NHS
Airedale
NHS Foundation Trust

# Applying for a Job

## All You Need to Know

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Thriving people,
healthy communities

# Completing Your Application

Your application is often the first contact you have with your potential Line Manager and therefore knowing how to complete this step correctly in the recruitment process is important. We recommended you:

01

## Read over the job application

Reading the job application may seem like an obvious step however many people skip this. Even if you scanned the job description and person specification when you decided to apply for the role, it is still important to review and re-read this to make sure you don't miss out any key pieces of information which will help ensure you meet all criteria when submitting your application.

02

## Ensure your application meets the criteria

You will only be shortlisted if you meet the essential requirements of the employee specification. Remember, your supporting statement is probably the most important section on your application. Please ensure you match your experience to the person specification for the post – if you have no direct experience on parts of the role explain how you would approach that aspect of the role.

TOP TIP

Never submit the same application form twice. Always adapt each form to show how you meet the person specification of the post you are applying for.

## 03 Personalisation and experience are key!

The decision to shortlist you for interview will be solely based on the information you provide in the application form. Therefore, you need to make sure you include all of your relevant skills and experience. Explain the reasons for any gaps in employment or education (e.g. travelling, maternity leave) and remember to include any voluntary work you have done or home experience (e.g. caring for family members) if appropriate and relevant.

## 04 Follow Instructions

Make sure you answer all of the questions in the application process. Taking the time to ensure that each aspect of your application is complete will support your application during the shortlisting process.

## 05 One Final Check

Always ensure you check your application form several times before submitting. Proof read and spell check your application to ensure it is accurate, complete and not repetitive. Ask a friend or family member to read through it to help.

# Our Top Application Tips

TOP TIPS

## 01 Don’t rush

Remember rushed applications are immediately obvious to any employer. Check the closing date for the vacancy and apply early if you can. By not taking the time to personalise your application, it can give the impression that you don’t care about getting the role.

**DID YOU KNOW?**

Did you know you can save your personal and application information in the 'Your profile' section of your NHS Trac Jobs account? It's a great way to save time and means you can take your time completing your application.

## 02 Include key words in your application

Use key words that have been used in the job description or person specification when answering questions in your application. This will further showcase how you fulfil the role’s criteria.

## 03 Stay on topic

Keep your answers clear, relevant and concise. This will help when your application is being reviewed for shortlisting.

## 04 Get in touch

Don’t be afraid to contact the department for further information or to arrange a informal visit prior to applying for a post or going for an interview.

## 05 Check your application progress

You can check the progress of your application via your NHS Trac Jobs account. If successful and invited for an interview you will be notified via email, SMS text or your NHS Trac account.

# Contact us

If you have any questions about our recruitment process or any vacancies that you are interested in, please email **anhsft.recruitment@nhs.net**

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