East Sussex Healthcare NHS Trust

Your guide to a successful application

Take the first step to securing your new role with East Sussex Healthcare NHS Trust by reading through this guide.

Is the job right for me?

Take some time to read through the job description and person specification. These detail the post duties and skills required. It is important that your application meets the minimum requirements of the person specification, so please read it carefully before completing an application.

When should I apply?

For some posts, we are receiving large volumes of applications, on these occasions we may close the post early. Therefore, you are strongly advised to submit your application as soon as possible.

Completing your application

Personal details/monitoring information– Please complete fully. This part of the application form is confidential and is not used as part of the shortlisting or interview process. It is used for monitoring our recruitment process and treated in strict confidence.

Education/qualifications– You should provide information on all qualifications you have gained, indicating the most recent first.

Employment History- Please provide details of your full employment history since you left full time education. This should include details of all periods when you were not working e.g. maternity leave, career break, unemployed etc.

Additional information- This is where you need to draw attention to your skills, experience and personal qualities and how they are relevant to the post you have applied for. Always refer back to the job description, person specification and Trust Values to help you. Please also explain any gaps in employment at this stage and also any personal attributes you possess which you believe show you demonstrate East Sussex Healthcare's Trust Values.

References – Receipt of satisfactory references is an integral and important part of the selection process. On the application form you are required to submit the names of at least two people who have consented to supply a reference on your behalf. The references must cover as a minimum of the last 3 year. If you are in employment, references will be obtained from the current employer and or the most recent employer. If you have worked in a voluntary capacity, references should be supplied from the most recent organisations for which you have worked. The reference should be from a person who was in a position of responsibility relative to you e.g. Manager/supervisor. References are given in strict confidence. The Trust reserves the right to determine what is considered to be a satisfactory reference.

What happens next?

After the closing date for a job vacancy, applications are forwarded to the Recruiting Manager. No personal information or monitoring information is provided to the Recruiting Manager at this stage. Each candidate's application will be assessed against the same person specification. The panel will read through each application and will note which criteria each candidate meets.

Unfortunately, we cannot provide feedback to unsuccessful applicants at shortlisting stage. If you have not heard within three weeks of the closing date, you will have been unsuccessful at shortlisting.

If you are shortlisted, the Recruitment department will contact you via email to arrange an interview. This notification will invite you and outline the date and venue for the interview and any other details which are relevant – you will need to ensure that you confirm your interview slot. Your interview may be face to face or held remotely via MS Teams.

The panel is usually made up of two or three Trust staff with the Recruiting Manager taking the lead role. The length of interview will depend on the job. In general it will last between 15 minutes and one hour. All candidates will be asked the same set of questions and responses will be scored consistently against the essential criteria for the role. Following interview, you will be given the opportunity to ask questions of your own at the end of the interview.

Selection Tests/Presentations: A test is not always needed - it will depend on the type of job you are applying for. You will be notified within your invite to interview if a presentation/test is applicable. When a test is used it could take place either before or after your interview. Tests are used to measure specific criteria such as presentation skills or the ability to process work accurately. They could include presentations, IT skills assessments, accuracy tests or observational workshops.

Please note we are not always able to offer alternative interview dates, please make every endeavour to attend the date that you are offered.

Offer of employment /Salary

A verbal offer is made initially, followed by a written conditional offer (dependant on satisfactory pre-employment checks) if you are made an offer of employment it is very important that you complete and return all required information as soon as possible so as to not delay the recruitment process. Salaries are set in line with NHS Terms and conditions, subject to confirmation of previous relevant NHS experience. If you do not have NHS experience you should expect to start on the base point of the salary grade quoted.

General information

Right to work in the UK: Applications from job seekers who require a Skilled Worker Visa to work in the UK are welcome to be considered alongside all other applications.

The current points-based immigration system is the UK's mechanism for managing applications by individuals from outside the UK and Ireland. To find out more about this please visit https://www.gov.uk/government/organisations/uk-visas-and-immigration.

Guidance for applicants

Equality and Diversity: East Sussex Healthcare Trust recognises the importance of having a diverse workforce that is reflective of the community we provide care for. We actively promote equality of opportunity for all and welcome applications from a wide range of candidates.

As a Trust we committed to inclusion and hold ourselves to account through: the national Workforce Race Equality Standard and the Workforce Disability Equality Standard.

We are proud to be a 'Disability Confident Employer' and guarantee an interview for disabled applicants who meet the vacancies minimum criteria. All staff joining the Trust will have the opportunity to have a (Dis)Ability & Health and/or Carers Passport should they wish.

Information Transfer: Please note that if you are successful in your application and accept the position you agree that Recruitment Department can access and request your personal portable data set from your current NHS employer. This process will be requested through the Electronic Staff Record System, and will include information of employment history at the employing Trust and NHS service to assist in ensuring accurate payment upon commencement of employment and correct information for continuous service date and occupational sick payment entitlement. You current employing Trust will send securely any national mandatory competencies that you have to East Sussex Healthcare NHS Trust. This pre-hire data enables East Sussex Healthcare to manage the induction process to aid your commencement of employment.

Our Values

KINDNESS

Kindness means treating others how you want to be treated and caring enough to get it right. It's the small acts of kindness – both to patients and each other - that make everyone's experience better.

INCLUSIVITY

Inclusivity involves embracing differences and working together as a team. It's fundamental to providing the best care for our patients so we can make the trust a supportive workplace where everyone is welcomed and feels involved

INTEGRITY

Integrity is saying and doing the right thing, in the right way, for the right reasons. We should all come to work each day with the intention of giving the best of ourselves and doing the best for our patients, colleagues and the trust