

Searching for jobs

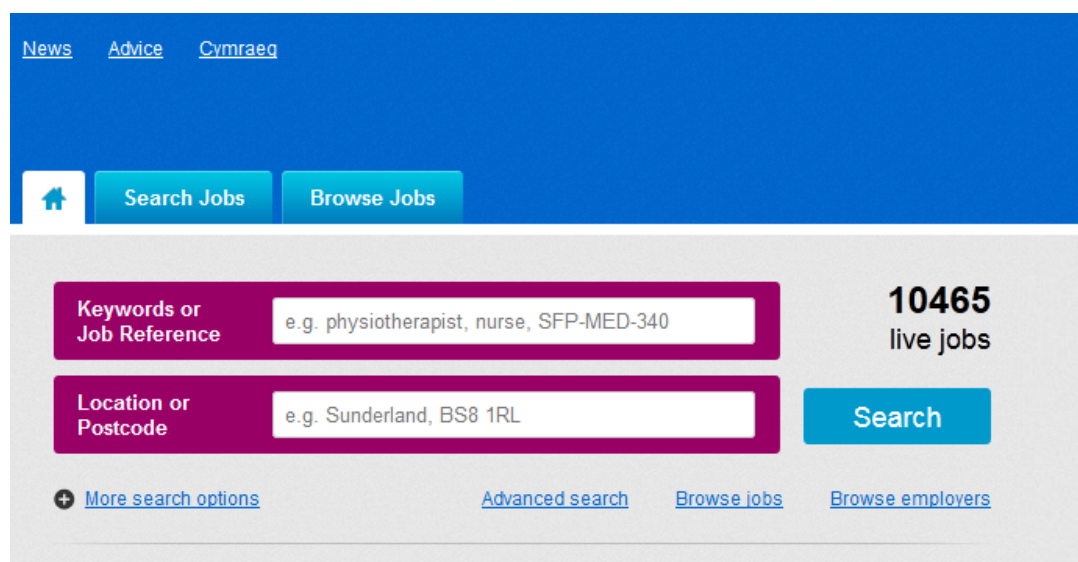
This guide is intended to show you how to search for jobs on NHS Jobs.

Introduction

You can search for jobs using the 'quick search' on the home page or the more detailed search form. In addition, a number of links are available for quickly finding jobs in commonly searched functional areas or locations. The search options are available to you when you are logged into your account and when you are not.

Quick Search

The 'quick search' provides a simple form on the home page that is quick to use at any stage.



The screenshot shows the NHS Jobs quick search interface. At the top, there are navigation links for [News](#), [Advice](#), and [Cymraeg](#). Below these are buttons for [Home](#), [Search Jobs](#), and [Browse Jobs](#). The main search area contains two input fields: 'Keywords or Job Reference' with the example text 'e.g. physiotherapist, nurse, SFP-MED-340' and 'Location or Postcode' with the example text 'e.g. Sunderland, BS8 1RL'. To the right of these fields, it displays '10465 live jobs' and a blue 'Search' button. At the bottom of the search area, there are four links: [+ More search options](#), [Advanced search](#), [Browse jobs](#), and [Browse employers](#).

You can enter a keyword or a phrase, to reflect the job title or key skills of a job, or the exact job reference number for a job. You can also enter the location or postcode for where you are looking for jobs. Clicking on the "Search" button will return a list of jobs that match the criteria entered.

There are also options to define more detail in your search terms, by entering the pay band or salary that you are looking for and/or select the range around the entered location/postcode. You can find these options by clicking on the "More search options" link below the search boxes.

[News](#)
[Advice](#)
[Cymraeg](#)

[Home](#)
[Search Jobs](#)
[Browse Jobs](#)

Keywords or Job Reference

Location or Postcode

10465 live jobs

Any pay band
 Any salary
 For this area + 10 miles

[Fewer search options](#)
[Advanced search](#)
[Browse jobs](#)
[Browse employers](#)

Search Form

The search form enables you to define more search terms or combine a number of search terms to focus the search on the jobs that you are looking for. Click on the “Search Jobs” tab at the top of the page to view the search form.

Search for a job

Keywords or Job Reference

Location or Postcode

Distance

Search in...
 All
 Title
 Advert
 Job Reference

Minimum Salary

Maximum Salary

Additional Filters

Initially this displays the most commonly used search terms for you to specify or select. You can enter one or more keywords, to reflect the job title or key skills of a job, or the exact job reference number for a job. You can select to restrict the keyword search to just the job title, the advert text or the job reference, using the option below the keywords search box.

You can also enter the location or postcode for where you are looking for jobs and select the range around that location. You can also select a minimum and/or maximum salary for the job search to use.

Clicking on the “Additional Filters” link expands the page to display more search terms and selections that you can use.

▼ Additional Filters

AfC pay band ?

<input type="checkbox"/> Band 1	<input type="checkbox"/> Band 7
<input type="checkbox"/> Band 2	<input type="checkbox"/> Band 8a
<input type="checkbox"/> Band 3	<input type="checkbox"/> Band 8b
<input type="checkbox"/> Band 4	<input type="checkbox"/> Band 8c
<input type="checkbox"/> Band 5	<input type="checkbox"/> Band 8d
<input type="checkbox"/> Band 6	<input type="checkbox"/> Band 9

Other pay band ?

<input type="checkbox"/> Consultant	<input type="checkbox"/> Doctor - Other
<input type="checkbox"/> Specialty Doctor	<input type="checkbox"/> VSM (Very Senior Manager)
<input type="checkbox"/> Foundation Doctor	<input type="checkbox"/> Other
<input type="checkbox"/> Specialty Registrar	

Staff group ?

<input type="checkbox"/> Administrative & Clerical	<input type="checkbox"/> Healthcare Scientists
<input type="checkbox"/> Allied Health Professionals	<input type="checkbox"/> Medical & Dental
<input type="checkbox"/> Additional Clinical Services	<input type="checkbox"/> Nursing & Midwifery Registered
<input type="checkbox"/> Additional Professional Scientific & Technical	<input type="checkbox"/> Students
<input type="checkbox"/> Estates & Ancillary	

Job type

<input type="checkbox"/> Permanent	<input type="checkbox"/> Locum
<input type="checkbox"/> Fixed term	<input type="checkbox"/> Voluntary
<input type="checkbox"/> Ad Hoc	<input type="checkbox"/> Secondment
<input type="checkbox"/> Bank	<input type="checkbox"/> Training
<input type="checkbox"/> Honorary	<input type="checkbox"/> Apprenticeship

Employer name or site

Jobs posted
 or within the last days

Do not search (exclude results containing)

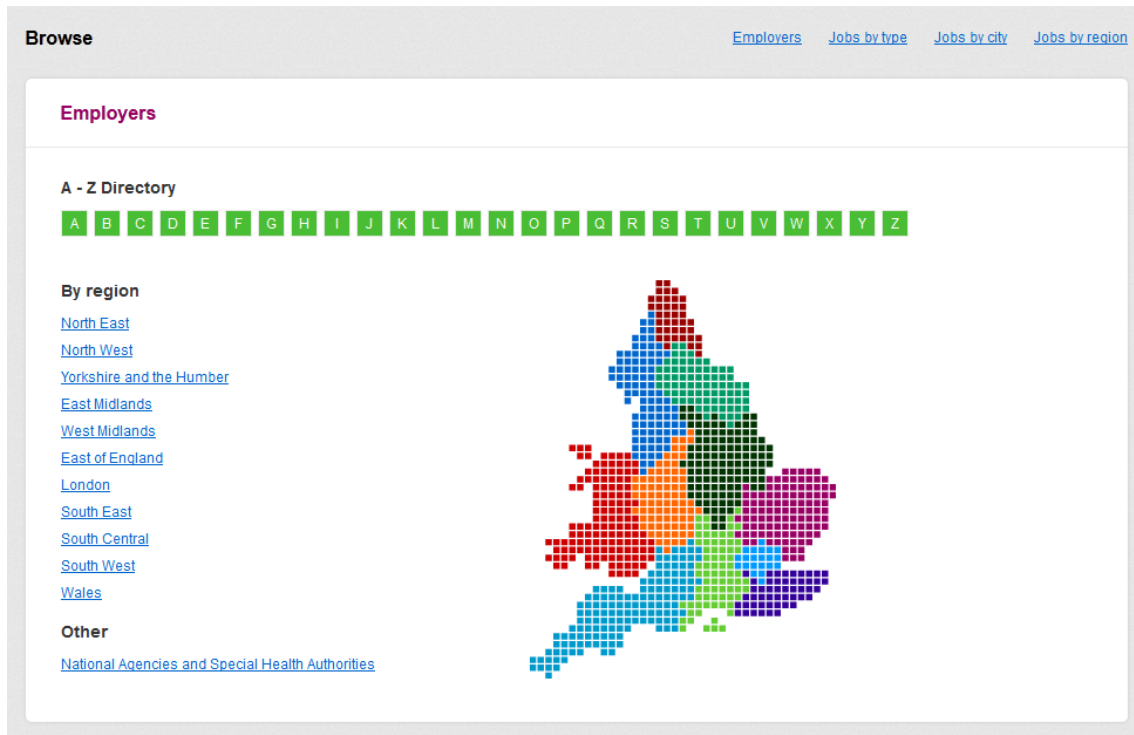
Additional settings

Suitable for newly qualified applicants

These include pay band, staff group and job type selections. You can restrict the numbers of jobs found by the search by selecting a shorter time period for ‘Jobs posted’ or by including terms to exclude in the ‘Do not search’.

Browse Jobs

Click on the “Browse Jobs” tab at the top of the page to view the ‘Browse’ page. ‘Browse’ jobs provides groups of links for quickly performing a search for jobs by employer, category or location.



The screenshot shows the 'Browse' page on the NHS Jobs website. At the top, there are navigation links: [Employers](#), [Jobs by type](#), [Jobs by city](#), and [Jobs by region](#). The main content area is titled 'Employers' and features an 'A - Z Directory' with a row of green buttons labeled with letters A through Z. Below this, there is a 'By region' section with a list of regions: [North East](#), [North West](#), [Yorkshire and the Humber](#), [East Midlands](#), [West Midlands](#), [East of England](#), [London](#), [South East](#), [South Central](#), [South West](#), and [Wales](#). Under the 'Other' category, there is a link for [National Agencies and Special Health Authorities](#). To the right of the region list is a map of the United Kingdom, where each region is represented by a different color and composed of small square pixels.

Selecting a region on the map or from the list of regions displays a list of the employing organisations with jobs in that region. From the list of employing organisations you can view information about the organisation, through the link on the organisation name, or view the jobs available from that organisation, through the ‘View jobs from this employer’ link.

Yorkshire and the Humber

[Airedale NHS Foundation Trust](#)
 Airedale General Hospital
 Steeton
 Keighley
 BD20 6TD
 UK
 01535 294864
[View jobs from this employer](#)

[Barnsley Hospital NHS Foundation Trust](#)
 118, Gawber Road
 Barnsley
 South Yorkshire
 S75 2EP
 UK
 01226 432721
[View jobs from this employer](#)

Click on the link for a type of job, for a city or for a region, to view the jobs available in each of these categories.

Jobs by type

Administrative & Clerical	Estates & Ancillary	Nursing	Radiography
Allied Health Professional	Healthcare Assistant	Occupational Therapy	Speech & Language Therapy
Apprenticeships	Healthcare Scientists	Pharmacy	Students
Biomedical Science	Healthcare Scientist Trainees	Physiotherapy	Executive jobs
Clinical Services	Medical	Professional Scientific & Technical	Doctor jobs
Dental	Midwifery	Psychology	

Jobs by city

Birmingham	Coventry	Maidstone	Oxford
Brighton	Exeter	Manchester	Portsmouth
Bristol	Leeds	Newcastle	Sheffield
Cambridge	Leicester	Newport	Southampton
Cardiff	London	Norwich	Swansea
Chester	Liverpool	Nottingham	Wrexham

Jobs by region

East of England	North East	South East	West Midlands
East Midlands	North West	South West	Yorkshire and the Humber
London	South Central	Wales	Other

Guidance on searching for jobs

If you are clear about what you are looking for, make the most of the search tools available and quickly identify those jobs that are relevant to you.

Detailed search

The detailed search form lets you search using the following criteria:

Job title

This is a simple way to start your search, looking for words in the job title only although words like 'manager' may return many matches.

Skills

This will search all the description text in the job advert itself and can be a useful way of refining your search – especially if there are specific skills you know you want to make use of.

Location

How specific you are is up to you. Remember you can search around a location by choosing a radius of up to 50 miles. To suggest more than one location simply separate the words with a comma or try searching by an employer. Employers who are set up on NHS Jobs can be found via the 'Employers list'.

Salary

Some positions will not indicate an actual salary although information on the NHS Careers websites can give you an indication of what you might expect.

Job type

This is in relation to contractual arrangements being offered i.e. permanent, fixed term or temporary.

Staff group

This is a simple way to ensure your search covers the right sphere of work, such as 'admin and clerical' or 'nursing and midwifery'.

Search for a specific employer

Depending on your circumstances you may wish to search for vacancies available with a specific employer. If you go to the 'Employers list' this opens up a list of employers either alphabetically or by a specific region. Choose your region to see a list of employers and click 'View jobs from this employer'. You can also specify an employer's name on the detailed search form.

When you are presented with search results, you can quickly refine your search with the filter terms and checkboxes on the left-hand side.

Selected filters

▼ **Distance**

This area + 10 miles ▼

▼ **Salary range**

- £0 - £10,000 (1)
- £10,000 - £20,000 (0)
- £20,000 - £30,000 (6)
- £30,000 - £40,000 (0)
- £40,000 - £50,000 (0)
- £50,000 - £60,000 (0)
- £60,000 - £70,000 (0)
- £70,000 - £80,000 (0)
- £80,000 - £90,000 (0)
- £90,000 - £100,000 (0)
- £100,000 + (1)

▶ **Staff group**

▼ **AfC pay band**

- Band 1 (0)
- Band 2 (0)
- Band 3 (0)
- Band 4 (0)
- Band 5 (1)
- Band 6 (5)
- Band 7 (0)
- Band 8a (0)
- Band 8b (0)
- Band 8c (0)
- Band 8d (0)
- Band 9 (0)

▶ **Other pay band**

▼ **Job type**

You can narrow or revise your search by using the 'Refine search' link at the top of the search results page. This leads to the detailed search page to change your search terms.

Other hints and tips for searching

Imagine that the different search boxes are joined by an invisible 'and' so you will only get results that answer the criteria you have submitted.

To search for an exact phrase surround the keywords with quote marks, eg. "two words".

If you do not want to specify too much, it is OK to leave some boxes blank.