

How to complete a job application on NHS Jobs and Trac jobs:

Personal Information

This section is where you will be required to fill in your personal information such as your name, address and contact details. All fields marked with a red asterisk are compulsory. Please ensure you provide at least one contact number.

Qualifications

In this section you are expected to provide all the relevant qualifications and relevant trainings you hold including ones that you are currently studying. You will be asked the names of secondary school, colleges and universities you attend / have attended and the dates you were at each of these. Please also include the details of the qualification you have studied.

Employment History

If you have not worked before, please leave Employment section blank. You do not need to have previous experience to access work experience within the NHS. However, if you have / had a part-time job whilst at school, college or university, 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.

Referee Section

In this section you need to provide references that cover the last three years. Please provide an email for the referee. This must be a professional email address (no Hotmail or Gmail account will be accepted).

If you are currently at school/college/university, give details of your form tutor or Head of Year.

If you have been employed rather than in education for the last three years, give 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.

Supporting Information

In this section, explain why you applied and what you are hoping to gain from it. Also include plans for the future and any hobbies or interests that you have that are relevant to the role. You also need complete the additional questions below the supporting statement.

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.