



South Tees Hospitals
NHS Foundation Trust



University Hospitals Tees



Guidance Notes for applicants

Please read these guidance notes before submitting your job application online



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Together

Introduction

Welcome to University Hospital Tees. The aim of this document is to provide people who are considering applying for employment with the Trust with additional information regarding the application form and recruitment process.

As an employer we have a legal duty to ensure that all people have equality of opportunity to be considered for employment, training and promotion. We aim to ensure that wherever possible, all people can use or receive our services regardless of their protected characteristics under the Equality Act (2010).

In line with NHS Employers guidance, we are required to carry out a range of pre-employment checks throughout the recruitment process which need to be received fully before you can commence in post. The standards we follow include checks that are required by law, those that are Department of Health policy, and those that are required for access to the NHS Care Record Service. You will therefore be asked to provide us with the original documentation to help us complete these checks, during the course of the recruitment process.

Completing your Application Form

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 for 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.

Referees

You will be required to complete all sections of the Application Form, ensuring that the names, addresses and emails of referees are provided. You must provide referees to cover all employment and/or training/education within the last 3 year period. Please ensure the referees you provide are you direct Line Managers or Teachers/Lecturers. Please note, colleagues and friends/family are not permitted as referees.

Employment History

Please ensure you detail your full employment history, leaving no gaps. Please complete the section on the application form if you have gaps in employment ensuring dates/reasons are included.

Qualifications

Please ensure you have the qualifications required as 'essential' for the vacancy. You will find them on the Person Specification. If successful at interview, you **must** be able to provide the originals of your qualifications for your offer of employment to go ahead.

Preparation and Requirements

If you are shortlisted, you will be emailed from Trac with the date and time of your interview.

Identification

You are required to provide the originals of your I.D. and qualifications to your interview.

The identification documents can be in either of these two combinations

1) Two forms of photographic ID and one proof of current address (see below)

2) One form of photographic ID and two proofs of current address (see below)

Plus your Qualification and Educational Certificates as noted on the Person Specification under essential criteria **MUST** be included

Acceptable photographic personal ID includes:

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Passports of non-EU nationals containing UK stamps or visa or a UK residence permit showing immigration status
- Current UK (or EU/other nationalities) photo card driving licence (full or provisional)
- A national ID card
- HM Armed Forces Card
- ID cards carrying the PASS accreditation logo (UK and Channel Islands)

If you do not have any photographic ID, you will be required to provide the following at interview:

- Two passport sized photographs (which must be endorsed and signed as a true likeness by a “person of standing”)
- Two non-photographic identity documents
- Two documents confirming your address
- A signed ‘Statement of Personal Identification’ by a person of standing in your community (available from Recruitment)
“A person of standing” could be a Magistrate, Medical Practitioner, Officer of the Armed Forces, Teacher, Lecturer, Lawyer, Bank Manager, or Civil Servant.

Acceptable non-photographic identity documents include:

- Tax notification from HM Revenue and Customs
- UK Birth certificate (originals or certified copies only)
- Adoption certificate
- Marriage certificate
- Divorce or annulment papers
- Police registration document

Acceptable proof of address documents (dated within the last 3 months) include:

- Utility Bill (please note, mobile phone bills are not acceptable)
- Bank or Building Society statement
- UK full driving licence (photo or old style paper version) – provisional licences not acceptable
- Credit Card Statement
- Mortgage Statement
- Current council or tenancy rent agreement
- Benefit Statement e.g. Child Allowance, Pension
- HMRC tax notification (but not a P45 or a P60)
- Please also provide your most recent payslip if you are joining us from another NHS Trust (original)

Right to Work in the UK

The Trust has a legal responsibility to ensure that an applicant is allowed to work in the UK before they can be employed. Verifying someone's identity is fundamental as any other checks will be invalid if the person's identity cannot be proven.

If you are shortlisted, you are required to provide originals of the following documentation:

If you are a UK citizen:

- A passport.
- A full birth certificate or adoption certificate issued in the UK which must include the name of at least one parent (this document must be produced with an official document which shows your National Insurance Number e.g. P45, P60, National Insurance Card, Letter from previous employer or Government Office).

If you are not a UK citizen:

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

For further details please refer to:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

If you have questions regarding your interview and the documentation you are required to provide, please contact the Recruitment Department on (01642) 854610 or email: Stees.recruitment1@nhs.net
