NHS
Nottingham University Hospitals NHS Trust

The NUH Application Process



A guide on starting your journey at NUH

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Our sites



Queens Medical Centre (QMC)

Comprising of three campuses – City Hospital, Queen's Medical Centre, and Ropewalk House – we stand as one of the largest and busiest NHS Trusts in the UK

City Hospital





Our trust serves over 2.5 million residents in Nottingham and its surrounding communities, as well as millions more from across the region.

Ropewalk House

About Nottingham University Hospitals NHS Trust (NUH)

Nottingham University Hospitals NHS Trust (NUH) recognises its dedicated staff who are committed to our values and delivering exceptional care with compassion and expertise. Established in 2006, our trust has strong roots in Nottingham's healthcare provision and is well-known for its clinical excellence and innovation.

NUH's passion for care and research spans across various specialities including hearing, stroke, renal, neuroscience, and cancer care. Notably, our Major Trauma Centre stands as the largest in the country, ensuring critical care for those in need.

NUH's Children's Hospital is at the forefront of paediatric care achieving the Pathway to Excellence accreditation. Additionally, we hold the esteemed Magnet accreditation, which demonstrates our commitment to the delivery of high-quality patient care.

As the third-largest teaching hospital in the UK, we take pride in our strong affiliations with regional universities including the University of Nottingham, Nottingham Trent University, The University of Nottingham at Derby and Loughborough University. Through these partnerships, we support the next generation of healthcare professionals, offering a range of training and education opportunities.





Danielle Petch
Chief People Officer

NUH is also a thriving hub of research and innovation, hosting the National Institute of Health Nottingham Biomedical Research Centre and Nottingham Clinical Research Facilities. These centres of excellence drive discoveries, paving the way for advancements in healthcare worldwide.

NUH is actively recruiting variety of exciting roles throughout the year. We welcome applications from a diverse field of of candidates.

By joining NUH team, you will become part of a vibrant community dedicated to transforming lives and shaping the future of healthcare. With ongoing career opportunities, and a supportive, inclusive environment. Your journey with us will be both rewarding and impactful. We hope you will join us at Nottingham University Hospitals NHS Trust in the East Midlands.

“Thank you for taking the time to find out more about our Trust. NUH is a great place to work; we are kind, inclusive and ambitious and work as one team to provide excellent patient care and support each other.

We recruit for a diverse and exciting variety of roles throughout the year. By joining our team, you will become part of a vibrant community dedicated to transforming lives and shaping the future of healthcare. With ongoing career opportunities and a supportive, inclusive environment, your journey with us will be both rewarding and impactful.

I hope you will choose to join us, and that I will be able to welcome you to our team.”

Our values


Kind
We are compassionate and caring to everyone
Inclusive
Everyone is welcome here
Ambitious
We continuously improve
One Team
We achieve more when we do it together

WE ARE KIND



"Antonia is kind. She always says hello to patients"

WE ARE INCLUSIVE



"Julie is inclusive. She encourages everyone in her team to have a voice"

WE ARE AMBITIOUS



"Helena is ambitious. She actively seeks ideas and feedback to help us improve"

WE ARE ONE TEAM



"Chris thinks about the impacts of his work behaviours or decisions on others"

Application stage

Your application

NUH job vacancies are posted on the NUH website. All applications will be processed via the TRAC system which you will become aware of when you apply.

Your application form will be reviewed against the person specification, and so you should demonstrate how your skills and attributes align with the specified criteria for the job you are applying to.

Our team will carefully shortlist candidates based on the advertised criteria once the application window closes. We reserve the right to close vacancies prior to the published closing date if we receive a sufficient number of completed application forms. So to avoid disappointment, we recommend that you complete and submit your application as soon as possible before the deadline.

Remember to complete all mandatory fields. Please ensure you complete every section of the application form before submitting it.

The supporting statement is where you can outline your qualifications, experience, and commitment to the values of NUH. You should tailor your application to match the person specification. To make the most of your word count, avoid repeating details from your work experience in your supporting statement.

It's important to present yourself in a positive light, emphasising your suitability, strengths and significant achievements. Researching the advertised role beforehand is essential for understanding its requirements and expectations thoroughly. The relevance of your knowledge, abilities, attitudes, skills, and experience is crucial. Showcase what you have learned in the workplace.



Top tips for your next application

Make it compelling

Tailor your application to the specific role you're applying. We'll be assessing your application against the person specification, which includes our Trust values and behaviours. Highlight your experience how it aligns with these values.

Be clear

Highlight your skills and abilities relevant to the position concisely, and pay close attention to the job advert and person specification. Avoiding buzzwords in your application helps ensure clarity and authenticity, allowing your true qualifications and experiences to shine through. Clearly state how you've applied your skills in previous roles, directly addressing the requirements in the job advert.

Stand out

Showcase why you're the perfect fit for the role and how your career journey aligns with it. Emphasise your successes and how it directly supports the goals of the department you're applying to.

Attention to detail

Review your application thoroughly before submitting it to ensure accuracy and completeness. Avoid overlooking any details or mistakes. Proofread your application multiple times to catch any errors and ensure every section is complete and aligns with the application guidelines.



Important information

Accessibility

Easy read applications: if you have a disability and find it difficult to complete our online application form, you can apply via our easy read application.

As a Trust, we are committed to accommodating individuals with accessibility needs. For example, we provide questions before interview.

For assistance with "Writing a good NHS application," read on for guidance on how to join our workshop.

Disability Confidence: All applicants who have declared a disability and who meet the essential criteria for the post will be shortlisted.



Good to know!

STAR stands for Situation, Task, Action, Result.

It is an acronym commonly used by applicants in job interviews/applications to structure responses when discussing past experiences or examples of their skills and abilities. Here's a brief outline:

Situation:

Describe the context or situation you were in.

Task:

Explain the specific task or challenge you faced.

Action:

Detail the actions you took to address the task or challenge.

Result:

Share the outcomes or results of your actions, focusing on achievements and what you learned from the experience.

Using the STAR method can help applicants and interviewees provide clear and structured answers that demonstrate their competencies effectively.



Writing a good NHS application

We want to help you enhance your applications and increase your chance of success. 'Writing a good NHS application' is a skill you can learn by attending our dedicated free workshops. You will gain valuable insights into crafting compelling applications tailored to roles within the NHS. The session emphasises the importance of aligning applications with the job's specific requirements and the Trust's values and behaviours.

You will be encouraged to highlight your relevant skills and experiences effectively, demonstrating how these support your suitability for the position. Additionally, attention to detail is emphasised to ensure error-free submissions. You will be reminded to refer to the job description and person specification to guide your application writing process effectively. Register for the online workshop through the QR code below and in-person sessions are through the job centre/job coach.



SCAN ME

TO BOOK





Shortlisting process

Shortlisting is a selection process used to reduce the number of applicants to a manageable level for interview. After the application deadline, hiring managers will carefully review all applications against the specified criteria. If you meet the requirements, you'll receive an invitation to interview. In the event that you're not shortlisted, you'll receive an email notifying you of this outcome. The email will also include contact details for the recruiting manager, should you wish to request feedback on your application.

Interview stage



If you successfully progress through our shortlisting stage, you'll receive an invite to an interview. Please keep an eye out for your invitation. Your interview invitation email will provide a link for you to schedule a suitable time for your interview.

To ensure you don't miss your chance, we'll send you a daily reminder to book your interview and a final reminder sent the day before your scheduled interview.

At interview, remember to highlight your skills and career achievements. Interviews should be kept confidential and not discussed with other applicants. Your interview will be evaluated against a structured scoring system, drawing on the essential and desirable criteria from person specification.



Remote interview:

Please note that some interviews may be conducted remotely via MS Teams. If you are unable to attend a face-to-face interview, you may request a remote interview. However, please be aware that managers are not obliged to accommodate remote interview requests. We encourage you to carefully consider your circumstances before making a request.

If you need more guidance for your upcoming interview you can contact your HR recruitment contact, recruiting manager, widening participation or reception which number is 01159691169 ext 71450.

Preparation tips:

- Review your application, the job role, and the person specification beforehand you can request interview questions prior to interview.
- You can bring along notes and any questions you may have, as you'll have the opportunity to ask them during the interview.
- Be ready to discuss your skills, knowledge, and experiences in response to a variety of interview questions.

Getting here



Transport

Plan your journey and aim to arrive early. Due to parking constraints at our hospital sites, consider alternative transportation options such as Medilink or public transport.



Detailed information on traveling to QMC, City Hospital, and Ropewalk House can be found on our website

https://www.nuh.nhs.uk/getting-here

Utilise our maps to easily locate your interview venue, as indicated in your interview invitation.

Travel to Work

About the scheme

NUH supports sustainable commuting through the Cycle to Work/Travel to Work schemes.

These initiatives promotes healthier, eco-friendly travel by providing access to bicycles, bus and tram passes, including the free Medilink service to all NUH staff.



The benefits

Employees can benefit from savings on bicycles and discounted public transport, contributing to reduced environmental impact and improved personal well-being. The scheme also offers convenient access to the Medilink and tram services, making commuting easier and more efficient. For more details, visit the NUH Travel to Work Scheme page.



What happens after interview



If you are successful at interview you will receive a conditional offer of employment. This offer will outline your new role and guide you through the next steps of the recruitment process, including pre-employment checks (details provided on the following page).
After an unsuccessful interview, you can sometimes request feedback via the contact details given. You may or may not receive a phone call from the recruiting manager depending on whether you were successful.

If you are placed on the reserve list for the post, due to limited vacancies. You will have been assessed as suitable for the role potentially alongside other candidates. Candidates are placed on the reserve list in case the initial candidate declines the offer or if additional vacancies arise. Being on the reserve list means that you have demonstrated your suitability for the role and may be offered the position if circumstances change.



Screening Process

Completion of satisfactory pre-employment checks is required in all job roles. You will need to provide us with the relevant documents via our digital platform so we can verify the following pre-employment checks:

Right-to-work & Digital ID checks 1

A right to work (RTW) check for UK/Irish Citizens will be processed via the Trust ID system and can be completed on your smartphone or tablet.
The Trust ID system will guide you through the process, which will include you uploading the required documents and a selfie. This step will also include your digital ID checks. Before you start the process, please make sure you have the following documents available:
Your identity / RTW documents

- In date UK/ Irish Passport, or Irish ID card

Two proof of address documents:

- UK valid photo driving licence
- Utility bill (less than 3 months old)
- Bank statement (less than 3 months old)
- Other proof of address e.g. council tax bill (less than 12 months old)

For international candidates, you will attend a virtual or face to face appointment.

Professional regulations and qualification check 2

These checks ensure that candidates meet the required standards and qualifications for the post they have applied for.
This process helps us confirm candidates' proficiency in English for patient-facing roles, to ensure effective communication and safe delivery of care.

DBS Check 3

Disclosure and Barring Service (DBS): Your job post maybe subject to a DBS check which incurs a cost dependent on the level of check required (you will be informed of the cost of the DBS when applying).
With this, you will agree to reimburse Nottingham University Hospitals NHS Trust the cost of a Disclosure and Barring Service (DBS) check if it is required (by deduction from first month's pay).
Should you decide to withdraw the job offer, you agree to reimburse Nottingham University NHS Trust the cost of the DBS check undertaken by cheque or other agreed method.

Employee history and reference checks 4

References will be required in all job posts. Employee history and reference checks are conducted to verify the information provided in your application form.
These checks are crucial for us to fulfil our duty of care to both patients and staff. By assessing your employment history and references, we can better understand your suitability and capability to perform the role effectively.

Health checks



Occupational Health

Through health screening, we assess whether candidates are physically and mentally fit to undertake the responsibilities of the role safely and effectively.

At NUH, we are committed to upholding health, safety, and equity laws in the workplace, ensuring the well-being of our employees and maintaining a safe working environment for all.

Your start date



Start date

When agreeing on a start date please be aware that at this trust, salaries are paid on the 26th of each month (or the nearest working day to that date). If you commence your employment after the cut off date for that month outlined in the starting letter, you will not be paid until the 26th of the following month.

This offer of employment is made under the terms and conditions determined nationally through the Agenda for Change agreement and by the policies and procedures determined by Nottingham University Hospitals NHS Trust.

We would recommend you do not hand your notice in or book flights if you are joining us from abroad until your start date has been agreed upon and confirmed with your appointing manager.

Screening tips

Since each check is governed by distinct regulations, you'll receive separate emails for each screening step. While it may seem overwhelming to receive them simultaneously, rest assured that automatic email reminders will be sent to nudge you to complete these steps promptly, allowing you to embark on your new role smoothly.

Get a head start by completing your Trust ID link promptly upon receiving the email request. This will streamline the process and prevent any delays.

Prepare all necessary documents ahead of your ID appointment to ensure a smooth experience and avoid the need for additional visits.

The offer of employment may still be withdrawn if any of these checks are not satisfactory.

Act promptly upon receiving the email about completing the DBS to quicken the screening process.

Don't delay in filling out your occupational health questionnaire or health declaration form upon receipt of the email.



Your unconditional offer



Once your pre-employment screen is completed, we'll confirm your checks have all been verified and cleared, and we'll arrange a start date.
Once confirmed, we'll book you on to our Team NUH Welcome which provides an introduction to the trust and gives you time to complete our ESR mandatory training.
We are always looking to innovate our recruitment processes, so we would appreciate any feedback you had in the new starter survey once joining.



Joining Team NUH

Day 1

Stay at home and complete the training below (invitations to the 9am and 1pm sessions will be emailed to you the Friday PM prior to your first day)

9 am to 9.30 am - How to use ESR (OLM) for e-Learning session (optional/recommended)

1 pm to 3 pm - Team NUH welcome (mandatory corporate induction)

We will provide you with relevant information such as car parking arrangements, mask-wearing, and give you an overview of our values and behaviours, staff well-being and equality and diversity, this is your opportunity to ask any questions you may have in preparation for coming to work the next day.

- Complete your Mandatory training on ESR (OLM)
- If you do not have a computer to complete your training, please liaise with your line manager to arrange to complete this within the department.
- Your ESR portal username is emailed to you at the conditional offer stage. The applicant portal is where we have assigned you to all the mandatory training we need you to complete online or book.



Day 2

Join your team!

- Meet with your manager/team buddy in your department
- Start to complete your local induction
- When working at NUH, take advantage of the free Medilink access for convenient travel. Ensure you carry your ID badge, as it grants you entry to various hospital areas and facilities. Additionally, enjoy the onsite cafés, the perfect places to grab a quick meal or coffee during breaks.

Join us at Nottingham University Hospitals Trust – Your journey to impactful healthcare starts here.



Begin your journey at NUH

Email us at
nuhnt.recruitment@nhs.net

Ring us on
01159691169 ext 71450



follow us on @NUHCareers

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Fill in the feedback form

Application Process Booklet