Application Guidance

Welcome to Sirona care & health

Thank you for your interest in working with Sirona care & health.

We provide health and care services across Bristol, North Somerset, and South Gloucestershire. Our teams help people stay healthy, live independently, and improve their wellbeing. We are proud to provide care that puts people first.

At Sirona, our staff are very important to us. We want everyone to feel welcome, supported, and valued. We encourage our colleagues to learn, grow, and do their best at work. Whether you are starting your first job or looking for a new opportunity, we have a range of roles in both healthcare and office-based teams.

This guide will help you through the application process. It explains what we are looking for and gives tips on how to show your skills, experience, and strengths.

If you need any extra help or information, please contact the Hiring Manager listed on the job advert, or email our Resourcing Team at **sirona.recruitment@nhs.net**.

Sirona care & health

Top Tips

Before You Apply

- ✓ Read the job description and person specification carefully
- ✓ Applications are shortlisted against the criteria displayed on the advert
- ✓ Apply early — we may close roles before the deadline
- ✓ Ensure you include **3 years' employment history** (with explanations for gaps)

Writing Your Application

- Use the **person specification headings** to structure your answers
- Use the **STAR method**:
  - Situation
  - Task
  - Action
  - Result
- Use **specific examples**
- Focus on **your contribution**, not just your team
- Keep your answers clear and concise

Things to Avoid

- Copying and pasting from job descriptions
- Vague statements without examples
- Listing duties without impact
- Submitting incomplete employment history

Using AI tools in your application

We understand that some candidates may use tools such as ChatGPT or other AI platforms to support their applications. AI generated job applications can often be generic, impersonal and not accurately reflect your qualifications, skills and knowledge. When generative AI is used, there is a risk that it can falsify information, which can be dangerous in a healthcare setting.

We encourage you to:

- Use AI as a **guide or support tool only**
- Ensure your application reflects **your own experience and skills**
- Check that all information is **accurate and relevant to you and the role you are applying for**

Please note:

- Applications that appear overly generic or not reflective of personal experience may not perform well in shortlisting
- We are looking to understand **your unique skills and impact**

Completing the Application Form

Education & Training

- Include relevant qualifications
- List professional registrations where applicable

Employment History

- Include **at least 3 years**
- Explain any gaps clearly
- Focus on achievements, not just duties

Supporting Information

- This is your opportunity to demonstrate how you meet the criteria
- Structure your answer using the **criteria on the advert**

- Provide examples using the **STAR method**

Top Tips

- ✓ The supporting information section is **not a cover letter**. Use it to give more details about your work experience, skills, and responsibilities. Explain how these match the job requirements listed in the advert.
- ✓ Keep your writing **clear, focused, and to the point**. Use simple examples to show your experience rather than telling a long story.
- ✓ If you are a student, **include your placements and practical experience** in the job history section. You can then give more information about what you learned and achieved in your supporting statement.

Disability Confident Scheme

We are a proud Level 2 Disability Confident employer. This means we are committed to recruiting and retaining disabled people. If you apply via the Disability Confident scheme, we will guarantee you an interview if you meet the minimum essential criteria for the role.

If you have any questions about this scheme or have any reasonable adjustments to request during the application or interview stage, please reach out to our recruitment team who will be more than happy to assist.

What Happens Next?

After You Apply

- You'll receive confirmation via Trac
- Applications are reviewed against the person specification after the role closes
- Roles may close early due to high volume of applications

Shortlisting

- Based on how well you meet the criteria
- Only the highest scoring applications are moved through, as well as any eligible disability confident candidates
- You will be contacted via email if you are successful or unsuccessful at this stage.

Interviews

- You will receive an invite via Trac, with a link to book your interview slot.
- The interview may be virtual or in person
- Questions will be a mix of values based, role specific competence and scenario discussions
- You may be asked to complete tasks or assessments
- All information will be provided to you on the interview invitation
- If you require reasonable adjustments, you will be asked to confirm this on acceptance of the invitation

If Unsuccessful

- You will receive a phone call to inform you of the outcome of your interview with feedback provided.

If Successful

- You will receive a phone call to inform you of the outcome of your interview.
- You will receive a conditional offer subject to checks and clearances
- Your checks will be assigned to a Recruitment Coordinator who will support your onboarding journey from offer to your first day!