V4 – September 2025

North Tees and Hartlepool
NHS Foundation Trust

Guidance Notes for Applicants

Please read this document in full before submitting your online application.

Caring
Better
Together

Introduction

Welcome to North Tees and Hartlepool NHS Foundation Trust.

North Tees and Hartlepool NHS Foundation Trust and South Tees Hospitals NHS Foundation Trust now work together as a hospital group named University Hospitals Tees. As time develops and depending on the roles, there may be the requirement for cross site working.

This aim of this document is to provide people who are considering applying for employment with the Trust with guidance and additional information regarding the application form and recruitment process.

Completing your Application Form

Our jobs are advertised via Trac Jobs and NHS Jobs as well as various other forums.

When applying for a job at North Tees & Hartlepool NHS Foundation Trust, regardless of where the post is advertised, when you click 'apply now', you will be directed to the trac jobs site. If you don't have an account already created, you will be required to create one before you can proceed to submit an application.

Please be aware that some of the positions advertised are restricted to Trust employees only. This will be clearly visible at the start of the advert.

The application form is the first stage of the recruitment process and is all we have to determine our shortlist for interview. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

It is essential that your application details your full educational history, full employment history and appropriate reference details (further information detailed below) as well as detailing how you meet the specific criteria of the job that you are applying for.

The Job Description and Person Specification

The Job Description provides information about the main duties and responsibilities of the post and also describes the purpose of the post.

The Person Specification (detailed at the back of the job description document) provides information about the essential and desirable knowledge, qualifications, experience, skills and attributes required to perform the duties in the job description.

Please only submit an application if you meet the criteria of the job description and person specification.

Using Artificial Intelligence in your application form and interview

AI tools like chatbots and virtual assistants can support you as you complete your application. For example, they can check spelling or grammar errors or help you to decide what to include.

However, they must not replace your own responses or be used to write the application for you. Relying too much on AI can negatively impact your chances of success, because automatically generated answers:

- Might not be specific or relevant enough to address the criteria in the recruitment profile
- Often seem generic and not personalised enough – an AI response won't show your unique voice and perspective
- Could misrepresent information about you, such as your qualifications, skills and experience

We monitor applications for any behaviour that could create an unfair advantage, and we check all references carefully. You will be tested on your experience at interview, so be honest and make sure all the information in your application form is correct.

Employment History and Experience

You must ensure you detail your full employment history for the last 3 years period. If you have any gaps in this, please ensure you detail the dates and reasons.

References

We are required to seek references that cover a full employment and/or training/education within the last 3 years period. You must ensure you provide the names, job titles and email addresses of all referees. Please ensure the referees you provide are current or previous direct line manager or Teachers/Lecturers. Colleagues and family/friends are not permitted as referees.

- You r current or most recent line manager/employer
- Any previous line managers/employers or teachers/lecturers that are applicable to the last 3 years of employment and/or academic history
- Personal email addresses (for example: gmail and yahoo) are not permitted for professional references
- Failure to provide accurate information, can delay your recruitment process if successful

Note: Your referees will only be contacted once you have been given a conditional verbal offer of employment.

Qualifications

Please ensure that you have the qualifications detailed in the essential criteria of the person specification. If successful at interview, you will be required to provide the originals of your qualification certificates for your offer of employment to progress.

Supporting Statement

The supporting statement is an opportunity for you to showcase how you and your knowledge, qualifications, skills and experience align with the requirements of the role.

When shortlisting, we will look for evidence of you meet the criteria – to increase your chances of an interview, provide examples of how you have applied your skills and knowledge in real-life situations. Share work related successes and challenges you've navigated.

Please do not share any personal information in the supporting statement (such as: name, age, gender, email or telephone numbers, nationality or immigration status).

Equal Opportunities

The Trust is an Equal Opportunities employer and monitors effectiveness of our equal opportunities during recruitment and selection processes. The monitoring information requested is separated from the application form before shortlisting and will **not** be seen by any members of the shortlisting or interview panel.

Guaranteed Interview Scheme

The application will ask if you wish to be considered under the Disability Confident Guaranteed Interview Scheme.

To be eligible for a guaranteed interview, applicants with disability will need to meet the essential criteria listed on the person specification.

This will also be the case for the Step into Health programme (for armed forces)

Relationships

You must declare if you are related to a director or have a relationship with a director or employee of the organisation.

Declaration

By completing and submitting an application form, it is understood that you accept the terms of the declaration as detailed on the form, and understand that any false statements or omissions may result in your application being withdrawn or your appointment being terminated.

By submitting your application on trac jobs, you are also giving your consent for elements of your application data to be transferred to the NHS Electronic Staff Records (ESR and other secure internal NHS workforce systems in order to support and manage your recruitment and subsequent employment.

Communication

All communication regarding your application and its progress will be done through the trac recruitment system, including shortlisting and invitations to interview. It is essential that email addresses are correct at the point of submitting the application. You should update your details and inform the trust of any changes at your earliest convenience. You should regularly check your emails and trac account for any updates regarding your application.

Interview

If your application is shortlisted, you will be invited to interview via the Trac system. You must log on to your trac account and book your interview.

Offer of Employment

Following interview, you will receive feedback form the recruitment manager as to whether or not you have been successful.
If you are notified as successful at interview the next steps will be a 'conditional offer of employment' direct from the Trust's recruitment team via the trac recruitment system.

The conditional offer is subject to full completion of the relevant satisfactory employment checks, failure to complete any of these checks may result in the offer of employment being withdrawn. These employment checks are done in line with NHS Employers guidance.

NHS Employer Check Standards
For more information on these checks, please visit;
www.nhsemployers.org/your-workforce/recruit/employment-checks

All employment is offered subject to a six month probationary period.

Identity Checks and Right to Work

Verifying identity is essential and the trust has a legal responsibility to ensure that all applicants have the right to work in the UK before they can be employed.
If you are offered employment, you will be invited to attend an ID appointment where you will be required to provide a number of original identity and right to work documents, both photographic and non-photographic.

If you are a UK citizen:

- Passport

- A full birth certificate or adoption certificate issued in the UK (This document must be provided with an official document that shows your National Insurance Number eg: P45, P60, National Insurance Card, Letter from previous employee or Government office)

If you are not a UK citizen

- A Share Code confirming your right to work in the UK status via the online home office check.
- Your current non-UK passport

You will be guided through the ID documents you are required to provide when you book your ID appointment and complete the DBS application if required for the role.

Please note: documents presented for identity checking purposes will be checked for authenticity either manually, through an appropriate body and/or using an electronic scanning device.

Verification of Qualifications and Professional Registration

Original qualifications certificates relevant to the post **must** be provided at the ID appointment. You can request copies of your certificates from the awarding bodies if you do not have your original certificates. Be aware however that this can take some time.

For a role where professional registration is required, original proof of this must be provided to the recruitment team.

Model Declaration Forms

It is critical that all employees working in the NHS are honest, reliable and trustworthy. All applications are required to complete a Model Declaration Form.

Failure to provide accurate and truthful information at the time of applying for the post may result in the offer of employment being withdrawn. It may also result in investigation by the Counter Fraud Specialist.

If you declare any convictions, cautions or warnings, this will not necessarily stop you from working in our organisation. It will however depend on the nature of the post in which you are applying for and the particular circumstances.

Disclosure and Barring Service (DBS) *(formally CRB)*

All successful candidates who require a DBS for the offered post are required to pay for this DBS check *(not all posts are eligible).*

You will be required to sign a DBS payment form and method of payment will be deduction from your first month's salary.

Recruitment Contacts

If you have any questions regarding your interview or the documentation you are required to provide please contact the recruitment team:
Tel: 01642 383200
Email: nth-tr.nteesrecruitment@nhs.net