

NHS JOB

APPLICATION TEMPLATE

Compiled by Mobiola



Jobs

Introduction

Disclaimer: NHS Application Document Guidelines

This document is **not an official NHS publication** and is **not affiliated with or endorsed by the NHS**. It has been carefully compiled based on insights from **past applicants, successful candidates, and industry professionals** to serve as a **guidance resource** for individuals preparing NHS applications.

The information provided in this document is intended to offer **helpful strategies, structure, and key insights** based on real experiences. While many users have found this resource valuable and have secured interview opportunities using the guidance herein, **we do not guarantee interview selection or job placement**, as recruitment decisions are made solely by the NHS and its hiring teams.

Applicants are strongly encouraged to **review official NHS recruitment guidelines, job descriptions, and person specifications** to ensure their applications meet all requirements. Always verify the most up-to-date information through **official NHS sources** before submission.

By using this document, you acknowledge that it is intended as a **supportive guide only** and that ultimate success depends on individual effort, experience, and qualifications. The creators of this document accept **no liability** for any outcomes related to its use.

For official NHS application resources, please visit www.jobs.nhs.uk.

Steps to be taken:

- Make sure you include your WAEC as part of your qualifications (that's your GCSE equivalent)
- Make sure your CV (work experience) is up to date...it doesn't matter if your previous role doesn't align with the role you are applying for, there are transferable skills you can transfer from your old role to the new role you want

How do you achieve this:

- Copy your CV on chat gpt and say "This is my CV, save the details for the next command I'm about to give you"
- Put this command immediately after "Pls write a supporting statement for me using this person specification, use star method also. Please include my reasons for

applying and take the opportunity to highlight my particular talents and strengths, (what you feel I can personally offer - what is unique to me - what sets me apart from my peers).

Additional Information: Pls use star method to explain the following person specifications for me in the statement

The role is...(add the role)"

- Copy and paste the person specification of the job underneath it.. Then send to chat gpt

Additional Information: Use this command for your ChatGPT and let's see

- RESULT-You will get a supporting statement that explains all the person specifications one by one with examples using STAR method.

This approach will inturn indicate why you are applying and also highlight what sets you apart and all other information requested.

Additional information: Pls make sure it explains the person specifications one by one with STAR examples

Additional information: Another bonus- while I was applying, I used to sleep on trac website, once a new job advert is out, I'm applying immediately.

So, check for new jobs from time to time and apply asap, be part of the first set of people to apply.... even if there are so many candidates for the job, your application will be considered because it's part of the first set that was submitted.

Additional information: Also make sure to back your applications up with lots of prayers

All the best 🙏

How should I tailored my Supporting Statement

THIS IS WHAT ONE OF MY SUPPORTING STATEMENTS LOOKS LIKE... So you can know what to expect when you use this method

Supporting Statement

I am excited to apply for this role as I believe my strong administrative background, experience in patient-facing roles, and ability to work effectively in a fast-paced environment make me a great fit for the position. I am passionate about delivering high-quality support to both patients and colleagues while ensuring accuracy and efficiency in administrative processes. Below, I have demonstrated how I meet the essential and desirable criteria using the STAR method.

Qualifications and Experience

- Providing a Service to Patients or Customers
- (Situation) In my role as a Patient Services Assistant at Shiloh Hospital, I was responsible for delivering frontline patient support, including appointment scheduling and handling queries.
- (Task) I needed to ensure that patients received prompt and professional assistance, both in person and over the phone, while maintaining a high standard of customer service.
- (Action) I actively listened to patients' concerns, provided clear information, and resolved any issues efficiently. I also collaborated with clinical staff to ensure seamless patient care.

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- (Result) My efforts contributed to improved patient satisfaction, as evidenced by positive feedback and a reduction in patient complaints.

Experience Using Electronic Systems

- (Situation) At Ebun Derma Clinic, I managed patient records and appointment bookings using an electronic healthcare system.
- (Task) I needed to ensure accurate data entry and retrieval while maintaining patient confidentiality.
- (Action) I quickly familiarised myself with the electronic system, ensuring all records were updated in real-time and securely stored.
- (Result) This improved the efficiency of appointment scheduling and reduced administrative errors, ensuring a smoother patient experience.

Experience Using Microsoft Office Products

- (Situation) In both my administrative and healthcare roles, I frequently used Microsoft Office tools to support daily operations.
- (Task) I needed to generate reports, manage correspondence, and organise patient data efficiently.
- (Action) I developed proficiency in Excel for data analysis, Word for document creation, Outlook for communication, and PowerPoint for presentations.
- (Result) My strong IT skills improved workflow efficiency, enabling better data management and communication within the team.

Skills

Team Working

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- (Situation) As a Support Worker, I worked closely with multidisciplinary teams to provide holistic patient care.
 - (Task) I needed to collaborate effectively with colleagues to ensure seamless service delivery.
 - (Action) I actively participated in team meetings, communicated clearly with staff, and provided support where needed.
 - (Result) This fostered a positive team environment, improving overall service quality and patient outcomes.

Good Organisational Skills & Ability to Prioritise Workload

- (Situation) In my previous administrative roles, I often had to manage multiple tasks simultaneously.
- (Task) I needed to ensure that urgent requests were handled promptly while maintaining routine administrative duties.
- (Action) I implemented task prioritisation techniques, such as using to-do lists and scheduling tools, to stay organised.
- (Result) This allowed me to meet deadlines consistently and maintain efficiency under pressure.

Knowledge of and Adherence to GDPR 2018

- (Situation) Handling patient information required strict adherence to data protection regulations.
- (Task) I needed to ensure that patient data remained confidential and was used appropriately.
- (Action) I followed GDPR guidelines by securing records, limiting data access, and ensuring proper disposal of sensitive information.

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- (Result) This helped maintain patient trust and ensured full compliance with legal requirements.

Good Keyboard and Communication Skills

- (Situation) My administrative roles required accurate and efficient data entry, as well as clear communication with patients and staff.
- (Task) I needed to ensure timely and precise information processing and exchange.
- (Action) I developed strong typing skills and adapted my communication style depending on the audience and medium (email, phone, or face-to-face).
- (Result) This enhanced productivity and ensured that all stakeholders received clear, professional communication.

Why I am Applying & What Sets Me Apart

- I am particularly drawn to this role because it aligns perfectly with my experience in healthcare administration and my passion for providing excellent patient support. My strong IT skills, knowledge of healthcare systems, and ability to work both independently and collaboratively make me an ideal candidate.
- What sets me apart is my diverse experience in both administrative and patient-facing roles, allowing me to bridge the gap between operational efficiency and compassionate care. Additionally, my proactive approach to problem-solving and commitment to continuous improvement ensure that I always strive for excellence in my work.

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- I am eager to contribute my skills and dedication to your team and look forward to the opportunity to discuss how I can support your organisation's goals.

Above all, PRAY TO GOD because he LISTEN.

Follow: @Thequestlab_ on Twitter for more information.

GoodLuck.