

Your application

NHS

Professionals

International



Your application

To submit your application for a Nursing, Midwifery or Allied Health Professional job in the UK, you will need the following:

- Updated Curriculum Vitae (CV) / resume
- A copy of your passport

Depending on the job you are applying for, you may also need to provide proof you are from an English-speaking country and a native speaker, or successfully completed and achieved the required mark for UK professional registration in English from either:

- Occupational English Test (OET)
- Academic International English Language Testing System (IELTS)

Curriculum Vitae (CV)

Your CV is your opportunity to sell yourself to the hospital you wish to work for. It allows you to summarise your education, professional skills, and experience. This will enable the employer to identify whether you meet the specification required for this role.

Your CV should be presented in the following order:

- 1. Personal details** - Your personal details should include your full name as it appears on your passport. There is no need to specify your age, marital status, or religious belief. We also do not require a photograph on your CV, however if you would like to include one, please ensure this is a head and shoulders shot only on a blank background.
- 2. Contact details** - You should include your contact details e.g., telephone number (with area code) and email address.
- 3. Education** - In this part of your CV you should include details of your degree or diploma and any other relevant educational history e.g., training courses relevant to your profession.
- 4. Professional experience** - You should list your experience with your most recent employer first. Each entry of employment should contain the name of the employer, the date in month and year form of which you were employed, your job title specifying the clinical area you worked, followed by a description of your roles and responsibilities, preferably in bullet point form. You should also include any processes and procedures you can perform, as well as listing any specialist equipment that you are competent to use independently. If you have any gaps in employment, please include reasons for the gaps.

If you need support in completing your CV, please see the template on the next page. If you have any further questions, please contact: international@nhsprofessionals.nhs.uk

CV template

Name (Full official name as appears on passport. You can include a 'known as' name in brackets – this should be a name regularly used and not a nickname.)

Address (including which country you live in)

Email address

Telephone Number (please include country dialling code)

Profile

(Your profile should be no longer than a paragraph. This is used as an overview of your work experience and what you are hoping to gain from the new job.)

Work experience

(In this section, you can list all the relevant work experience, listing the most recent at the top)

Company name

Start date – end date of employment (If possible, please list day, month, and year)

Job title

Duties (These should be listed in bullet points, starting from the most important/main duties of position to the least important/lesser duties)

The above should be repeated for all work history. If you have worked in many positions, over a large timeframe, you do not have to include your duties. In this situation you should list the company, dates worked at company and job title. If you have gaps in employment, we recommend you explain on your CV when the gaps occurred and what the reasons are. Examples of this could be caring for family member, raising family or unemployed and looking for work.

Educational Institute/s

Qualification earned

Start date – end date

The above should also be showing the most relevant/recent qualification earned at the top, with those older listed below. Where possible, please include where you have obtained these qualifications.

We recommend you finish your CV with either 2 referee's who have agreed to be contacted for employment reference from former job roles, or with the statement, "references available upon request."

CVs should be no longer than 2 pages where possible. To ensure this happens, we suggest reviewing your duties and ensuring they are relevant and combining where possible.