

Guide to Completing an Application

First, find your vacancy

You can find all of our current vacancies here:

[Current vacancies - University Hospitals Sussex NHS Foundation Trust \(uhsussex.nhs.uk\)](https://uhsussex.nhs.uk)

Vacancies sit under “sectors”



- Nursing & Midwifery (this includes Healthcare Assistants, including Bank posts)
- Health Science Services (this includes Pharmacy roles)
- Allied Health Professionals (this will include Therapy Assistant roles)
- Support Services (this will include Domestic, Catering, Porters, Security and Maintenance roles)
- Administration (this will include Management, various admin, Reception, IT and most corporate functions such as HR and Finance)

- Medical & Dental (Doctors)
- Health Science Services (Pharmacy roles)

Note: “restricted” jobs are open to internal applicants only.
We do not accept speculative applications or CV’s.
You can only apply directly to an advertised vacancy.
Current vacancies change constantly.

Once you have decided a vacancy is right for you, click “apply for this job”

You will be re-directed to **TRAC** to apply.

You can **“Log in”** to TRAC if you have an existing account or you will need to **“create an account”** if you don’t already have one.

Pop in your email address and tick the **“I’m not a robot”** box.

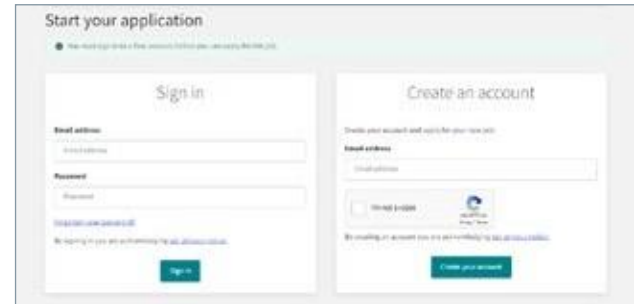
Click **“create your account”**.

Trac will send an email to your email address.

The title of the email will be **“creating your account on Trac”**.

Open the email and click the link to confirm your email address. This will take you to TRAC and ask you to create a password.

Use a password that you will remember!



The application is split into sections

Such as:

- Personal details
- Application questions
- References
- Equal Opportunities

Click on **“start section”** to start each section.

Work through and complete each section.

The screenshot shows a web interface for an employment application. At the top, it says "Application for employment" and includes a deadline notice: "You must submit your application before 09 Apr 2022 17:00. An application is only valid if you click the application button." Below this, there are three main sections, each with a "Start section" button:

- Personal details:** Includes a sub-section for "Personal details" with a "Start section" button.
- Application questions:** Includes a sub-section for "Application questions" with a "Start section" button.
- References:** Includes a sub-section for "References" with a "Start section" button.

There is also a "Next section is complete" button at the bottom right of the first section.



Personal details

Complete your Personal details: your name, address, phone number etc. Please use your full **“formal”** name (i.e. the name that is on your passport and drivers licence).

Our application asks you to declare any relationships with anyone you know at the Trust. You only need to do this if there is a “conflict of interest” (for example, you personally know the manager of the vacancy).

Under Rehabilitation Of Offenders, please follow the guidance on the application form about any convictions we need to know about.

A screenshot of a web application form titled "Personal details". The form is divided into several sections, each with a "Save" button on the right. The sections include: "Personal details" (with a "Not started" status), "Residence" (with a "Not started" status), and "Rehabilitation of Offenders Act 1974" (with a "Not started" status). Below the "Rehabilitation of Offenders Act 1974" section, there is a sub-section for "Receptions Order 1975 (as amended)". At the bottom right of the form, there is a green button labeled "Mark this section complete".

Note: A previous conviction doesn't automatically mean that you will be rejected. Each conviction will be risk assessed on an individual basis

Mark the section as complete and “save” it

Education & professional qualifications

List your “academic” qualifications, such as:

- GCSE
- A Level / AS Level
- Degree
- Functional skills
- NVQ
- Apprenticeship
- HNC / HND add the subject / place / grade and year attained.

Relevant training courses

List any “work” related training, such as first aid, food hygiene etc.

Membership of professional bodies

List your professional registration. This is not relevant for some roles, but used, for example, for a nurse, who needs to be registered with the NMC.

NHS Service

Record if you have previously worked for NHS.

The screenshot shows a digital application form titled "Application questions". At the top, there is a small instruction: "Details entered on this part of the form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form, and ensure that your membership and formally demonstrated new job skills are expirations appropriate to the post for which you are applying." Below this, there is a list of seven questions, each with a "Yes/No" column and a "Skip" button. The questions are: "Education & professional qualifications", "Relevant Training Courses/Courses", "Membership of Professional Bodies", "NHS Service", "Employment/Industry History", "Skills in employment", and "Supporting Information". A "Next section application" button is located at the bottom right of the form.

Question	Yes/No	Skip
Education & professional qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Relevant Training Courses/Courses	<input type="checkbox"/>	<input type="checkbox"/>
Membership of Professional Bodies	<input type="checkbox"/>	<input type="checkbox"/>
NHS Service	<input type="checkbox"/>	<input type="checkbox"/>
Employment/Industry History	<input type="checkbox"/>	<input type="checkbox"/>
Skills in employment	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Information	<input type="checkbox"/>	<input type="checkbox"/>

Employer Activity History

List **ALL** your previous employers, starting with the most recent and working back.

In **“reason for leaving”**, put an honest reason for leaving your jobs. Bear in mind that we will ask for references if you are successful.

In the section **“your roles & responsibilities”** put an outline of what you do in your current role. Although it says “brief”, try to give a good description of what you do.

Concentrate on any aspects of your current/previous roles that are similar to the new role that you are applying for.

“save” once you have added your full employment history.

If you do not have a current or previous employer, or you have long gaps in your employment history, explain the reasons why. You can do this in the **“gaps in employment”** section.

Remember: Tell the truth!

The screenshot shows a web form titled "Employer Activity History". At the top, there is a heading "Employer Activity History" and a sub-heading "Please record below the details of your full employment history beginning with your current or most recent first. Add all previous employers, even if you worked for a limited period or in a different capacity, signing your employment history with the following information details:

Below the heading "Previous employment history", there is a green bar with a plus icon and the text "Add a new employer".

The form fields include:

- Employer name
- Employer address
- Type of business
- Reasoning for leaving this
- Telephone
- Start job title
- Start date (Month and Year)
- End date (Month and Year)
- Weekly hours
- Salary
- Period of notice

Below the form fields, there is a section titled "Reason for leaving (if applicable)" with a green bar and a plus icon, and a text area.

Below that, there is a section titled "Brief description of your duties & responsibilities" with a green bar and a plus icon, and a text area.

At the bottom of the form, there are two green buttons: "Add another" and "Save".

Supporting Information

This is the most important section, and the one that you should spend the most time on.

The information here is a large part of what managers will use to decide whether to invite you for an interview.

Remember: our manager reading your application **KNOWS NOTHING** about you. They will only know what you write in your supporting information.

The **“supporting information”** section is your opportunity to sell yourself.

Spell out to the manager why you would be suitable and how you meet the job description and person specification.



The screenshot shows a web form titled "Supporting information". The form contains the following text:

Supporting information (Published with an account on LinkedIn)

In this section you need to demonstrate that you have read the position/person specification and how you meet the essential requirements. It is important to refer to the person specification, if the Job Role is fully relevant to the person specification.

Please include your views on the application and take the opportunity to highlight your particular skills and strengths, unless you feel you can't personally offer what is unique to you - information you want to put across.

Please do NOT include sensitive personal information already provided elsewhere in your application.

Supporting information *

Below the text area, there are "Cancel" and "Save" buttons. At the bottom right of the form, there is a "Next section in application" button.


Your “**supporting Information**” should include:

- **An Introduction**

This should be an introduction to yourself. Don’t put anything personal here, (so, not stuff like you are a mum or you like football) but begin to tell them what kind of person you are.

Tell the short-lister who you are and what your personal strengths are.

This is a good place to be aware of the **Trust’s values**, and to make sure that what you are putting sits in line with these values. [Our values - University Hospitals Sussex NHS Foundation Trust \(uhsussex.nhs.uk\)](https://www.uhsussex.nhs.uk/our-values)



When you
finish a section
you will need
to “save” it

- **What you know and what you can do**

Explain your skills, knowledge and experience and how they are relevant to the job that you are applying for.

These skills may come from a job, volunteering, work experience placement, school, college or university, or any other area of your life.

Look at the Job Description/person specification for the role.

Think about what you can do that demonstrates that skill, and then share an example.

Make your skills, knowledge and experience obvious for the person who is shortlisting! Don't expect them to "read between the lines" or make any assumptions.

You will have to **spell it out** for them!

- **Your Motivation.**

This should cover 3 areas:

1. Why do you want to work for the NHS?
2. Why do you want to work for University Hospitals Sussex
3. (most importantly!) Why do you want to do THIS job?

- **Explain “why you”?**

This is what you can bring to the role, and what sets you apart from any other candidate.

You can say something like “There are numerous things I can bring to the role which I believe will be a benefit (and then list them)...” or “The thing that sets me apart from others is...”

- **Finish with a “Call to action”**

A call to action is a trick used in marketing campaigns (and that is exactly what a job application is!)

It helps encourage people to take the action that you want them to. You could finish your supporting statement with something like:

- “If you shortlist me and invite me to interview, I will be happy to tell you exactly how I would make your perfect candidate”
- “I’m excited to have the opportunity to talk to you about how I could join your team”
- “I am keen to meet with you to see what I can contribute to the NHS, and to your role”.



Remember
to mark each
section as
complete and
“save” as you
go along

References

For the majority of our roles, we will not ask for references until you have been successful and been made an offer of employment.

But, completing reference information at this stage makes it easier for us to do your pre-employment checks if you are successful.

Please give contact details for your managers for all the jobs you have held in the last three years.

We don't need any reference information for employment prior to three years ago.

Email addresses are critical!! Please provide your manager's work email address.

If you haven't worked or have gaps in your employment, you will need to provide two character references.

The image shows a 'References' form with the following sections:

- Instructions:**
 - Paragraph 1: 'If you are successful, prior to appointment, we will take up to three references on behalf of us on all vacancies, including periods of employment and full time education, that you have undertaken over the past three years... you will be asked to provide details... Please ensure that you provide full contact details for your referees to avoid any unnecessary delay. Please indicate their work email address where possible to avoid any unnecessary delay.'
 - Paragraph 2: 'If during the last three years you have any periods of self-employment, please provide details of all your self-employed or full time education periods... Please provide details of any periods of self-employment or full time education for you to cover this period... Character references should be provided to cover periods of time where you have not been in full time employment or education.'
 - Paragraph 3: 'Please use the "Add another" button below to add as many referees as required to meet the above requirements. Please note that references must be provided for any period of the past three years.'
- Form Fields:**
 - Referee's title:
 - Referee's first name:
 - Referee's surname:
 - Referee's organisation name:
 - Job title:
 - How did they know you?:
 - UK address search:
 - Country:
 - Telephone no.:
 - Mobile no.:
 - Email address:
 - Can the referee be approached prior to the interview?:
 - Postal full reference name:
 - Postal full reference name:
 - What name will the referee know you by, if different from your current name?:
 - Why has your mobile changed?:
- Buttons:**
 - + Add to list
 - + Add another
 - Cancel
 - Next

Equal opportunities

This section is used for statistics/monitoring by TRAC. Managers of the vacancy **DO NOT** see this information.

Please complete:

- Equality & diversity
- Date of birth
- Gender
- Marital status
- Ethnic origin
- Sexuality
- Religion
- Disability
- Where did you learn about the vacancy

The final thing to do is complete the declaration that everything you have put on your application form is true.

The screenshot shows a web form titled "Equal opportunities". The text explains that the University of the South Wales (USW) is committed to equality and diversity, and that applicants are required to provide information about their equality and diversity preferences. It states that the information provided will be used for monitoring purposes and that the University will not discriminate against applicants on the basis of their equality and diversity preferences. Below the text, there are four rows of form fields, each with a label, a radio button, and a "Yes" button. The labels are: "Equality and diversity training", "Disability", "What if you have a disability?", and "Sexuality". The radio buttons are currently unchecked. At the bottom right, there is a green button labeled "Next section or complete".

Equality and diversity training	<input type="radio"/>	Yes
Disability	<input type="radio"/>	Yes
What if you have a disability?	<input type="radio"/>	Yes
Sexuality	<input type="radio"/>	Yes

STOP!

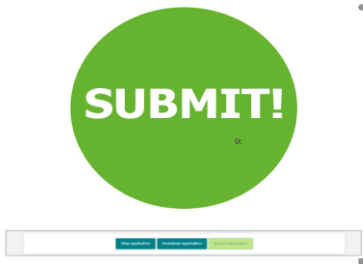
Before you submit your application, here are a few points to consider:

- Make sure that your application is **100% truthful**
- Check that your **grammar and spelling are correct**.
Incorrect grammar and spelling will make it look like you haven't made an effort with your application.
If you are not great at that kind of thing, then ask someone who's good at it to check!
- You should write an application in a more formal style. Think about how you would say something to a friend, compared to how you might tell your head teacher the same thing. You would likely use different styles of language. **A more formal style is better for an application.**



Submit!

Once you have completed all sections, the green “**submit application**” button will become active, and you will be able to submit your application.



If it is “**greyed out**” it means that you have missed something on your application.

Good luck!