



Humber Teaching
NHS Foundation Trust

Application Guide and Interview Tips



Caring, Learning
& Growing Together

Application Guide

Writing a job application can be daunting and stressful but it doesn't need to be.

Our recruitment team have shared their top tips to support you when you are ready to make your application.

Tip 1: Read all supporting documents

Read the Job Description and Person Specification before you start. These will be listed as downloads to the job advert online.

Write down on a separate document or some paper where your experience matches what has been asked for and any examples that bring that to life.

Don't assume that it's obvious from your experience that you can do what is asked. The individual undertaking the shortlisting will be looking for examples of where you have evidenced that you can complete the tasks expected of you so make it easy for them!

Tip 2: Do your research

It's a good idea to do some research about the organisation before you apply. Have a look on our main website, humber.nhs.uk to find out more about our Trust, our values and how the job you're applying for fits within the wider organisation.

It will also help you understand important details such as the organisation's location and the range of services we provide.

Tip 3: Don't rely on the same application each time you apply

Never send the same application form twice. We know that some people are motivated to work for our Trust but if you are not shortlisted then there may be a reason for that within your application form.

Make sure you adapt your application to meet the person specification of the post you are applying for.

If you've applied for the role before but were not shortlisted, look again at the advert and important documents and take the time to improve your application if you can.

Tip 4: Update your employment history

When you apply for a role in the NHS, you'll be asked about your employment history and to list what you've done in earlier jobs. If successful as a minimum, you will be asked for 3 years employment history for references so make sure you include this within your application!

Take some time to write this down, do this in chronological order from your earliest job to the most recent.

These may be very different from the role you are applying for, however there may be existing skills that match the job description of the role you are applying for so think about how this applies to your employment history.

Top tip: Writing your supporting statement in Microsoft Word

If you're asked to include a supporting statement, we recommend writing this in a Microsoft Word document first, so you can easily edit and proofread it before copying and pasting it into the online application form.

Tip 5: Identify your transferable skills

Now you've written down your employment history you can think about the skills you have learnt along the way.

It's likely that you will have transferable skills from your life experience or other jobs in different industries. It's a good idea to think about what these skills are and how they match the skills in the job description before you start writing your application.

For information on how to identify your transferable skills. Visit the Health Careers website.



Tip 6: Fill in all parts of the form

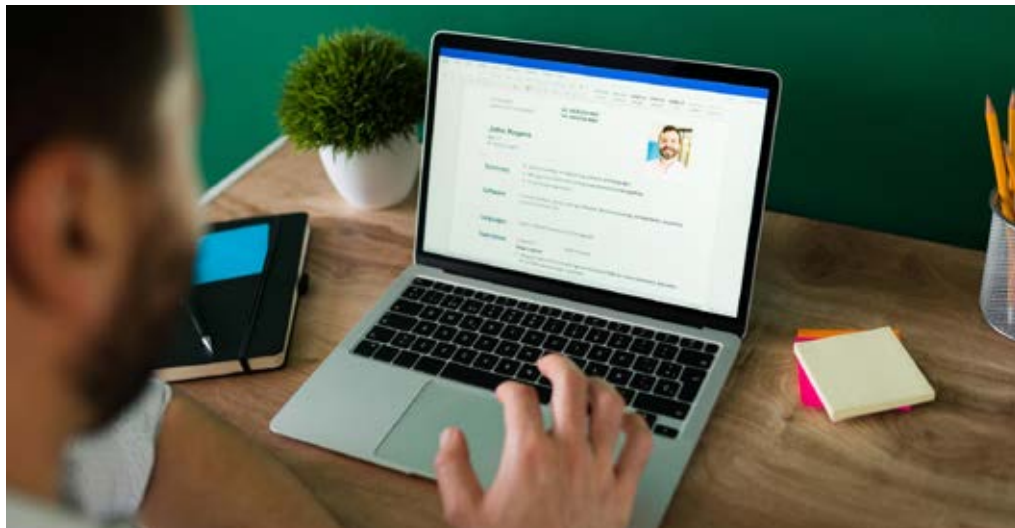
Read the instructions within the advertisement and application form very carefully and make sure that you fill in all the sections of the application form. The information you give in the 'application for employment' section will be used to decide if you should be shortlisted for interview.

The 'personal information' and 'monitoring information' sections will not be used for shortlisting but will be kept for administrative purposes only.

Use of Artificial Intelligence (AI) when writing job applications.

While AI can help streamline the writing process, these tools cannot fully grasp the context or requirements of the job you're applying for, nor

can they accurately reflect your skills, knowledge, and experience. If you choose to use AI or other tools to assist in writing your application, it is crucial that you personalise your supporting statement to articulate in your unique voice. Relying solely on AI to write your application or supporting statement is not advocated by the organisation and could negatively impact your chances of success in the application process. These tools should not be used to misrepresent qualifications. Using AI to format your application or improve grammar is permitted but fabricating credentials using AI is prohibited. Candidates must disclose any use of AI in their applications to maintain transparency and fairness in the evaluation process.



Tip 7: Who you are is important too

As with your written application, the people interviewing you will be looking at how your personality lines up with the organisation's values and the needs of the role.

Values based interview questions are designed to draw out your personal attributes, based on how you would behave in a specific situation.

One way to prepare for your interview is to spend some time thinking about how your personality, skills, and experience, from paid work and your personal life, match with the organisation's values and the attributes noted in the job description.

Re-reading the job description and/or people specification and your written application might help with this. Look at the skills, experience and personal attributes asked for in the job description and think about examples of a time when you have done similar tasks or showed similar skills in the past.

An example of a values-based interview question which can be used to draw out the values of compassion and empathy could be: "Can you give an example of a time when you helped someone in need?"



You can find more information on values-based interviews here:





Interview Preparation Tips

Tip 1: Research

Before an interview it's important that you are familiar with the organisation you have applied for and understand what the business involves. Common questions might be 'what's attracted you to our organisation?' Whilst they may not expect you to have in-depth knowledge, being able to give a brief and accurate description can show your knowledge and reaffirm your interest in the role! Understanding the culture and values of the organisation is also key.

Tip 2: Prepare: review the job description & person specification.

Read the job description & person specification, make sure you understand the role and what you have applied for. Prepare a range of examples from your own experiences, to highlight how you meet the skills and competences of this role.

Tip 3: Practise answering common interview questions

There are several forms of interview questions that employers frequently ask, so it's a good idea to practise answering them if they come up. Common interview questions can range from, 'tell me a little bit about yourself', to more in-depth ones on you experience on a certain scenario. Researching and familiarising yourself with common interview questions can help you formulate structured and compelling answers.

Tip 4: Look the part: Plan your interview attire

Looking the part for an interview helps to form a positive first impression with your interview panel. We recommend dressing appropriately by wearing smart office wear, for both in person and video interview calls.

Tip 5: Plan your journey

We recommend familiarising yourself with where you interview will be held, plan your journey to ensure you arrive on time.

Tip 6: Prepare questions for the panel

At the end of your interview, your interviewer may make time to answer any questions that you have. Asking questions at the end of your interview shows your interest and value in the role and company. It is advisable to have some prepared and informed questions ready. Make sure to ask any questions you may have about the role, the Trust, the department, working arrangements, projects and plans, or development opportunities. Be careful not to ask for information that has already been provided or discussed during the interview.

Practice interview questions
Practising and using the 'STAR' technique can be a helpful way to structure your answers in interviews and feel more confident on the day.

- **Situation** – set the scene for your answer by explaining what the situation was
- **Task** – describe your role in the situation
- **Action** – explain exactly what you did and why
- **Result** – explain what happened because of your actions.

You can read more about how to use the 'STAR' technique here:



During the Interview Tips

Engage with the panel - It is important to engage with all of the members of the interview panel, despite which member asked the question you are answering.

Be clear - Speak clearly and be concise in your responses.

Sell yourself – Give real examples of how you have achieved positive outcomes. It is important to use 'I' rather than 'we' in your examples. This will confirm it is your personal contribution.

Be aware of your body language – Using positive body language helps to portray a good impression. It shows the panel that you are interested in the role and engaged with the interview. Try to avoid slouching or touching your face. Instead, smile, listen, and maintain good eye contact.

Good Luck!!



Contact Us:

