

# Your recruitment journey



## Application

To apply for a vacancy, complete the online application form.

This form is key to the selection process, it helps us decide whether to shortlist you and forms the basis of your interview.

It's often our first impression of you, so take time to complete it fully and accurately.

Always tailor your application to the specific role and person specification, never reuse the same form.

## Shortlisting

Shortlisting is based on how well you meet the essential criteria in the person specification.

Clearly show your qualifications, knowledge, experience, and skills with specific examples in the relevant section of the application form.

If you're not shortlisted, you'll be notified by email and we encourage you to apply for future roles.

## Interview

If shortlisted, you'll be invited to interview via text and email.

You'll be asked to confirm your attendance and select a time slot online.

Once confirmed, you'll receive full interview details, including who you'll meet, the venue, and any additional instructions.

You are required to bring photographic ID to your interview. If this cannot be provided, a photograph will be taken to support identity verification.

The selection process may also include tasks like presentations, written exercises, group discussions, or case studies, depending on the role.

## Conditional offer

If you're successful at interview, the recruiting manager will call to offer you the job, congratulations!

You'll then receive a conditional offer via email from our recruitment system, Trac.

If you don't see the email, check your spam/junk folders.

Still missing? Contact the recruitment team on 0151 472 7557.

## Pre-employment checks

Your offer is conditional, subject to NHS Employment Check Standards, including identity, right to work, DBS (where required), qualifications, occupational health and references.

The Trust uses TrustID digital identity verification, including facial matching technology, to confirm that identity documents belong to the individual attending interview and commencing employment.

Details will be in your conditional offer letter.

A recruitment officer will also call to explain the checks and next steps.

You can track progress through your Trac account, which shows completed and pending checks.

## Final appointment letter

Once your pre-employment checks are complete, our recruitment team will contact you to confirm your start date.

You'll then receive your final appointment letter, contract, and an induction and training plan outlining your first few weeks at Mersey Care.

## Welcome to Mersey Care

Before your start date, you'll receive an induction pack by email from our learning and development team with key information about the Trust.

You are required to bring photographic ID on your first day for identity verification purposes.

For any recruitment queries, contact our team at 0151 472 7557.

Welcome to Mersey Care, and best of luck in your new role!