

Welcome to our Trust

Candidate Guide

Welcome to our Trust

Thank you for your interest in joining Royal Surrey NHS Foundation Trust — a place where compassion, innovation and continuous improvement are at the heart of everything we do. Whether you're beginning your NHS journey, looking to develop your career, or seeking a fresh challenge, we're delighted you're considering becoming part of our Royal Surrey family.

Royal Surrey is a friendly, supportive acute and community Trust, known for delivering outstanding patient care across Guildford and the wider Surrey region. We pride ourselves on being a workplace where colleagues feel valued, included, and empowered to grow. Our Trust brings together acute hospital services, world-class cancer care, and community healthcare teams — all united in a shared mission to deliver safe, compassionate care every day.

Our Culture and Teams

Our colleagues are our greatest asset. From your first interview onward, you'll find a workplace built on warmth, collaboration and respect. Many of our colleagues say the friendliness of our teams is one of the best things about working here. We are committed to: **“Caring together, Learning together, Continuously improving and Excelling together”**

These core values guide us in everything we do.

At Royal Surrey, equality, diversity and inclusion are fundamental. We're dedicated to building a workforce that reflects the communities we serve. Our EDI Strategy 2025–2030 reinforces our commitment to ensuring fair, inclusive and accessible recruitment for everyone

Our Sites

Guildford Site

Major acute hospital in Guildford providing comprehensive inpatient, outpatient, surgical and emergency services, supporting patients across Surrey with high-quality care.

Milford Hospital

Community healthcare site providing weekday adult services, helping deliver rehabilitation, support and ongoing treatment closer to home.

Haslemere Hospital

Community hospital offering adult outpatient and community healthcare services, supporting local patients with accessible, high-quality weekday care.

Cranleigh Hospital

Local community facility offering accessible weekday healthcare services through integrated primary and community care teams.

Application Process and Next Steps

- Before applying, it's important to read the Job Description and Person Specification for the role you're interested in and decide if your qualifications, skills and experience are well suited for the requirements.
- Once you have submitted your application form, this will then be shortlisted by the recruiting panel.
- Be sure to include a full account of your professional working history and educational achievements.
- Remember, most person specifications have a series of 'essential criteria' that hiring managers will look at to determine appropriate candidates,
- Try to demonstrate how you match the 'desirable criteria' also, that's what will help you stand apart from other applicants.
- All application forms received by the Trust are shortlisted in exactly the same way by using the person specification in order to score your application
- We complete blind shortlisting at the Royal Surrey, so our managers will not be able to see any of your personal information, including name, date of birth, address, ethnicity or gender.
- The highest scoring candidates will then be invited to interview.

Application Process and Next Steps

Closing vacancies early

Although not our normal practice, we may close our vacancies early, if we have received a high number of applications, so please apply early to avoid missing out.

Spam/Junk Folder

Some of our automatic emails from Trac may end up in your junk folder, so please check this to be updated on your application progress.

Special Requirements/Reasonable Adjustments

As an inclusive employer, we're here to support you. Therefore, if you have any special requirements that will enable you to participate in our recruitment process, simply contact a member of the Recruitment team by emailing rsc-tr.resourcing@nhs.net, at the earliest opportunity. This will help us to ensure that measures can be put in place to enable your application.

Application Process and Next Steps

Royal Surrey NHS Foundation Trust is a **Gold Award employer under the Armed Forces Covenant**, recognising its strong support for veterans, reservists and the wider Armed Forces community. As part of this commitment, the Trust operates a Guaranteed Interview Scheme for applicants who identify as members of the Armed Forces community.

Applicants who identify as part of the British Armed Forces community (including service leavers, veterans, reservists and eligible family members) and meet the essential criteria for a role are guaranteed an interview.

Royal Surrey NHS Foundation Trust participates in the **Disability Confident scheme**, offering a Guaranteed Interview Scheme (GIS) for disabled applicants who meet the essential criteria for a role.

[royalsurrey.nhs.uk]

How the Scheme Works

All disabled candidates who meet the essential criteria stated in the job description and person specification are guaranteed an interview