

Author- amie.willson2@nhslothian.scot.nhs.uk

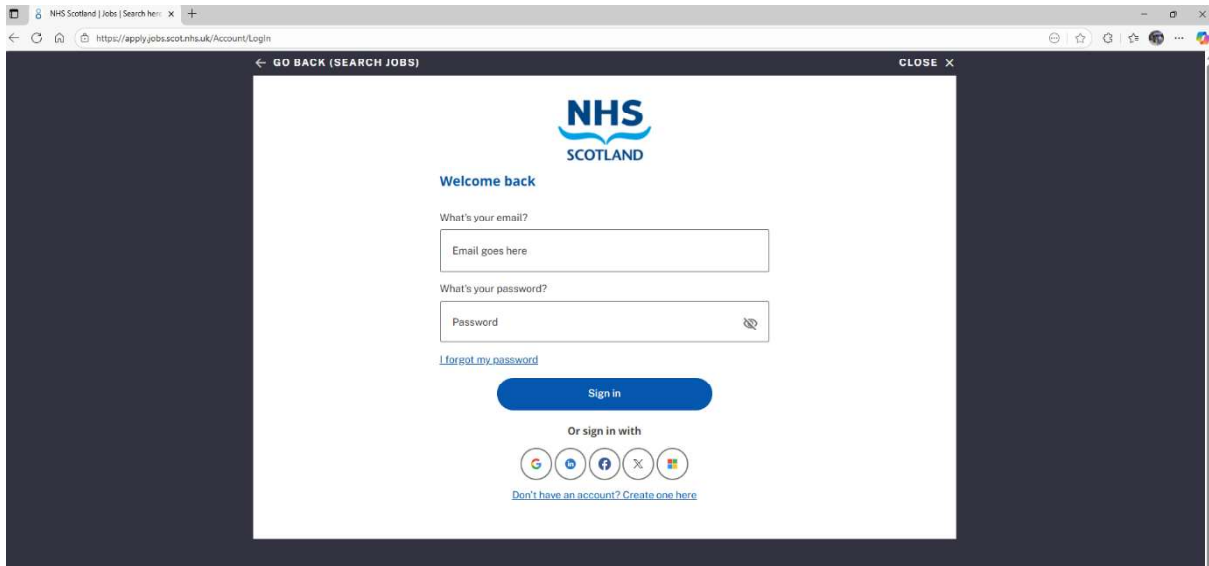
## **Create a Job Alert – NHS Scotland**

The process below will enable you to setup Job Alerts via email for relevant job roles.

*Note- The Lothian region will also show jobs from national employers (with bases within Lothian). This could include NHS Lothian, Healthcare Improvement Scotland, NHS24, NHS Education for Scotland, NHS National Services Scotland, Public Health Scotland and Scottish Ambulance Service.*

### **Step 1**

Create an NHS Scotland account login (use your professional email for this).



The screenshot shows a web browser window displaying the NHS Scotland login page. The page features the NHS Scotland logo at the top center. Below the logo, the text "Welcome back" is displayed. There are two input fields: "What's your email?" with a placeholder "Email goes here" and "What's your password?" with a placeholder "Password" and a visibility toggle icon. A blue "Sign in" button is positioned below the password field. Underneath the button, there is a link "I forgot my password" and a section titled "Or sign in with" with icons for Google, Facebook, and other social media. At the bottom, there is a link "Don't have an account? Create one here". The browser's address bar shows the URL "https://apply.jobs.scot.nhs.uk/Account/Login".

### **Step 2**

Once logged in, navigate to the 'create alerts' button.

By clicking "Allow Cookies", you agree to the storing of cookies on your device to analyse site usage, and assist in our marketing efforts. [Cookie Policy](#) Decline Allow cookies

**NHS**  
SCOTLAND

[Careers Home](#) [List Vacancies](#)

Hello Amie

### Jobs for you

There are **870 jobs** matching

Welcome to the NHS Scotland National Recruitment portal. Here you will find all jobs advertised for NHS Scotland Health Boards.

For all other Health related and GP Practice jobs, please [click here](#).

[Create alerts](#)

**Filter your search** [Clear All](#)

What

Where

Distance

Salary

Employer (NHS Board)

NEW	NEW	NEW
<b>Staff Nurse</b> Job reference: 228311 Salary: Band 5 (£33,247 - £41,424) Closing date: 14/10/2025 Job Family: Nursing and Midwifery Location: Victoria Hospital Employment type: Permanent Hours per week: 37 Live date: 30/09/2025 Employer (NHS Board): NHS Fife Department: Ward 6, Supported Discharge Unit	<b>GR - Registered Midwife Band 6</b> Job reference: 228211 Salary: Band 6 (£41,608 - £50,702) Closing date: 14/10/2025 Job Family: Nursing and Midwifery Location: Various Locations throughout NHS Lothian Employment type: Permanent Hours per week: Various Live date: 30/09/2025 Employer (NHS Board): NHS Lothian Department: Nursing	<b>Staff Nurse</b> Job reference: 228309 Salary: Band 5 (£33,247 - £41,424) Closing date: 15/10/2025 Job Family: Nursing and Midwifery Location: Belford Hospital Employment type: Permanent Hours per week: 15 Live date: 30/09/2025 Employer (NHS Board): NHS Highland Department: Outpatient department



### Step 3

Then click, 'create new job alert'.



The next page will show this;

Create job alert ×

Name your alert \*

Regions

Salary

Job Type

Job Alert Expiry

You will receive job alert emails for the next:

1 month  3 months

#### **Step 4**

Name your job alert, this is an example for 'Entry Level Admin Jobs'. Add the region (Lothian) and the salary bands (Bands 2 and 3 – no prior experience) and type of job role 'Administrative services' e.g. *Patient Care Advisor, Waiting List Assistant or Clerical Assistant*. This alert will then send emails for all new jobs that fit the criteria. For 'support services' roles e.g., *Domestic Assistant, Security Officer or Porter* entry level is band 2 (no prior experience).

**Create job alert** [X]

Name your alert \*

Entry Level Admin Jobs

Regions

Lothian [X]

Salary

Band 2 (£25,694-£27,900) [X]  
Band 3 (£28,011-£30,230) [X]

Job Type

Administrative Services [X]

Job Alert Expiry

You will receive job alert emails for the next:

1 month 3 months

Save alert

Choose whether you would like the job alert for 1 or 3 months, it will expire after this time. Then, save the alert.

### **Step 5**

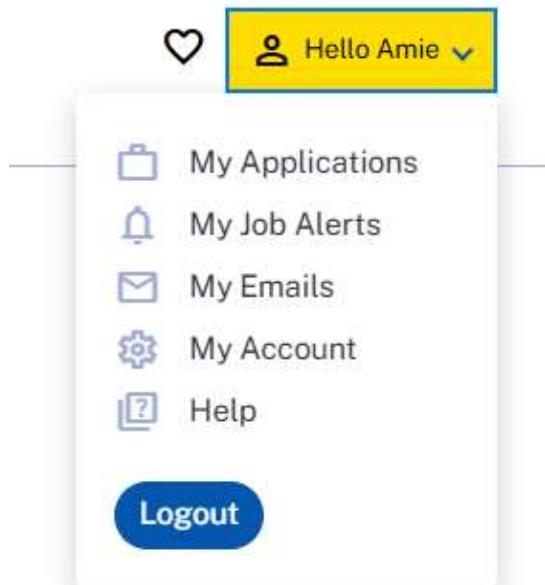
You can set multiple job alerts for different 'job type(s)' and will receive separate emails for each alert. You will receive emails daily or when new jobs are added to the website.

You may wish to save the emails to a separate folder or setup a 'rule' to file them for you. Information [here](#).

### **Step 6**

Author- amie.willson2@nhslothian.scot.nhs.uk

If you wish to continue alerts for longer than 3 months, please login and extend them. The information will be saved under 'my job alerts' and can be edited using the 'pencil' icon.



### **Additional Information RE NHS recruitment processes.**

In **NHS Lothian** jobs are generally advertised for 2 weeks (this can be as little as 1 week or as long as 4). Job adverts may close early if lots of applications are received.

The same 3 questions are asked on all application form. These questions are:

- Why do you think you are suitable for this role? (500 word limit)
- Why do you want to work for the NHS? (500 word limit)
- Is there any other relevant information that will assist us in shortlisting your application? (250 word limit)

This makes it easy to prepare in advance when applying for similar posts. Please see this [webpage](#) for general information on the NHS Scotland application process.

Detailed information relating to NHS Lothian (including application and interview preparation) can be found [here](#).

**NHS Lothian** will fully support disabled candidates, and candidates with long-term conditions or who are neurodivergent by making reasonable adjustments. Examples of reasonable adjustments at interview include:

- Interview questions made available in advance
- Ground floor interview rooms or interviews over video conference
- Alternative formats for skills testing