



RECRUITMENT FAQ's



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Frequently Asked Questions



- **How do I view your current vacancies and apply ?**
- To view our current vacancies, visit <https://spectrum-jobs.org.uk/> where you will be asked to create an account through trac jobs, and you can apply to multiple positions.
- **Artificial Intelligence (AI)**
- At Spectrum, we believe in a people-first approach to recruitment. While AI tools like ChatGPT can be useful in helping you prepare your application and build confidence, we want to get to know the real you. That's why, at every stage of our hiring process, decisions are made by people—not technology. AI can be a great way to refine your application, but it's important to remember that your experiences and skills are what truly make you stand out. If you choose to use AI, we encourage you to do so in a way that enhances your application rather than replacing you and your perspective.

- **When will I hear back from the recruitment team about my application ?**
- You can view the status of your job application(s) by logging into your trac jobs account and viewing your dashboard. All communications regarding your application will be sent through trac jobs and you can also contact the recruitment team directly from your account.
- **What is your assessment process ?**
- For most vacancies, applications are initially pre-screened by the recruitment team , then the assigned recruiting manager. Shortlisted candidates will then be invited to a onsite or remote (MS teams) interview.
- **What support is available through the assessment process ?**
- If you need any adjustments at any stage of the process, please contact us via your trac jobs account.
- **Can I re-apply if I'm not successful ?**
- Yes
- **Is there a deadline for applying to a particular role ?**
- Closing details will be displayed on each individual vacancy. Please be aware we may close some vacancies early, if we receive a large number of applications.

- **How will I know that you have received my application**
- You will receive confirmation via your trac jobs account, and this will be reflected on your dashboard.
- **How often are new jobs posted ?**
- We update our website on a regular basis with new vacancies.
- **Is there a time limit to complete an online application ?**
- Your application will time out after a period of inactivity; however, you can save a draft of your application at any time during the process.
- **Can I print off my application form to keep a copy?**
- Yes.
- **How long will my details remain on my trac account ?**
- We will retain your records for a period of 400 days from the date of application or if you are offered a role – 200 days after your start date

- **If offered, what checks do candidates need to complete before their employment starts?**
 1. Validation of the candidate's ID documents
 2. Completion of an occupational health check
 3. Initiating a DBS Check (basic or enhanced where required)
 4. Collecting and verifying references
 5. Verifying professional qualifications (where required)
 6. Verifying the right to work.
 7. Prison Clearance (where required)
- **I've got a criminal record; will I fail prison clearance process?**

Having previous offences does not automatically stop someone from gaining security clearance. Criminal convictions including prison sentences are considered on their own merits and the length of time since release and offence will factor into the decision-making process.

If I can't remember all of my offences, what should I do?

If you cannot remember details of previous offences, you should declare to the best of your knowledge and include all information that you can recall. You can obtain a copy of your criminal records via a Subject Access Request (SAR) from the ACRO Criminal Records Office.

Can I appeal the prison vetting result ?

Yes – you must do so within 28 days of the decision; however, we reserve the right to withdraw any offer on the back of a failed prison vetting check.

Who Are We?



Spectrum provides quality healthcare interventions for people in vulnerable circumstances.

We are a not-for-profit social business, committed to addressing health inequalities and investing in the health & wellbeing of the communities we serve. Our four service areas are:

PRIMARY CARE (e.g. in a gp surgery)

SEXUAL HEALTH (e.g. in a sh clinic)

HEALTH & JUSTICE (e.g. in a prison)

SUBSTANCE MISUSE (i.e. drug & alcohol recovery)

“What started in April 2011 with 100 brave and bold individuals, Spectrum is now a team of over 900 exceptional people, who are all committed to providing the best levels of care for some of the most vulnerable people in society.” - Dr Linda Harris OBE, CEO

Vision & Values

Our Vision

Quality healthcare that makes a difference to people's lives, regardless of circumstances.

Our Values

- **Working Together** - We work cooperatively to deliver the best for patients, staff and communities. We collaborate to improve outcomes.
- **Integrity** - We are open, honest and fair. We act with integrity and build trust. We like to stick to our word.
- **Respect & Recognition** - We show respect for our patients and colleagues; we recognise and value everyone's contribution.
- **Compassion** - We show compassion and kindness in our interactions with patients and each other.
- **Innovation** - We are innovative and open to new ideas and ways of working to ensure we 'get it right first time'.