

# Tips for your job application

## The process

To apply for a job with us, you will need to submit an online application via our application tracking system (Trac).

Once you've found a job you'd like to apply for, here's what to do:

## Getting started

Preparation is important. Here is what to do:

- **Carefully read the job description and person specification carefully.** This will help you know what skills and experience we are looking for.
- **Contact the hiring manager if you have any questions or want to talk more about the job.**

## Completing the form

To give yourself the best chance of success, we recommend you:

- **Fill in all parts of the application form** completely. This includes details about previous jobs and qualifications.
- **Use the supporting information section to explain how you meet the job requirements.**
- **Give clear examples** of how you have the essential skills and qualifications (ideally any desirable ones too).
- **Make your supporting information specific to the job**



## Did you know?

Our shortlisting process involves scoring applications against the person specification to decide who is invited to interview. Please ensure all relevant information is included.

## Supporting equality and diversity

We want people from all backgrounds and abilities, so if you are:

- a disabled applicant
- a member of the armed forces community (such as a veteran or family).
- an ethnically diverse applicant, applying for a role that is Band 8b or above

and have all the essential skills and qualifications needed for the job, you will be **offered an interview**. Please tell us if you need any **reasonable adjustments** for your interview.



## Final checks

After you submit your application, you **cannot change it**. It is a good idea to do a final check before you submit. Check:

- All information is correct and complete.
- For spelling mistakes and typos.
- Your referees contact details are up-to-date. And that you have their permission.

**Note: Some jobs may close early. It is best to submit your application as soon as possible.**

Once submitted, you'll receive an email to let you know it's been received. Please then check your emails (including junk folders) regularly for updates. Good luck with your application!

## Further information

Got questions? Our Recruitment Administration team is happy to help. Email them at: [recruitment.enquiries@berkshire.nhs.uk](mailto:recruitment.enquiries@berkshire.nhs.uk)

For more information on the recruitment process, visit our [www.berkshirehealthcare.nhs.uk/apply](http://www.berkshirehealthcare.nhs.uk/apply) or scan the QR code below.



### Did you know?

Your application details will be saved in Trac for future applications to save you time.



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