Kent Community Health
NHS Foundation Trust

Helpful hints and tips for completing your application

There are several sections to the application form. Below explains why we need the information we're asking for in each section. You should tell us all the great things about you and why you think you should be a KCHFT team member.

1. Personal information:

We will use this to contact you in relation to your application, invite you to an interview and let you know the outcome if you make it to that stage. It's really important we have your up-to-date details, especially your correct email address and contact telephone numbers.

2. Qualifications and training:

Make sure you let us know about all the relevant educational and professional qualifications you have or are studying for at the moment. It's helpful for us to have as much information as possible but the level of the qualification is especially important. We will ask to see the certificates to verify the qualifications you add to your application if you are invited to an interview so make sure you have them to hand.

Don't forget to add any training courses you have completed that may be relevant to the role you are applying for.

Some of our roles don't require you to have the qualification at the point you apply. If you think a job is perfect for you and you don't have the right qualification but are willing to learn on the job, don't worry. It may be possible to offer you the role you are interested in on a trainee basis. If you are applying for a band 2 to 4 role (excluding nurse associate roles) then please do get in touch with the recruiting manager for the role.

3. Employment history:

We need to know about all the jobs you've had from the most recent to your very first one. Telling us about the responsibilities you had and the activities you carried out which are relevant to the role you are applying for is really important.

If you've had any gaps in employment, there is a section on the form where you can let us know about that too. Examples of reasons for a gap in employment include a period of maternity or shared parental leave, time off to care for dependents or a career break and there may be others. Completing this information at the application stage helps us get you into your new role if you are offered the job you've applied for more quickly.

4. References:

This is who we can contact for an employment reference. It will need to cover a three-year period. You may need to add several referees to cover the three years. It can include paid or unpaid voluntary work and any training. It should be at least two recent employers and the most recent one should be your current or most recent line manager.

If you have never been employed you may provide a referee who is in a position of responsibility. The referee will need to be able to comment on your work experience, competency, personal qualities and suitability for the post.

Don't forget to make sure the email address you give is correct and up to date. We will send the reference request this way and that the referees you have identified know you have put them forward to give you a reference.

5. Supporting information

Here is where you shine. In this section tell the manager recruiting to the role you are applying for why you are the best person for the role. Here you can tell them all about the skills and knowledge you have that will enable you to do the role and do it well.

Look at the person specification in the job description and write down the most relevant examples of how you think you meet what the role is asking of you. You can use examples from outside work as long as they are relevant. Don't forget, we want to hear about what you did and how fantastic you are.

6. Equal opportunities

As a public sector organisation we are legally required to review equalities information about our applicants to make sure we are being fair and equitable. We take this responsibility very seriously at KCHFT and are committed to increasing the diversity or our organisation, making sure every member of our team feels included and that everyone has the best possible experience at work. Monitoring this information helps us to understand how well we are doing this and what else we need to do to improve.

Neither your personal details or equality and diversity monitoring information will be seen by anyone making a decision about your application until it has been shortlisted. Only then will it be shared with the interviewing manager so they can prepare to meet with you ahead of an interview.

If you have any questions or would like to speak to someone before applying please contact the Recruitment Team on 0300 123 2072. Good luck with your application and we look forward to meeting you.