

Recruitment Guide for Candidates

What to expect during the recruitment process as a candidate

As a candidate, it's important that you have the time, resources and space to fully participate. We want to support you in showing your skills, values and competencies at every stage of the recruitment process.

Applying for a role

You will be asked to complete an application form to demonstrate how your skills and experience match the role you would like to be considered for.

Read the job description, which will be made available to you. These are important as they include information about the skills, knowledge, values and experience that are needed for the role. These documents will be used throughout the recruitment process to make decisions.

If you require the application form or job description in an alternative format or need support in completing your application, please e-mail our Recruitment Team hct.recruitment@nhs.net.

If you are applying under the Guaranteed Interview Scheme

When applying for a job with us, you will be asked if:

- you consider yourself to have a disability under the definition outlined within the Equality Act 2010
- You won't be asked for details about your health or disability until after you are offered the role.
- you are a current member or veteran of the armed forces
- you are a care leaver, have any experience of being in care, or of being within the care system

If you have answered yes to any of these questions and your application shows that you meet the essential criteria for a role, you will be selected to attend an interview or assessment.

Getting communication support for interviews via Access To Work

Any candidate applying for a role in HCT can let the Trust know if they require any reasonable adjustments to the recruitment process, for example making sure that wheelchair users have



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their interview on the ground floor or being sent the interview questions to applicants in advance.

If you require reasonable adjustments at interview, please contact the lead interviewer (contact details can be found on your invitation to the interview).

Where candidates require communication support at a job interview due to a disability or health condition, the recruiting manager should advise that they can apply to Access to Work to pay for a communication support worker to attend the job interview with them.

Candidates can use this service if they are deaf or hard of hearing and need a British Sign Language interpreter or lipspeaker or have a physical or mental health condition or learning difficulty and need communication support;

Candidates need to apply **before** the interview takes place and advise HCT of the total cost of the communication support they will need. Access to Work will pay the costs after the job interview has taken place. To apply for communication support via Access to Work visit <https://www.gov.uk/guidance/apply-for-communication-support-at-a-job-interview-if-you-have-a-disability-or-health-condition-access-to-work>

You'll need to tell:

- the date of your job interview
- how long your job interview is expected to last
- the name and contact details for someone at HCT – ATW will contact us after your job interview to confirm it has taken place

Contact details for the Access to Work helpline:

Telephone: 0800 121 7479

Textphone: 0800 121 7579

[Relay UK](#) (if you cannot hear or speak on the phone): 18001 then 0800 121 7479

British Sign Language (BSL) [video relay service](#) if you're on a computer - find out how to [use the service on mobile or tablet](#)

Monday to Friday, 9am to 5pm

If you have any queries please contact hct.recruitment@nhs.net.

Collecting information about you

As part of your application, you will be asked to provide information about your race, sexual orientation, nationality, religion, sex, gender, marital status, disability, caring responsibilities and age. These are known as protected characteristics. You do not have to provide this if you do not wish to.

The information will be used to understand who applies for roles and who is successful or not. Collecting this information aims to help us understand any problems or unfairness during recruitment. It will also be used to promote equality, reduce discrimination and take positive action to bring about change.

The information you provide is protected by law and will always be used in a way that complies with the law's guidelines.

When the job advertisement deadline has passed, personal information about you, including your protected characteristics, will be removed from your application form and will not be shared with those making decisions to appoint to a role. If the recruiting manager needs to know information about your health or disability to make reasonable adjustments to the recruitment process, this will be discussed and agreed with you before the information is shared.

Making decisions

The recruiting manager will choose at least 1 other person to support them in making decisions during the recruitment process. This is often known as a "shortlisting panel" or "panel". Those involved will understand the role being recruited or have other specialist knowledge that will help them make good decisions. They should be objective and have the skills and knowledge to ensure they can take part in the process in a fair way.

The panel will review every application. They will score each application by reviewing it against criteria that are outlined in the job description.

You will normally need to meet all the essential criteria to be shortlisted.

The scores from all panel members will be used to agree who will be invited to the next stage of the process.

What to expect during interviews and assessments

If you are shortlisted for a role, you will be asked to attend an interview with the recruiting manager and panel to assess your skills and abilities. You might also be asked to complete a task or, and you might meet other team members.

You will be told about any tasks or assessments before the day of the interview. You might be provided with detailed information about these beforehand. Sometimes this will be provided on the day. You'll always be given time to prepare if needed.

Where interviews and/or assessments are held online, you will be provided with the information you need to attend. Do let our Recruitment Team know if you need support or do not have the correct equipment.

There will normally be time set aside for you to ask any questions you have about the role, team or service. If you would like to discuss opportunities for development this is a good time to ask.



You can also discuss flexible working. You can request to work flexibly from your first day. Links to more information about flexible working can be found in Appendix 1.

Deciding who will be offered the role and feedback

During the interview and assessment, every panel member will complete their own scoring using pre-agreed criteria to ensure fairness and consistency.

When all the interviews have been completed, the panel will discuss their scores and answers to agree who will be offered the job and inform candidates of their decision.

You can request feedback by contacting our Recruitment Team if you would like to know more about why and how the decisions were made.

Pre-employment checks

When you are offered a role, we want it to be as quick and easy as possible for you to start. Often, if you already work in the NHS, information will be transferred to help with this process.

To begin with, you will be offered the job subject to the satisfactory completion of pre-employment checks, which include the following:

- verification of identity check, including photo ID
- right to work in the UK. If you're not a British or Irish citizen, you will need to obtain a share code to prove your right to work in the UK. You can use this service to get a share code if you have:
 - a biometric residence permit (BRP) - you can use it for 18 months after the expiry date printed on the card
 - a biometric residence card (BRC)
 - a UK Visas and Immigration (UKVI) account

You'll have a UKVI account if you've ever:

- applied to the EU Settlement Scheme
- used the 'UK Immigration: ID Check' app to prove your identity when applying for a visa
- created one when applying for a visa (you'll have received a UKVI account confirmation email)
- created one to get access to an eVisa (an online record of your immigration status)

For more information visit [Prove your right to work to an employer: Get a share code online - GOV.UK](#)



- occupational health assessment
- employment history and references
- Disclosure and Barring Service (DBS) check, if required
- proof of professional registration and qualifications, if required
- fit and proper person requirement, if required

You can read more about pre-employment checks by using the link provided in Appendix 1.

The pre-employment checks will be started by using either an electronic identity for Right to Work checking system or at a face-to-face appointment.

To help us process your application faster, ensure you reply promptly to all requests, providing as much information as possible and speaking to referees to let them know that they will be contacted to give a reference

Declaring a conviction

If you have been convicted of a criminal offence, sometimes the Rehabilitation of Offenders Act 1974 allows you to regard the conviction as “spent” and to answer the question as though the offence had never happened.

If you are applying for a role that is eligible for a DBS Check, you will be asked to complete this check as part of the pre-employment check. Depending on the level of check requested, you may need to disclose spent convictions and cautions. The DBS filtering guidance provides information about this. The job description and person specification will state what level of check you will be asked to apply for.

If you need help to apply or to understand the pre-employment checks, including the documents involved, contact our Recruitment Team.

Sponsoring you to work in the UK

If you do not already have the right to work in the UK, you will need to be sponsored to work under the skilled worker visa route set out by the UK immigration system. As part of the skilled worker route, certain roles in the NHS are eligible for the health and care visa, which has a lower application fee and is exempt from the immigration health surcharge.

However, not all roles are eligible for sponsorship, therefore a member of the Recruitment Team will check if:

- the role is on the Immigration Skills List (ISL) of eligible occupations for a skilled worker visa or health and care visa
- your pay meets the minimum salary requirements for sponsorship
- you are eligible to be sponsored



- if there are any other route-specific requirements

If you meet the sponsorship requirements the Recruitment Team will complete the sponsorship process to enable you to apply for your visa.

Receiving your offer of employment/contract

You will receive a conditional offer of employment, subject to the completion of the pre-employment checks.

Once pre-employment checks have been completed satisfactorily and a start date has agreed, you will receive an unconditional offer of employment if you are to be employed on a permanent or fixed term contract.

Check the contract to ensure the details are correct and speak to a member of the Recruitment Team or your new manager if you have any questions or something isn't right. If you are joining us as bank/reservist staff, you will receive a 'bank/reservist agreement'

If you are moving from another NHS organisation or have previous roles in the NHS, please speak to our Recruitment Team about your continuous service within the NHS.

What to expect in your first days

Your first weeks of employment with us will form your induction to introduce you to your role, your team and the wider Trust and to familiarise yourself with the working environment, IT Systems, policies and practices and undertake your mandatory training. We have lots of support in place to help you to settle into your new role and the Trust as a whole.

Your line manager will also allocate you with a buddy from your team. The buddy will be a friendly colleague who will help you to navigate the workplace, aspects of the role, who to contact and generally be a first contact for those day-to-day questions which come up.

If you have worked in the NHS before and are transferring to a new organisation, you may be able to transfer your mandatory training and employment records. Please contact our Learning and Development Team for information about this.

To ensure you are ready to start your new role, you will receive essential items, including your new starter paperwork and an identification badge. You will also be given access to the systems you need to start your new role.

You will attend a corporate and role-specific induction and onboarding when you first join and have ongoing and regular clinical supervision where applicable.

Reasonable adjustments for your new role

You should outline and discuss your health and any and reasonable adjustments you may require with occupational health. Doing this will ensure they provide the right advice to your manager to help them support you in your new role.



If you need reasonable adjustments for your new role, your new manager will meet with you to discuss your individual needs and help you with completing a Workplace Adjustment Passport if require one.

You might already have reasonable adjustments in place in a previous role; you should discuss these as they could be transferable. If you have a reasonable adjustment passport documenting the adjustments that have worked well for you, you can give this to your manager to help them understand and get the right advice.

If you are worried or need advice about reasonable adjustments, speak to our Recruitment Team, occupational health, or a trade union representative.



Appendix 1: Further help and guidance

NHS Employers

[NHS Employment Check Standards 2023](#)

[NHS Terms and Conditions Handbook: Section 5: Recruitment and Retention premia, and Section 31: Recruitment, promotion and staff development](#)

[Inclusive recruitment](#)

[Guidance on the use of artificial intelligence in applications](#)

[NHS Job Evaluation Scheme](#)

[Widening participation](#)

[Recruitment and workforce supply](#)

[Guidance for the employment of medical and dental consultants](#)

[Specialty and specialist doctors \(SAS\)](#)

Fit and Proper Persons test (NHS England)

[A Summary of the Fit and Proper Persons Test Framework](#)

[Fit and Proper Person Test Framework for board members](#)

Values based recruitment

[Values Based Recruitment Framework \(NHS England\)](#)

[Information about values based recruitment \(NHS Employers\)](#)

International recruitment

[Immigration guidance \(Home Office\)](#)

[Checking the likelihood of obtaining a visa \(GOV.UK\)](#)

Reasonable adjustments

[Disability Confident Scheme](#)

[Accessing disability support a toolkit for health professionals and learners \(Diversity and Ability\)](#)

[Reasonable adjustments: a legal duty \(GOV.UK\)](#)

[Making workplace adjustments to support disabled staff \(NHS Employers\)](#)

Further guidance for managers

[The expectations of line managers in relation to people management \(NHS England\)](#)

Flexible working

[Flexible working toolkit for individuals \(NHS England\)](#)

[Flexible working toolkit for line managers \(NHS England\)](#)

Other useful guidance

[Disclosure and Barring Service \(GOV.UK\)](#)

[NHS Counter Fraud Authority: Start an online report](#)