

## APPLICATION INFORMATION

Thank you for showing an interest in a career with the Derbyshire Community Health Services. Please read these guidance notes carefully before completing the application form. They may seem a little lengthy and detailed – but they will guide you through your application and explain the importance of understanding the relevance of the Job Description and Person Specification when applying for a post.

Please note that the trust uses the TRAC recruitment system, a third party provider, to administer all job application forms. This system is in line with GDPR. Application forms submitted to NHS Jobs will be downloaded into the TRAC system upon the vacancy closing.

If you require any support in completing the application form or attending an interview please do not hesitate to contact the Recruitment Team on 01332 564856, option 1, option 1 or [dchst.recruitment@nhs.net](mailto:dchst.recruitment@nhs.net) and we will be happy to provide assistance.

### Closing Dates

You are advised to make your application as soon as possible for the best chance of making the shortlisting stage. Applications received after the closing date will not be accepted.

### Before you start your application

Take time to fully familiarise yourself with the post by re-reading the advertisement together with the Job Description/Person Specification which have been provided. Contact the Appointing Officer if you have any queries relating to the post – they will be happy to discuss the post with you.

The **Job Description** outlines the main duties of the post – you should be sure that these appeal to you and that you have the appropriate skills, experience and values/behaviours to be able to achieve in the role.

The **Person Specification** details the **essential** and **desirable** criteria that the role requires, ie the qualifications, skills, experience and knowledge required for the post. If you do not demonstrate that you meet the **essential** criteria on your application form, then unfortunately you will not be short-listed for interview. The best way to do this is to use examples from your previous experience, don't just put down that you can do it – tell us how you did it! Don't be put off if you don't hold modern educational qualifications (eg Business Administration Degree) as you may have the equivalent in evidenced work experience. However, some roles do require formal qualifications, such as being a registered nurse – there is no equivalent experience for that!

### Pre-application Questions

You may find an initial set of filtering questions to answer before you are allowed access to the application form. You should consider if your experience is equal to a qualification that has been set as an essential criteria. Please be aware that answering NO to a filtering question will mean that you do not have the criteria that is essential for the post and if you continue with your application and submit it we are unable to proceed further and you will not be shortlisted.

### **How do we decide who to shortlist?**

In accordance with UK legislation, the information that you provide in your application is the only information that the Shortlisting Panel is allowed to use when deciding whether or not you will be short-listed. It is vital that you include details and examples pertinent to the Person Specification accurately, honestly and fully as you must **evidence** that you meet the criteria, otherwise the Panel cannot shortlist you. Always give examples against each of the essential and desirable criteria. The way that we score is very simple and ensures that we are fair to all individuals.

### **CVs**

Unless specified, you are advised **NOT** to attach CVs, but enter the appropriate information onto the application form.

### **COMPLETING YOUR JOB APPLICATION**

In submitting an application, you authorise DCHS to confirm any current and previous NHS Service details and you agree to the Trust obtaining and transferring personal data held about you, including Occupational Health data (inoculations and screening tests). This data will be shared using the NHS Electronic Staff Record (ESR) and third party systems via an automated process and will only be used for the purposes of maintaining your employment record.

Priority for vacancies at the Trust will be given to existing NHS employees ~DCHS whose roles are currently at risk of redundancy due to organisational change.

The Trust is currently under-represented in terms of individuals from BME backgrounds and welcomes applicants from these communities. DCHS is also an LGBT inclusive employer. Selection will be on a basis of merit. The Trust has achieved the status of a Disability Confident Leader and guarantees to invite to assessment applicants who meet the criteria for the job vacancy. To ensure the diversity of the workforce and understand the differing needs of our communities, the Trust is committed to the principles of Positive Action.

### **Personal Information**

Please complete this section as fully as possible. Some questions are mandatory and will be marked with an asterisk\*.

### **Educational & Professional Qualifications**

#### **(The Person Specification will detail which are essential)**

Include the level and result/grade of any essential qualifications identified in your application as omission of this information will prevent you from being short-listed. If you are selected for interview, you will be asked to bring your qualification certificates.

### **Training Courses Attended**

Don't forget to include any training courses that you have attended (even if they are not specifically work related) as they could be pertinent to the post for which you have applied.

### **Membership of Professional Bodies**

#### **(if relevant to the post the Person Specification will detail this)**

Include this information otherwise you will not evidence meeting the Essential criteria if this is relevant to the post. (Please note that should you be invited to interview you will be required to bring proof of your professional registration with you.) Any formal offer of employment will be subject to confirmation of professional registration where this is appropriate to the post.

### **Employment History**

When completing this section, please ensure that both the month and year are included for each employment. If you have no previous employment, you could provide details of any work experience that you have undertaken through your school, or any voluntary work you have undertaken.

### **References**

All candidates successful at interview and formally offered employment will be required to provide referees validating at least three years of previous employment and/or training. Ideally this should include 2 separate employers. The People Resource Team often experience difficulty in obtaining references to support a formal offer as the referees are not aware that they have been identified. To help us help you, please contact your potential referees and ask permission to identify them on your application form. Referees are not obliged to provide references so you do need to make sure that they are happy to do so, otherwise this would delay any confirmation of appointment. It also incurs additional unnecessary administration costs for the NHS which we are working hard to avoid.

Please note that we will not accept references from a member of your family, a personal friend or peer colleague. Colleagues of a higher banding without management responsibility for you are acceptable if they are the 2<sup>nd</sup> referee AND the 1<sup>st</sup> referee is your current line manager. (Teacher Governors, Lecturers, Volunteer and Charity management representatives are also acceptable if you are not or have never been in paid employment. Please call us to discuss if this is the case.) Both referees must have direct knowledge of your abilities.

If your current or most recent role is working within the NHS, a factual reference and details of your previous NHS continuous service record will be requested if you are successfully offered a position within DCHS. This will be sent electronically via 'Inter Authority Transfer' between ESR staff records when an offer of employment has been made. Please note that previous NHS bank work only does not count towards continuous service.

### **Supporting Information**

This section is your opportunity to explain your reasons for showing an interest in the post and evidence to the Shortlisting Panel how you meet the criteria (essential and desirable if you have them all) from the Person Specification. It is important that you include all previous relevant experience, including any voluntary or other unpaid work. It is recommended that you complete this part of the application first – as it's the most important!

The On-Line form can accommodate a large amount of text and will continue to expand. *(Note: that your on-line application is held securely within [www.jobs.nhs.uk](http://www.jobs.nhs.uk) and can be utilised repeatedly, ie. if you apply on line this time you can reuse the same information, altered accordingly each time, for multiple applications. So if you were not successful with this post, you are ready to apply for others within the NHS at the appropriate time.)*

### **Additional Personal Information**

This section asks for further information on ability to travel preferred employment type. You are also asked to explain any gaps in employment history, reasons why you left or are considering leaving your current employment and a question about your values. Our recruitment process is values based and therefore your values will be assessed during this process.

### **Monitoring Information**

The aim of our Equal Opportunities Policy is to ensure that ALL applicants for posts within the NHS do not receive less favourable treatment on the grounds of sex, marital status, disability, race, sexual orientation, nationality, ethnic origin, religious beliefs or age, neither will candidates be placed at a disadvantage by imposed conditions or requirements that cannot be justified. Please complete the monitoring information section. The information is needed for statistical purposes only and is NOT made available to the Shortlisting Panel.

### **Safeguarding (Rehabilitation of Offenders Act/Criminal Convictions)**

Under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) and (Amendment) Order 1986 there are occasions where convictions, although normally 'spent', can be taken into account. Because of the nature of NHS work caring for some of society's most vulnerable people, you **must** disclose any conviction, action, binding over or caution, including all spent convictions, as an Enhanced DBS **will** include these. If you fail to disclose such convictions and are appointed then this could result in dismissal or disciplinary action by the Trust. Such convictions will be discussed with the candidate only if the conviction is considered relevant to the post. NHS roles are covered under the DBS reference 25 of the Rehabilitation of Offenders Act 1974 eligibility guidance supplied by the DBS.

### **Declaration**

Applying on-line via [jobs.nhs.uk](https://jobs.nhs.uk) you will have been asked to check a declaration box – this is the same as signing your name. Please press SAVE and check your application. Once you are satisfied that you have completed the forms, press SUBMIT and your application is available to us almost instantly. (Note – once you have pressed SUBMIT you will not be able to access the application again, so please take care.)

*If you encounter technical difficulties [www.jobs.nhs.uk](https://www.jobs.nhs.uk) promise to respond within 30 minutes if you contact them via the site. Email the People Resource Team on [dchst.peopleresourceteam@nhs.net](mailto:dchst.peopleresourceteam@nhs.net) or call us on 01332 564856, option 1, option 1 if NHS Jobs cannot help. Please contact the Appointing Officer for any queries regarding the job role rather than the People Resource Team.*

### **PRE-EMPLOYMENT CHECKS**

It is mandatory for all successful candidates to undergo pre-employment checks and that any formal offer of employment is made subject to those being satisfactory to the Trust.

There are several checks conducted and specific details of those that are applicable to this post will be sent to you if your application is successful and you are invited to interview, however shown below is information on checks available.

#### **Identity**

All candidates attending interview will be asked to bring with them documents to prove their identity. Original documents only will be accepted. Please ensure you bring your correct ID documentation to interview, otherwise this could delay the recruitment process.

#### **Entitlement to Work in UK**

All candidates attending interview will be checked to ensure they are entitled to work in the UK. Candidates will be asked to bring relevant documents (original only). Further steps may be necessary in cases where work permits/visas are required.

#### **Qualifications**

Candidates will be required to bring to interview the necessary original certificates of any qualifications that are a requirement of the post.

### **Professional Registration**

For those posts that require professional registration, candidates will be asked to bring details to interview. These will subsequently be checked with the relevant authority/body.

### **Criminal Records**

If this post requires a DBS check (Disclosure & Barring Service) you will be sent the relevant forms for completion if you are successful at interview. All candidates are also required to complete a Declaration Form confirming their status regarding criminal offences. This is in line with the DBS Code of Practice which can be provided upon request.

### **NHS Alerts/Fraud Checks**

All candidates successful at interview will be checked to see if they are subject to an NHS Alert/Fraud check.

### **Medical Clearance**

If you are successful at interview and formally offered the post, you will be required to complete a Declaration of Health form and any offer of appointment will be subject to medical clearance. This information is confidential between you and the Occupational Health Department. If offered the post, Occupational Health will only declare to the Line Manager whether you are fit for the post or not. Please be assured that we operate within the Equality Act framework and will adjust the workplace accordingly if it is feasible to do so.

We hope that these notes are useful – please let us have any suggestions you may have on improving them if not. Good luck with your application – we hope to invite you for interview very soon.

### **Recruitment Team**

#### **Derbyshire Community Health Services**

Walton Hospital, Peter McCarthy Suite, Whitecotes Lane, Chesterfield, S40 3HW or  
Kingsway Hospital, Kingsway House, Derby, DE22 3LZ

Tel: 01332 564856, option 1, option 1 Email: [dchst.recruitment@nhs.net](mailto:dchst.recruitment@nhs.net)