Best Practice Guidance When Making Your Application

This guide is intended to assist you with your application and ensure you provide yourself with the best opportunity to gain employment with the Trust.

General Points

Familiarise yourself with the Trust and its aims. We are looking to employ people who can commit and demonstrate the Trust’s PROUD values and behaviours to continually provide the highest level of patient care. The Trust needs to ensure that its core values are at the heart of all those we employ.

Thoroughly read the person specification and job description for the position you are applying for. It is important that you can demonstrate in your application that your knowledge skills and experience meet the essential and where possible desirable criteria contained in the person specification. In addition it is important that you can provide evidence in your application that you can undertake the duties of the job description in question and provide examples.

Please take care to pay attention to any specific instructions in the job advert regarding your application. These may be a key part of the selection process, ensure you are considered for shortlisting.

Before submitting your application complete a spell check and proof read this to ensure accuracy and that you are satisfied you have completed it fully.

Personal Information

Any communications regarding your application including invitations to interview will be sent via your NHS Jobs Account so please ensure you have a valid e-mail address on your application. In addition, ensure you put your mobile telephone number as you have the option of receiving text messages from NHS Jobs regarding key activities with your application.

Education & Professional Qualifications

Please list your qualifications with the most recent first and work backwards. Where specific qualifications and grades are required for the job, it is important that you identify on your application form that you hold that particular grade and qualification or equivalent level. All qualifications will be verified should you be successful in your application.

Professional Registration

Some positions with the Trust require the employee to be registered with a UK professional body, for example Nurses must be registered with the NMC. The person specification will indicate whether professional registration with the relevant body is a requirement of the role. Please complete this section of the application form fully if registration is required by providing your own registration status. Registration will be checked and verified with the appropriate body at the shortlist stage.
**Employment History**

Start with your most recent employer first and work backwards. You may also include any work experience or voluntary work which is relevant to the position you are applying for and demonstrates you have the skills or have undertaken the same or similar duties and responsibilities.

Where there are gaps in your employment history please complete the relevant section of the application form to detail the dates and reasons for the gaps. These may be explored at interview and some verification may be sought should you be successful in your application.

**Referees**

Make sure you complete the details fully and provide suitable referees which must cover a three year period to the date of your application, preferably in an employment capacity. Your first referee should always be your current or most recent employer and any employment referees must be from a line manager or someone with management responsibility for you. If you are or have been in full time education during the last three years, you must provide your school or college tutor/lecturer. You should make your referees aware that you intend to submit your application and that you have given their details as a referee.

References are sought once a conditional offer of employment has been made to the successful candidate after interview, therefore if you indicate that your referee(s) may be contacted prior to interview, reference requests will be sent automatically at this stage.

**Supporting Information**

This is your opportunity to provide evidence and examples of why you meet the person specification for the job being applied for and to demonstrate that you are suitable to be shortlisted for the position. Please do not copy CV’s into this section and it is advisable that you ensure that this section takes into consideration the duties and requirements of the job you are applying for.

**Monitoring Information**

In accordance with the Equality Act 2010 certain data is required to comply with legislative requirements. In addition, it is important to the Trust that its workforce is diverse and represents the community it serves. Please note that this information will only be used for administration and monitoring purposes and will be kept confidential by the Human Resources Department in accordance with Data Protection legislation.

In the instance that you indicate you have a disability as defined in the Equality Act 2010 the Trust is committed to providing any disabled applicant who meets the essential criteria an interview.

For further details on the process of your application and what to expect please see the Information for Applicants on the Trust & Selection Process within the vacancy pages.