

Guidance notes for Applicants

Introduction

These notes provide guidance on completing the application form and the recruitment process.

You are advised to make your application as soon as possible as we reserve the right to close vacancies early if a large number of suitable applications are received. 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 and in the job role section.

Job Description & Person Specification

Before applying for a job, please read the job description, person specification and any supporting documentation carefully.

The Job Description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. The Person Specification provides information about the essential and desirable knowledge, qualifications, experience, skills and attributes required to perform the duties in the job description.

Completing the Application Form

The application form is the first stage in 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.

Both Trac and NHS Jobs will save your application form. However, submitting the same application for various jobs will not give you the best chance of being shortlisted. Tailor your application to demonstrate how you meet the specific criteria of the job you are applying for. There will be guidance notes throughout the application form. Please read them carefully before completing each section. We have also provided some guidance below on each section.

Use of Artificial Intelligence (AI) when writing job applications

If you choose to use AI or other tools to assist in writing your application, it's essential to personalise this information, particularly your supporting statement.

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. It is crucial that you personalise your supporting statement by articulating these in your unique voice. Relying solely on AI to write your application or supporting statement is not advocated by Queen Victoria Hospital.

Immigration Status / Eligibility to Work in the UK

Employers are required by law to ensure staff are eligible to work in the UK. The application will therefore ask you to confirm your immigration status and, if applicable, the details of any permit including the number and valid from/to dates.

The immigration status you provide on your application is required by Recruitment during pre-employment checks and will not be considered during the selection process.

EU, EEA, or Swiss Nationals: If you are an EU, EEA or Swiss National and were not resident in the UK before 1 January 2021, you will require sponsorship by your employer in order to obtain a work visa

For further information on the Points-Based Immigration System please visit:
<https://www.gov.uk/browse/visas-immigration>

We strongly recommend that applicants requiring a sponsorship undertake a work visa self-assessment to ascertain the likelihood of obtaining a sponsorship by visiting the UK Visa & Immigration website at:
<https://www.gov.uk/government/organisations/uk-visas-andimmigration>

Professional Registration (if applicable)

If a job requires professional registration with a regulatory body it will be listed on the person specification. Please ensure your PIN/membership number is provided on the application form using the correct number/letter format.

Employment History

This will be used to establish whether or not you meet the experience requirements of the post.

- Start with your most recent employer, then add your previous employment history in chronological order. Include all previous employment whether it be temporary or voluntary work with the names and addresses of present and past employers and an outline of the position held, salary and reason for leaving.
- If you have a current Bank assignment, please ensure you include it at the top of your employment history.
- If there are gaps in your employment history please provide reasons for these.

Supporting Statement

The supporting statement is an opportunity for you to showcase how your qualifications, knowledge, skill and experiences align with the requirements and criteria outlined in the job description and person.

Recruiting managers score applications based on the criteria listed in the person specification. Managers will be looking for evidence of how you meet these criteria. To increase your chances of securing 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 that align with the criteria. These could be from various aspects of your life, including work, education, and personal experiences.

Consider structuring your statement with clear headings or bullet points. This approach will help both you and the recruiting manager navigate through your application more effectively. While you cannot attach a Curriculum Vitae to your application, you have the option to copy and paste relevant details into the supporting statement. However, to comply with our anonymised shortlisting process, please do not include any personal information that could identify you, such as:

- name or title
- age
- gender
- email address
- postal address or telephone number
- nationality or immigration status

Conduct

All applicants are required to disclose both on the application form and at interview whether they have ever been dismissed from employment. The Trust will then take a view as to how this affects your potential employment. In addition, this information will be sought from identified referees.

Registration / Fitness to Practice

Applicants are required to disclose both on the application form and at interview whether they are the subject of any fitness to practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country. The Trust will then take a view as to how this affects potential employment.

DBS Questions

If the role requires a standard or enhanced DBS check, the application will ask you to declare any unspent cautions, reprimands, final warnings or convictions. You do not need to declare any offences that would be filtered from your DBS check.

To check if an offence would be filtered please visit:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Further information to help you understand what criminal record information you need to declare and your rights when doing so is available on the Nacro or Unlock websites.

The Health Board/Trust adheres to the DBS Code of Practice, which can be viewed at:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

Equal Opportunities Section

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

Guaranteed Interview Scheme

The application will ask if you wish to be considered under the Disability Confident Guaranteed Interview Scheme or Step into Health (Armed Forces community). To be eligible for a guaranteed interview, applicants with a disability will need to meet the essential criteria listed on the Person Specification.

Relationships

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

Referees

Factual references must cover a period of at least 3 years and must include your current or most recent employer. Employment referees must be from the HR department. If you are a student/newly qualified healthcare professional, we will require a referee from a university tutor. If you have never been employed, you may use a referee from any work experience or volunteering you have undertaken.

If for any reason you have changed your name e.g. by marriage, deed poll, please indicate the name by which the referee(s) will know you. Your references will be requested following the conditional offer of employment. It is essential that you give clear and full contact details **including email address for your referees**, as difficulties in contacting referees and obtaining references may affect the time it takes to confirm an offer of appointment. Email addresses for referees should be from a business email address. Personal email addresses cannot be used.

Declaration

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

What Happens Next?

After the closing date, the shortlisting panel will score applications based on set criteria and select suitable applicants for interview. You will be informed via your email account as to whether you have been shortlisted or not. If shortlisted, details of how to book your interview will follow. Please ensure you check your email account registered on Trac or NHS Jobs regularly.

Adjustments for Applicants with a Disability

Please let us know if you have any particular requirements to enable you to participate in the application and selection process. We will be pleased to discuss any reasonable adjustments needed.

Contact Us

If you require any further information regarding the above please contact the Recruitment Team between 9:00am to 4.30pm Monday to Friday.