GIG CYMRU NHS WALES

Bwrdd Iechyd Prifysgol Caerdydd a'r Fro

Cardiff and Vale University Health Board

APPLICATION

FORM

GUIDANCE NOTES

(Medical & Dental leadership roles)

Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board.
Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Caerdydd a'r Fro.

APPLICATION FORM GUIDANCE NOTES

All applicants are advised to read the following guidance notes carefully, as the decision to shortlist for interview will be based solely on the information provided in the application form. These guidance notes are designed to help you complete the application form as thoroughly as possible.

All information provided by candidates on the application form and the equal opportunities in employment form will be treated as confidential by the Health Board and will be held and used in compliance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) which applied from 25th May 2018.

The Disability Symbol

The Health Board is proud to be a disability symbol user, and is committed to actively promoting equality of opportunity in the recruitment, selection and employment of staff. The display of the Disability Symbol on application forms and literature demonstrates the Health Board's commitment to interview all disabled job applicants who meet the minimum criteria for a vacancy, and to consider them on their abilities.

POST DETAILS

All advertised medical and dental leadership roles within the Cardiff and Vale University Health Board will contain as a minimum the following information:

- Job Advertisement
- Role Profile

GENERAL ADVICE ON COMPLETING YOUR APPLICATION

Before you begin to complete your application form, you should always:

- Read the advertisement and role profile carefully, to ensure you understand what the role, tasks and duties of the position involve.

- Make sure that you have read the on-line application form carefully before you begin to complete it. You may find it helpful to re-read your

responses to the questions on the form before finally submitting your application.

- Plan the content of your application, to ensure that the information you supply is focused on the specific role you are applying for. This is vital, as applicants will only be shortlisted for interview if they have clearly demonstrated in their application form that they meet the requirements of the role profile.

When you complete the application form….

- You should carefully check that you have answered all of the questions / sections on the application form.

- You should carefully check spelling, grammar etc.

- You must ensure that you submit your application in good time and prior to the published closing date. It is not possible to submit an application after the closing date.

- You will be shortlisted for interview on the basis of the information that you provide on the application form. You are also able to enclose a CV with your application form if you wish to provide additional, supplementary information.

SECTION BY SECTION GUIDE TO COMPLETING THE APPLICATION FORM

Personal Information

It would be useful if you would provide us with as much information in this section as possible, to assist us in contacting you if you are successfully short listed for interview. Please note that it is important that you clearly answer questions relating to your right to work in the UK.

Qualifications / Training

Where specific qualifications and/or training are required for the post, these will be outlined in the role profile / person specification. You should give full details of relevant examination / training dates, results and grades obtained, or those towards which you are currently studying. If your application is successful you will be required to provide documentary evidence of these qualifications / training.

Employment History

In the first section "**Current or most recent employment**" you should outline details of your current duties etc., which are relevant to the leadership role for which you are applying.

You are required to give details of your current and previous employers over the last 10 years. You should complete this section as fully as possible, providing where possible the exact dates of employment. If you cannot remember exact dates please provide as precise an indication as possible e.g. month and year.

Please also clearly indicate reasons for any gaps in employment.

The Disability Discrimination Act 1995

The display of the Disability Symbol on our application form demonstrates that the Health Board is committed to ensuring that all applicants are considered on the basis of individual ability, and that people with a disability or health problem are not disadvantaged because of conditions or requirements that cannot be shown to be justifiable.

Disabled applicants whose disability prevents them from carrying out a particular part of a job are welcome to apply, as all reasonable adjustments, as defined by the Disability Discrimination Act 1995, will be made to enable someone with a disability to compete for and work in a job on the same basis as other people.

If you have any particular needs to help you at interview, then please outline these on your application form so that we may make the necessary arrangements for their provision (for example, wheelchair access etc.) to ensure that you receive a fair interview.

References

In this section you must provide the name, address and telephone number of two referees, one of whom **must** be your current or most recent employer. References should cover a period of the last three years employment history.

Supporting Information

In this section, you are invited to provide additional detail in support of the leadership role you are applying for.

When providing supporting information, ask yourself why you are interested in the role.

Provide evidence, in the format of examples taken from your work to clearly demonstrate that you have the necessary skills, knowledge and experience for the role.

You are advised to refer to the advertisement and role profile / person specification when completing this section of the application form.

Other Questions

You may find that there are additional questions within the application which are specific to the role you are applying for. Please answer all questions clearly.

The Health Board recognises that language and language choice are linked to the provision of good quality services in Wales. Consequently, the Health Board is seeking to develop a bilingual service which offers effective and meaningful language choice to those who access the service. In order to meet its statutory obligation in relation to the Welsh Language Act, the Health Board is committed to promoting and facilitating the use of Welsh.

In order to assist us in monitoring the number of Welsh speaking applicants and new staff joining the Health Board, you are asked to tell us if you speak another language, in addition to English.

However, this question does not only apply to Welsh speakers, but is important if the ability to speak another language is essential to the post for which you are applying.

Rehabilitation of Offenders Act 1974

Under the provisions of the above Act, where an employee will have regular access to patients who are in receipt of healthcare services, applicants must declare all criminal convictions, cautions, reprimands and final warnings, regardless of whether they are unspent or spent.

However, this does not mean that possession of a criminal record is necessarily a bar to employment with the Health Board. It is not.

In deciding whether an individual is suitable for a post, consideration will be given to the nature and seriousness of the offence, and to the nature of the work that an individual would be required to undertake in that role. This is done following a full assessment of an applicant's relevant skills, experience, qualifications and ability to do the job.

You are advised therefore to give full details on your application form of any conviction, caution, reprimand or bind over, no matter how long ago they happened. Please note that in the case where an applicant is appointed to a post and it is later found that they have failed to disclose information relating to a conviction or caution, this could result in disciplinary action, up to and including dismissal by the Health Board.

Disclosure & Barring Service (formerly Criminal Records Bureau) Check

Under the provisions of the Rehabilitation of Offenders Act 1974, Police Act 1997, Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, the Health Board has a duty to carry out police checks (disclosure) on all prospective employees who will have regular contact with children or vulnerable adults, in the course of their duties.

This check - where necessary – is to ensure that new employees of the Health Board have not been disqualified from working with children or have committed a criminal offence, which renders them unsuitable to work with vulnerable adults. Applicants who have been disqualified from working with children should note that it is a criminal offence for them to apply for a position that will require them to have contact with children.

Therefore, if an employee is required to work with children or vulnerable adults, the appointment to the post will be subject to the completion of a satisfactory Disclosure & Barring Service Check. This requirement will be stated on the advert, and / or person specification for the post. You will also be advised of this at interview.

Data Protection

The Health Board is fully aware of, and compliant with the requirements and obligations set out by the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). The information that you have provided will be treated in the utmost confidence, and will not be used for any purpose other than that stated upon the form, without your prior consent, and will not be disclosed outside the Health Board unless compelled to do so by law.

If you are successful in your application for a leadership role, the information that you have provided in your application form will be held on file for the duration of your employment.

However, if you are unsuccessful, your application will be held on file for a period of 12 months, after which it will be destroyed. During this period, your application may be put forward for consideration for other suitable, similar posts within the Health Board. It is important that you tell us on your application for if you do not wish for this to happen.

Declaration

You must ensure that all of the information provided on the form is true and accurate. Where an applicant is found to have provided false information on their application form, it could result in them being disqualified from the selection process or it could result in disciplinary action, if the matter comes to light at a later date.

Monitoring information

Cardiff and Vale University Health Board is determined to meet the best interests of the communities it serves and the staff it employs, by actively promoting a policy of equal opportunity in both service delivery and employment. The Health Board is committed to removing barriers to access for patients and staff, and will not tolerate discrimination in any form. Complying with all equal opportunities legislation as a minimum standard.

We particularly welcome and encourage applications from all sections of the community, particularly from under-represented groups including people from ethnic minority groups and people with a disability.

In order to monitor the effectiveness of our Equal Opportunities Policy and to provide information to develop future employment practice, we request that applicants provide the information outlined below. This information will be treated in confidence, and used solely for monitoring purposes.

The monitoring information is not seen by the shortlisting / interviewing panel. Please be assured that all information provided will be held and used in accordance with the requirements of the Data Protection Act 1998, and will only be disclosed by the Health Board if it is legally required to do so, or with your consent.