NHS
University Hospitals
Coventry and Warwickshire
NHS Trust

Inclusive Recruitment

Candidate Guide

University Hospitals Coventry and Warwickshire NHS Trust is one of the largest teaching Trusts in the UK, rated "**Good**" by the Care Quality Commission.

We operate across two main hospital sites, **University Hospital in Coventry** and the **Hospital of St Cross in Rugby,** and deliver a wide range of services across the West Midlands, including **Integrated Community Care.**

We're proud of our modern facilities, our reputation for research and innovation, and our designation as a **Pathway to Excellence®** organisation.

With over 11,000 dedicated staff, of 80 different nationalities, from different backgrounds, experiences and ways of thinking, we are committed to delivering high-quality, compassionate patient care and creating an environment where **everyone can thrive.**

Improve | Learn | Openness | Pride | Compassion | Respect | Partnership

Created in partnership with the **People Support Team, Resourcing Team** and **Medical Workforce Team**

About Us

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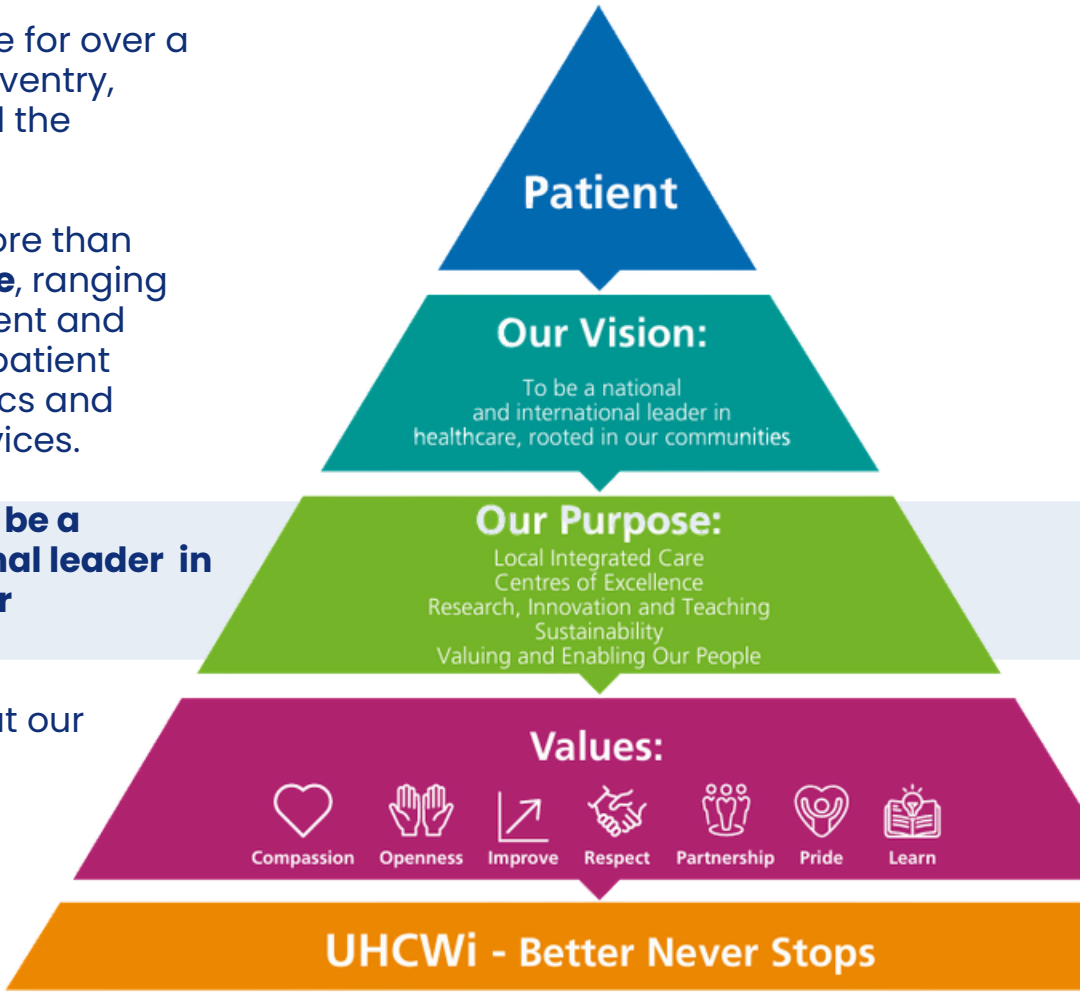
University Hospitals Coventry and Warwickshire (UHCW) NHS Trust is one of the **largest teaching hospital trusts** in the UK. We run **two main hospitals,** University Hospital Coventry and Warwickshire, and the Hospital of St Cross in Rugby, as well as Integrated Community Care. We are the main teaching partner for **Warwick Medical School,** and work closely with them to deliver high-quality medical education, training and research. This partnership helps us stay at the forefront of new ideas, innovation and clinical practice.

Together we provide care for over a million people across Coventry, Rugby, Warwickshire and the surrounding areas.

Every year, we deliver more than **800,000 episodes of care**, ranging from emergency treatment and specialist surgery to outpatient appointments, diagnostics and community-focused services.

Our mission is simple: **To be a national and international leader in healthcare, rooted in our communities**

You can read more about our mission, **here**



Whether you're joining us in a clinical or non-clinical role, you'll be part of a Trust that values **learning, partnership** and continuous improvement — and one that's committed to making a real difference to the communities we serve.

Why Coventry?

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Coventry is a **welcoming and diverse** city surrounded by beautiful countryside.

It is home to two well-known universities — the University of Warwick and Coventry University.

Coventry University is especially recognised for its mental health nursing courses and **excellent student experience.**

This makes Coventry a great place for **learning, training, and personal development.**

The city has changed a lot over the years, moving from its historic roots to become a modern, innovative place to live and work.

Coventry is known for its strong sense of **community** and **cultural diversity.** It is one of the only cities you will find a Temple, Church, and Mosque located side by side. There are also wonderful community spaces such as the LGBTQIA+ space, **Unity in Cov.**

Coventry has plenty to enjoy, including a lively food and arts scene, West Orchards and Lower Precinct shopping centres, and **lots of places to explore** in your spare time.

In the evenings, the city comes alive with pubs, bars, and live music and comedy venues **offering something for everyone**, including a museum dedicated to The Specials.

With a mix of history and modern facilities, affordable housing, and good transport links, Coventry is **a great place to live, study, and build your career.**

https://www.coventrycitycentre.co.uk/

Guarenteed Interview Schemes

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We offer several **Guaranteed Interview Schemes** to help reduce barriers and ensure fairer access to NHS employment. If you identify with any of the groups below, **you can opt in** by ticking the relevant box on your application form.

If you have demonstrated in your application that you meet the essential criteria for the role, and you have opted in - you will be invited to an interview.
This does **not** guarantee a job, but aims to reduce barriers at the application stage

We are working hard to remove barriers and create a workplace where equity, inclusion, and belonging are everyday practice. **If you need support with your application, require adjustments, or would like information in an alternative format**, our Resourcing and Medical Workforce Team is here to help.

Disability Confident Scheme

We are a Disability Confident Employer and committed to ensuring disabled people and those with long-term health conditions can fully participate in our recruitment process. This includes but is not limited to symptoms of neurodivergence, mental health conditions, and menopause. More information can be found at this link - **here**

Armed Forces Covenant (Veteran Aware)

As a Veteran Aware organisation we proudly support service leavers, veterans, reservists, and their families. Opting in recognises your contribution and ensures you are considered fairly. If appointed, your Armed Forces status will be recorded on your Employee Staff Record as a supplementary role (e.g., Veteran, Reservist). More information can be found on our website at this link - **here**

ARMED FORCES COVENANT

Care Experienced Applicants

As part of the national **NHS Universal Family Programme**, we offer additional support to applicants who have experience of being looked after by the care system as a child or young person, including *foster care, kinship care, children's homes, or local authority care.* This scheme was designed with people who have lived experience of care and helps ensure fairer access to NHS opportunities. If appointed, this information will **not** be recorded on your Employee Staff Record. More information can be found on our website at this link - **here**

Living Our Values

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At UHCW, our values guide everything we do. They shape how we treat our patients, how we work with each other, and how we lead. When we recruit, we look not only at your skills and experience, but also at how well your behaviours reflect and add to our values — because **how we work is just as important as what we do**.

Respect

Everyday Courtesy and Consideration

Finding meaning in my work and valuing the difference I make.

Openness

Honesty and Willingness to Share

Being open about what I know, think, and feel.

Pride

Purpose and Contribution

Identifying and acting on everyday opportunities to improve.

Compassion

Awareness and Active Care

Everyday kindness, empathy and responsiveness.

Learn

Curiosity and Growth

Understanding my role in collective success.

Improve

Small Changes, Big Difference

Demonstrating care in how I treat and speak to others.

Partnership

Awareness and Contribution

Taking ownership of my learning and development.

Our values are supported by the **UHCW Values Framework**. This framework sets out clear, practical behaviours across five levels. The **Foundation Level** applies to everyone. It outlines the basic expectations for how we behave at work, how we manage ourselves, and how we support colleagues and patients.

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Applying for a role

Apply Now!

1

Before you apply:

- Read the job description **and** person specification so you know exactly what the role needs. You can find these at the **bottom of every job advert** on our careers site.
- Consider any **reasonable adjustments** you may need.

2

Focus on the **Essential Criteria:**

- We shortlist based on the essential criteria, so be **clear** and **specific.**
- Use the *Supporting Information* section of the application to explain and **provide examples** of how your previous experience fits the role.
- If you meet any of the desirable criteria, include those as well, it can help your application stand out.

3

Use the **STAR** Technique (Situation, Task, Action, Result) to explain your experience clearly and show the impact:

- **Situation:** What was happening?
- **Task:** What needed to be done?
- **Action:** What did you do?
- **Result:** What was the outcome?

4

Other tips:

- Apply **early**, but when you feel **ready.**
- Reflect our **values** and commitment to inclusion in your answers.
- Remember our commitment to **Equal Opportunities**
- Make note of the **interview date** in the advert
- Click **here** and **here** for guidance on **website accessibility**

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Shortlisting - what happens next?

Once you've submitted your application, the recruiting manager will review it to see how your skills, experience, and values match the role.

We want our shortlisting process to be as **fair** and **inclusive** as possible:

- If you choose to share that you have a **disability**, are a member of the **armed forces**, or a **care leaver**, and you meet all the essential criteria, you will receive a guaranteed interview under our Equal Opportunity **Guaranteed Interview Schemes.**
- We only assess applications against the job's **essential criteria** and the **person specification.**
- We regularly **check** job descriptions and person specifications to make sure they're **inclusive** and only ask for what is truly needed.

Anonymous Shortlisting

Your application is anonymised during shortlisting. This means the short lister can **only** see:

- your work history
- your education
- your personal statement

They **cannot** see your age, nationality, immigration status, Equal Opportunities information, or any other personal details.

If You're Not Shortlisted

If you're not shortlisted this time, we'll email you to let you know.

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Interviews and Assessments - What to expect

- If you are **shortlisted**, we will invite you to an **interview**.
- Interviews may take place **in person** or online **via MS Teams**, depending on the role and what works best.
- We aim to give you **1–2 weeks notice** wherever possible, so you have enough time to prepare and let us know if you need any support or **adjustments.**

Your interview invitation will include:

- the date and time
- who will be on the interview panel
- the format of the interview
- any tasks, presentations, or scenario-based exercises you'll need to complete

If a task or exercise is required, we'll tell you this **in advance.**

You'll complete it **at the start** of the interview, and then the panel will move on to the values and competency-based questions. You will also have time to ask us any questions you may have.

Values-Based Interviewing (VBI)

We want to understand how you bring our Trust Values to life, with examples from work, education, volunteering, caring or personal experiences. In a **values-based interview**, we explore your:

- behaviour
- attitudes
- motivation
- how you work with others

We're looking for specific examples that demonstrate:

- kindness and empathy
- respectful communication
- teamwork and shared success
- learning, curiosity, and improvement

There are no "perfect" answers — we simply want to understand how you approach real situations.

Competency-Based Interviewing

These questions focus on the **skills** and **knowledge** needed for the role. They often start with:

"Can you give an example of…?"
"Tell us about a time when…?"

As mentioned during the **application guidance**, we encourage you to use the **STAR** technique:

Situation – What was happening?
Task – What needed to be done?
Action – What did you do?
Result – What changed because of your actions?

STAR helps you explain your experience clearly and confidently.

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Preparing For Your Interview

1

To help you feel ready:

- Think about specific **examples** from your work, studies, volunteering, caring responsibilities, or personal life.
- Look at **UHCW's Trust Values** and consider how you show these in everyday life.
- Review the job description and think of examples that show the key **skills** and **behaviours** needed.

2

Accessibility and Reasonable Adjustments:

We want you to feel **comfortable** and **supported** during the interview process.

You can request **reasonable adjustments** at any stage, we ask for all candidates to attempt to alert us **at least 48 hours** before adjustments are needed. Examples include:

- extra time for assessments
- a different interview format (online or in a quieter space)
- wheelchair access
- hearing support or an interpreter
- written information in alternative formats
- rest breaks if needed

Requesting adjustments **will not** affect how your application is assessed.

We are committed to a **fair, inclusive,** and **equitable** recruitment process.

If you would like to talk about **adjustments** or need **advice**, please contact us:

📞 **02476 969192 (Option 1)**
📧 **recruitment@uhcw.nhs.uk**

For **Medical** or **Dental** Roles, please contact:

📞 **02476964180**
📧 **medicalworkforceteam@uhcw.nhs.uk**

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Getting Here

Our Main Hospital Address:

University Hospital Coventry
Clifford Bridge Road
Coventry
CV2 2DX

Click the image for a site map

What/Three/Words co-ordinates: **///vest.hours.nasal**

By Train:
Train times can be found **here**.
Nearest stations with bus links to UHCW:

- Coventry (main station)
- Tile Hill
- Canley
- Coventry Arena
- Rugby

From Coventry Station, you can:

- Take bus 9 or 9A directly to the hospital - Timetable **here**
- Use a taxi from the station rank

By Bus:
Regular services run from Coventry city centre and surrounding areas.

Main routes include **9, 9A**, and **85.**

Timetable **here**

By Car:

- Use **CV2 2DX** for sat nav.
- The hospital is signposted from major routes into Coventry.
- Please allow extra time as traffic and parking can be busy.

Parking Information

Please see the Travel By Car section that can be found on the UHCW website, **here**

Blue Badge Holders: Free (please register vehicle at main reception).
Drop-off: 10-minute free zones available.
Payment: Card, cash, contactless, or phone.

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After Your Interview

1 If You're Not Successful This Time

If you are not offered the role, you can request **constructive feedback** to help you with future applications. We want the process to be a **positive learning experience**, even if the outcome isn't what you hoped for.

2 If You Are Successful

If you're successful — congratulations! Our Resourcing Team will send you a risk assessment questionnaire. **The purpose** of this risk assessment is to assess if we can offer you an **unconditional offer** of employment and **agree a start date** based on the information that you provide during this assessment. Pre-employment checks will be conducted during the period up to your agreed start date.

Depending upon the information you provide, we may need to wait for further checks to be completed before offering a start date. In this instance we will offer you a conditional offer pending receipt of satisfactory pre-employment clearances.

3 What checks will be made?

Right to Work
References
DBS or overseas police checks (depending on the role)
Occupational Health
ID checks
Professional registration or qualification checks (if needed)

DBS Costs
Some roles require a Standard or Enhanced DBS check.
If this applies to your role, the cost will be deducted from your salary over your first 3 months.

Our **Resourcing Team** or **Medical Workforce team** will support you at every stage to make sure everything feels clear and stress-free. Please reach out if you need help or **reasonable adjustments** during the onboarding process.

Benefits of Working Here

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At UHCW, we want you to feel supported, valued, and able to thrive. As part of our team, you'll have access to a wide range of benefits that support your wellbeing, work–life balance, and personal growth.

NHS Pension Scheme – a generous, secure pension for your future. More detail **here.**

Annual Leave – at least 27 days plus bank holidays, with increases the longer you work with us.

Flexible Working Options – we offer a range of ways to work flexibly, depending on the role.

Staff Wellbeing Services – including emotional, financial and physical wellbeing support, counselling, and health advice.

Access to Continuous Learning, development, and leadership, including our ILM accredited UHCW Leader Programme, Inclusive Mentoring and funded apprenticeships.

Adjustment Passports - to identify support that we can provide to enable you in your role.

On-site Childcare and Parking – making it easier to balance work and home life. Click **here.**

A Wellbeing Walk and Wellbeing Outdoor Area - a place to relax and regroup

Cycle to Work Scheme – save money on a bike and accessories.

NHS Staff Discounts – including savings on shopping, travel, leisure, and more.

Facilities & Spaces - restaurants, cafés, and food outlets across the hospital. Quiet rest areas where you can take a break. Prayer and faith rooms for spiritual or quiet reflection.

Staff Networks - We have seven staff networks for those with lived experience and allies; UMEN (UHCW Multicultural Employee Network, Menopause Support Group, Neurodiverse Empowerment Group, Armed Forces Network, Women's Network, PRIDE Network and DAWN (Disability and Wellbeing Network)

On-Site Library and Knowledge Services - Space for learning and quiet space.