <p>First name * <input type="text" value="Jo"/></p> <p>Middle name(s) <input type="text"/></p> <p>Name in which you are registered with a professional body (if applicable) <input type="text" value="Not applicable"/></p> <p>UK National Insurance number <input type="text"/></p> <p>Address line 1 * <input type="text" value="1 Old Street"/></p> <p>Address line 2 <input type="text"/></p> <p>Address line 3 <input type="text"/></p> <p>Town/City * <input type="text" value="Bath"/></p> <p>County/State <input type="text"/></p> <p>Country * <input type="text" value="United Kingdom"/></p> <p>Postcode/Zip code * <input type="text" value="BA54 1AB"/></p> <p>Home telephone <input type="text" value="1111 222222"/></p> <p>Work telephone <input type="text"/></p> <p>Mobile telephone <input type="text" value="3333444444"/></p> <p>NHS Jobs can send text messages to UK registered mobiles for key activities associated with applications.</p> <p>Do you wish to receive updates by text message? * <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> My mobile is not UK registered</p> <p>Preferred telephone number to be contacted on <input type="text" value="Mobile"/></p> <p>Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? * ? <input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: right; background-color: #ccc; padding: 5px; width: 80px; margin: 0 auto;">Save for later</p> |
|---|---|



9. Complete the **Qualifications** section.

- Personal Information ✓
- Qualifications ✓
- Employment History ✓
- Referees ✓
- Supporting Information ✓
- Monitoring Information ✓
- Safeguarding ✓
- Submit and Declarations

Save

Qualifications Fields marked with an asterisk (*) are mandatory

Details entered in this part of the form will be held by the recruiting employer and will be made available to the short-listing panel.

Education & Professional Qualifications

Please provide all relevant training and qualifications, also indicate subjects currently being studied and expected year of qualification. All qualifications disclosed will be subject to a satisfactory check.

B *I* U Paragraph ABC

We would like to know the names of the secondary schools, colleges and universities you attend/ have attended and the dates you were at each. Please also give details of the qualifications you have studied.

If you are looking to shadow one of our doctors with a view to making an application to medical school, please make sure that you include your GCSE and A-level subjects and your predicted/actual grades for these.

Approx. 428 words remaining

Save for later
Save and continue

Cancel



10. If you have not worked before, please leave the **Employment section** blank. You do not need to have previous experience to access work experience at the RUH. However, if you have a part-time job whilst at school, college or uni, please feel free to include this. If you have been working since leaving education, please include details of employers to cover your last three years of employment history. To add another job, click on the green box, add another employer.

Employment History

[Referees](#)

[Supporting Information](#)

[Monitoring Information](#)

[Safeguarding](#)

[Submit and Declarations](#)

Save

Have you ever worked for the NHS?
 Yes No

Current/most recent employer (reference always required) Add new current/most recent employer

Employer name

Employer address

Your job title

Start date

End date

Reason for leaving (if applicable)
 Approx. 48 words remaining

Brief description of your duties and responsibilities
 Approx. 489 words remaining

Delete
Add another employer

11. We are required to take references that cover the last three years. Please add these details to the **Referee section**. It is very important that you provide us with an email for the referee. This must be a professional email address (e.g. do not give a Hotmail or Gmail account). Please provide us with references that you are happy for us to contact before work experience starts.

If you are currently at school/college/university, please give details of someone who can provide a reference, like your form tutor or Head of Year. If you have attended one school for the last three years, please complete the same details for the second referee.

If you have been employed rather than in education for the last three years, please give us details of your employers (if you are happy for them to be contacted) or details of a professional person (doctor, nurse, teacher or accountant etc.) who has known you for three years and is willing to act as a character reference. It is compulsory to give details of two referees. If you have worked for the same employer for the last three years and can only provide one referee, please complete the same details for the second referee section.

Submit and Declarations

Save

Referee 1 of 2 *

Type of reference *
Educational/Academic

Email
mrtaylor@school.com

Title
Mr

Surname/Family name *
Taylor

First name *
Tim

Relationship *
Form tutor

Address line 1 *
Bath Senior School

Address line 2

Address line 3

Town/City
Bath

County/State

Country *
United Kingdom

Postcode/Zip code *
BA54 1AB

Telephone
11111 222222

Fax

Can the referee be approached prior to interview? *
 Yes No

Delete

Referee 2 of 2 *

Type of reference *
Educational/Academic



12. This work experience placement does not have a person specification or essential criteria. In the **Supporting Information** section, please tell us why you would like to do work experience at the RUH and what you are hoping to gain from it. Also include your plans for the future and any hobbies or interests that you have. There is no requirement to have previous experience to access work experience at the RUH. However, if you do have any previous work experience, volunteering or paid work which may support your application, please give a few details to include the name of the employer, dates and what you did. Please also complete the **additional questions** below the supporting statement.

| | |
|--|---|
| <p>Personal Information ✓</p> <p>Qualifications ✓</p> <p>Employment History ✓</p> <p>Referees ✓</p> <p>Supporting Information</p> <p>Monitoring Information</p> <p>Safeguarding</p> | <p>Supporting Information Fields marked with an asterisk (*) are mandatory</p> <p>In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.</p> <p>If relevant to the post for which you are applying, you should include details about research experience, publications or poster presentations, clinical care (knowledge and skills) and clinical audit.</p> <p>Supporting information *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>B I U Paragraph ABC [List icons] [Link icon] [Unlink icon]</p> <p>- Please use this box to tell us why you would like to do work experience at the RUH and what you are hoping to gain from it.</p> <p>- Please also include your plans for the future and any hobbies or interests that you have.</p> <p>- If you do have any previous work experience, volunteering or paid work which may support your application, please give the name of the employer, dates and what you did.</p> </div> <p>Approx. 325 words remaining</p> |
|--|---|

13. **Monitoring Information and Safeguarding** – this information will be stored separately and is not visible when we shortlist applications. The equality data gathered helps us to ensure our processes are as fair as possible. Data gathered from the Safeguarding section will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated as strictly confidential.

14. Once you have completed the application, all sections will be marked with a green tick. We recommend that you proof read to check for any errors and make sure that you have answered the questions as best as possible. When you are happy, tick the declaration box and click on the green submit application button. Once you have submitted the application, you cannot make any more changes apart from updating your personal details.

Personal Information ✓

Qualifications ✓

Employment History ✓

Referees ✓

Supporting Information ✓

Monitoring Information ✓

Safeguarding ✓

Submit and Declarations Fields marked with an asterisk (*) are mandatory

Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration

Next Steps

Once you submit the form your application will be available to the Employer. However, you will be able to update your "Personal Information" should any of your contact details change.

All your application forms (submitted or not) can be viewed under "My Applications" when you are logged in.

Cancel

Save for later

Submit application

We look forward to receiving your application and very much hope to be able to welcome you for work experience.

If you have any other questions, or need any support applying, please email ruh.tr-schoolsandcolleges@nhs.net or call the Widening Participation Team Rebecca (01225 826041), Ruby (01225 824281) or Lilly (01225 825966)

Widening Participation Team
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