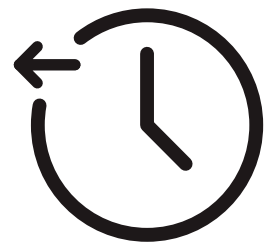


# Helpful Tips for Completing a Successful Application!



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## Before you start your application:



Make sure you read the job advert, the job description, and the person specification so you know exactly what role you are applying for.



These important documents will give you more detail around the specifics of the job role and the person specification will explain what essential and desirable criteria you will need for the role and how we will be assessing you against this criteria i.e. whether by application form, interview, group task etc.



Every job advert will have a contact name and email address/ phone number. If you can, try and contact the recruiting manager to discuss the role before you apply. This will give you a better understanding of the role and the recruiting manager will be able to answer any specific questions you may have.



# Helpful Tips for Completing a Successful Application!



## Completing your application:

- ✦ Once you have found the vacancy you feel you have the skills for, you will need to complete an online application form.
- ✦ You want to make sure that your application represents you and your capabilities so that you give yourself the best possible chance of securing an interview.
- ✦ This means spending time creating your application form and ensuring you are including as much detail as possible.



# Helpful Tips for Completing a Successful Application!



## Completing your application:

Below are some helpful tips to guide you when completing your application form.

To save you time, you will normally need the following information to complete the form:

- Your National Insurance Number (if you have one)
- Your Work Permit details (if applicable)
- Details of your Qualifications (including dates awarded)
- Your Professional Registration/PIN (including expiry/renewal date) if appropriate.
- Details of any current Employers (start and finish dates included)
- Your supporting information - refer to the person specification in the vacancy to see what kind of information you need to provide that will demonstrate your suitability for the role.
- Contact details for at least two referees. If you are in employment, one should be your current Employer Make sure you have asked their permission to use their details on your application. If you are not in employment, you will need to provide a character reference from someone of good standing.

# Helpful Tips for Completing a Successful Application!



## Ensure that you complete all of the application form:

There are several sections to the application form. Below explains why we need the information we are asking for in each section. You should tell us all the wonderful things about you and why you think you should be a MWL team member. Personal information and monitoring data, will not be disclosed to the short-listing panel, but will be kept for administrative purposes.

### 1. Personal Information:

We will use this to contact you in relation to your application, invite you to an interview and let you know the outcome if you make it to that stage. It is important we have your up-to-date details, especially your correct email address and contact telephone numbers.

### 2. Qualifications and Training:

Make sure you let us know about all the relevant educational and professional qualifications you have or are studying for currently. It is helpful for us to have as much information as possible, but the level of the qualification is especially important. We will ask to see the certificates to verify the qualifications you add to your application if you are invited to an interview so make sure you have them to hand.

# Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

## 2. Qualifications and Training Continued:

Do not forget to add any training courses you have completed that may be relevant to the role you are applying for.

Some of our roles do not require you to have the qualification at the point you apply. If you think a job is perfect for you and you do not have the right qualification but are willing to learn on the job, do not worry. It may be possible to offer you the role you are interested in on a trainee basis. Please do contact the recruiting manager for the role to find out more.

There is only the ability to put 11 qualifications in this area, so keep these relevant to the role you are applying for. You may have more qualifications than this allows you to fill in, however you will be able to mention these later on.



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**Ensure that you complete all of the application form:**

## 3. Employment History:

We need to know about all the jobs you have had from the most recent to your very first one. Telling us about the responsibilities you had and the activities you conducted which are relevant to the role you are applying for is important. It should also require them to explain any gaps between periods of employment and training. If you have had any gaps in employment and/or training, there is a section on the form where you can let us know about that too which will be explored during the interview process. Completing this information at the application stage helps us get you into your new role if you are offered the job you have applied for more quickly.

This part of the application only allows for a maximum of 10 previous employers. For this section, start with the most recent job role you have held and work chronologically backwards. When describing your duties and responsibilities, think about how this role may help you skilfully with the role you are now applying for.



# Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

## **3. Employment History Continued:**

If there are any gaps in your employment, you will be required to account for this time as well by completing a personal statement as part of your pre-employment checks.

It is important that you take the time to complete the activities you undertook in the role you did, as when a manager is shortlisting, they will tick off items from the person specification from this section too.

## **4. References:**

- This is who we can contact for an employment reference.
- It will need to cover a three-year period.
- You may need to add several referees to cover the three years.
- It can include paid or unpaid voluntary work and any training.
- It should be at least two recent employers and the most recent one should be your current or most recent line manager.
- Ensure that you provide full contact details for your Employer/ Previous Line Managers or Course Tutors for each activity. Please include their work/ professional email address where possible to avoid any unnecessary delays.



# Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

## 4. References Continued:

- If during the last three years, you have any periods in which you have not been in either employment or full-time education, please provide details of someone who can provide a character reference for you to cover this period.
- Character references should be provided by a person of standing in the community such as a Teacher, Health Care Professional (i.e., Doctor, Physiotherapist, Registered Nurse), Minister of Religion, Police Officer, or Solicitor. Character references should only be used in EXCEPTIONAL circumstances to cover periods of time when you have not been in either employment or education.
- If you have never been employed, you may provide a referee who is in a position of responsibility. The referee will need to be able to comment on your work experience, competency, personal qualities, and suitability for the post.
- Do not forget to make sure the email address you give is correct and up to date. We will send the reference request this way and that the referees you have identified know you have put them forward to give you a reference.

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**Ensure that you complete all of the application form:**

## 5. Supporting Information:

Here is where you shine.

In this section tell the manager recruiting to the role you are applying for why you are the best person for the role.

Here you can tell them all about the skills and knowledge you have that will enable you to do the role and do it well.

Look at the person specification in the job description and write down the most relevant examples of how you think you meet what the role is asking of you. You can use examples from outside work if they are relevant. Do not forget, we want to hear about what you did and how fantastic you are.

In this section, it is beneficial to work from the person specification attached to all job adverts (often found at the end of the job description attachment) and explain how you possess each of the qualities, skills and experience that are both essential and desirable, as this is the most concise way of telling the appointing individual why you are the person they want on their team.

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**Ensure that you complete all of the application form:**

## 5. Supporting Information Continued:

- You have a 1500 word maximum on this section so please use these wisely to inform us how you meet the requirements of the role.
- It is not enough to say that you possess these attributes but also to explain why you believe you do, examples of when you have displayed these skills and how your previous experiences translate into the ability to complete the job you are applying for.
- Take your time to try to write it so it's easy to read and understand and so that the person shortlisting is not having to hunt to try to find information as that makes it more difficult and things could potentially be missed.
- This section allows you to include any information that is not already covered elsewhere on the form, which backs up how and why you would be suitable for the job.
- This is about demonstrating to us you have the required skills, knowledge, and experience - and that we really should be inviting you for interview.

# Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

## 5. Supporting Information Continued:

You can include, among other things, more details about:

- Your duties and responsibilities
- Your skills, knowledge or experience relevant to the post.
- Apparent gaps in your career profile
- Any voluntary work you have conducted.
- Your research experience.
- Publications, presentations, or project work undertaken.
- Clinical care or clinical audit.



# Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

## 6. Equal Opportunities:

As a public sector organisation, we are legally required to review equalities information about our applicants to make sure we are being fair and equitable. We take this responsibility very seriously at MWL and are committed to increasing the diversity of our organisation, making sure every member of our team feels included and that everyone has the best possible experience at work. Monitoring this information helps us to understand how well we are doing this and what else we need to do to improve.

Neither your personal details or equality and diversity monitoring information will be seen by anyone deciding about your application until it has been shortlisted. Only then will it be shared with the interviewing manager so they can prepare to meet with you ahead of an interview.

We are committed to increasing employment opportunities for disabled people and encourage all people with a disability to apply for a job with us.

## Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

### **6. Equal Opportunities: Continued:**

As a 'Disability Confident Employer we offer a guaranteed interview scheme for applicants who consider themselves to have a disability, and who meet the minimum selection criteria (essential) at each stage of the selection process. You can indicate your wish to apply under the Trust's guaranteed interview scheme in the personal information section of the online application form.

If you consider yourself to be disabled (or have any other long term health issues) and have special support needs in applying for a job, attending an interview or in undertaking any tests as part of a selection process, please inform us of any reasonable adjustments that you require in order for us to support you in maximising your ability to gain employment with us.



# Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

## 6. Equal Opportunities: Continued:

Reasonable adjustments during an interview may include:

- Adapting the environment, for example dimming down the lights.
- Allowing the candidate additional time to complete interviews, for example where there is an unseen test, particularly individuals with dyslexia or other learning difficulties.
- Accommodating the interview at a particular time, for example if applicants need to take medication or they have difficulty using public transport during rush hour.
- Bringing along an interpreter, for example for a candidate who communicates using sign language.

If you require reasonable adjustments to get to the interview or selection test, please provide us with your requirements in the space indicated on the application form.

# Helpful Tips for Completing a Successful Application!



**Ensure that you complete all of the application form:**

## 7. Declaring a criminal offence:

When completing the questions in the 'Safeguarding' section of the application form you will need to declare all UNSPENT criminal convictions and cautions that are not PROTECTED (i.e., eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974.

As employers we confirm we:

- Will consider any criminal record information on a case-by-case basis
- Only consider information that is relevant to the position you are applying for.
- Balance this information against the skills and competencies you have demonstrated in the recruitment process.
- Balance this information alongside other information they have obtained about you as part of the pre-employment check requirements.
- Align to the code of practise issued by the Disclosure and Barring Service (DBS), which sets out what employers need to consider when criminal record information is disclosed in a DBS check.



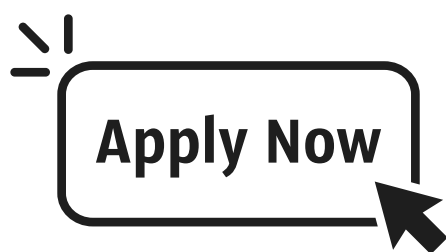
# Helpful Tips for Completing a Successful Application!



## Additional Questions on the application form:

You may be asked to answer some pre-application questions before you can complete the form itself. Make sure you answer all of these. They have been designed to help you quickly work out whether you are suitable for the role.

Make sure you take your time; it is especially important you get your application right to secure an interview.



## Applying for other roles:

Sometimes, applicants applying for jobs at the Trust may be able to save their application and adjust accordingly to the person specification. Trac. Jobs is one of these online sites that allow you to complete an application form, save and re-use for any other vacancy, which prevents duplication of such areas as personal data.



# Helpful Tips for Completing a Successful Application!



## Other things to think about:

- Check the closing date on the vacancy and apply early if you can, sometimes vacancies can close early if there are a high volume of applications.
- Check your emails regularly to see how your applications are progressing.
- Any invitations to interviews or assessment days are likely to be sent by email and can sometimes go into Junk Folders so be sure to check in these folders too.
- We do try and notify all applicants via email of the outcome of their application form but if you have not received a response from us within four weeks of the closing date, then you should assume your application has been unsuccessful - and you can focus on applying for other roles.
- After applying, it is important to remember your account email address and password as this is how you can schedule your interview (if your application is successful).
- If your application wasn't successful, don't be disheartened! You can contact the individual who is named on job adverts and ask for constructive feedback to apply to your application process in the future.
- Get to know the Trust, make sure you familiarise yourself with the Trust's vision and objectives and values. If you are successful at securing an interview, it will work to your advantage.

# Helpful Tips for Completing a Successful Application!



## Where to find our vacancies

We advertise our vacancies in a number of different places:

- Our Hospital Website
- NHS Jobs
- Indeed
- Social Media

Did you know you can also sign up for Job alerts? By registering with Trac. Jobs you can set up an alert for up-and-coming vacancies and get either daily or weekly notifications when those jobs become available!

Link to Trac. Jobs

Guidance on how to set up Job alerts.

If you have any questions or would like to speak to someone before applying, please contact the Recruitment Team at:

[Recruitment@merseywestlancs.nhs.uk](mailto:Recruitment@merseywestlancs.nhs.uk)

Good luck with your application and we look forward to meeting you!

A decorative footer consisting of several overlapping, wavy bands of color: blue, cyan, magenta, orange, and green.