Herefordshire and Worcestershire Health and Care NHS Trust

# APPLICANT GUIDANCE NOTES FOR TRUST REQUIREMENTS ADHERENCE

Thank you for your interest in our vacancy.

**IT IS VITAL THAT YOU READ AND ADHERE TO THESE GUIDANCE NOTES TO SUPPORT SUCCESSFUL SELECTION.**

For more information about our Trust please visit website Jobs | Herefordshire and Worcestershire Health and Care NHS Trust.

## COMPLETING YOUR APPLICATION FORM

**Job Description & Person Specification** - for full details of the duties and criteria please refer to the job description and person specification.

**Internal Adverts –** these will be flagged 

. These vacancies are only open to current employees of the Trust. External applicants will be not considered.

**Personal Details –** please ensure you apply in your **legally known name**. All documents and checks MUST be conducted using this name. You will be given the option to advise of your preferred name.

**The Application Form** - Complete **all** sections providing as much detail as possible.

Criteria section - ensure you provide examples to evidence how you meet the criteria. Shortlisting decisions will be made against information you provide in the person specification section of your application form

If the criteria include 'or equivalent', you are required to specify the equivalent qualification or experience and explain how it meets the criteria.

Therefore, it is important you provide a supporting statement against each criteria that is clear and succinct, to enable you to be shortlisted. You may not be shortlisted if you put 'covered above' or do not complete this section fully.

**Use of Artificial Intelligence (AI) -** We discourage the use of AI tools when applying for roles, as AI cannot truly understand the specific job you are applying for or what makes you a good fit. Therefore, it's crucial to personalise any content to accurately reflect your skills, experiences and aspirations.

If you do use AI, please ensure this is to simply refine what you intended to write, but review and refine any AI generated text accurately to reflect you. We do not want AI to invent experiences, examples or skills you do not have as this will be assessed during the selection process.

**Fixed Term Contracts** – The reason for the fixed term nature of the post will be explained to you at interview please be aware that;

- **Fixed Term nature due to; project, task or time limited funding** – the end date is the period we anticipate you will be required but we reserve the right to end this contract sooner with appropriate notice.

- **Fixed term but you wish to be considered for Secondment** opportunity - please gain permission from your Substantive Manager before applying. The end date is a period we anticipate you will be required but this may be subject to change and the Trust reserves the right to bring it an end sooner than this date. If this happens, you will be provided with the appropriate notice to return to your substantive post.

- **Fixed term for specific training requirement** – the end date is the period when the qualification will be expected to have been successfully completed. No further notice will be given.

  This contract is for training only and there will be no automatic offer of permanent employment once the qualification has been successfully completed. The Trust reserves the right to terminate your contract earlier than the end date stated above should it become apparent that it will not be possible for you to successfully complete the qualification. If this happens, you will be provided with the appropriate notice to terminate the contract.

**Secondments** *(existing Trust employees only)* - must have read and understood the terms of the Trust's secondment policy and gained permission from your Line Manager to undertake the secondment before applying.
**Job History** - You should provide a **minimum of 5 years** previous employment history. Any gaps in employment history should be explained. If you have been;

- out of paid employment, have never been in paid employment or you are undertaking voluntary work, provide details of this as it may be relevant to the position for which you are applying.

- If you have been self-employed, you will be asked to provide evidence of your self-employed status should you be offered the position.

**Referees** – Please note the referee will be advised you have been offered the post when the reference is requested.

Trust requirements are;

- referees who have consented to provide a reference
- number of referees will be dependent upon the requirement to **cover last 12 months of employment** and/or education/training
- provided by the Line Manager or an organisation's HR Department unless the candidate is a student then the Course Tutor / teacher from school, college, or university
- must be requested and received via a professional/work email address (e.g. **NOT** gmail)
- personal references such as friends and relatives, these are **not** acceptable
- cover any unexplained gaps in employment

Providing referees who do not meet our requirements will delay your appointment being process.

**Membership of professional bodies -** Some positions require this and this requirement will be detailed on the person specification. If applicable, you will be asked if you possess the relevant **current** professional membership during your application. If a conditional offer is made you must provide evidence.

If you are a student studying in the UK, you may still apply for Band 5 posts, but you are advised to make it clear on your application form that you are a student and when you finish your studies.

**Academic qualifications -** List all qualifications gained through formal education putting the most recent first.

For some positions qualifications are essential but not all, the person specification will tell you what qualifications are required. **Selection will be based on the qualifications that are required for the post as listed in the person specification.** You will be required to provide evidence of these original certificates/qualifications if you are offered the post. If the criteria advise 'or equivalent' you must specify how you meet these criteria with what you consider to be equivalent.

**Closing Vacancy Early** - In the event of high levels of response, we reserve the right to close the advert early. Therefore, you are advised to submit your application as soon as possible.

## VISAS AND IMMIGRATION – RIGHT TO WORK

Please note that the Trust requirements for Right to Work status.

**Sponsorship;**

- can only provide sponsorship for roles eligible under Home Office regulations.
- will only sponsor roles that require clinical professional registration e.g. Nurse, OT etc, and which meet the criteria set by the UK Visa & Immigration Service i.e. has a suitable rate of pay and skill level etc. This stance is due to affordability with the current cost pressure upon the NHS and supporting employment locally.
- is unable to accept sponsorship with another employer as this is not transferable

**Time Limited Visas;**

- If you have Right to Work in the form of a time limited visa this must be for a minimum valid duration based on the role you are applying for. This period will be confirmed to you when completing your application form.

- If you are employed based on a time limited visa, please note there is no guarantee of sponsorship at the expiry of your time limited visa.

**Apprenticeship Roles** – To be eligible to apply you must have lived in the UK for 3 years and have continued right to work covering the whole of the apprentice programme. These are requirements of the apprenticeship funding rules.

Therefore, please consider this in any applications you submit.

Your right to work status will be assessed during the pre-employment check process. This is to ensure it is acceptable and that any work restrictions which may be applied, can be accommodated by service provision. At this stage if it is identified that you require sponsorship to work for a post that does not require clinical professional registration, or do not have the required minimum duration period on your time limited visa, the conditional offer may be withdrawn.

For more information on Work Permits visit https://www.gov.uk/health-care-worker-visa/your-job https://www.gov.uk/skilled-worker-visa

## CLOSING DATE & NEXT STEPS

The post will close at midnight on the closing date. We are unable to accept any applications after the post has closed.

Following the closing date, the Recruiting Manager will shortlist, and you will be notified of the outcome via TRAC notifications.

## INTERVIEWS

You will receive an invitation to interview via TRAC notifications and will be asked to choose an interview slot.

**Special Requirements for Interview** - When selecting an interview slot you can advise of any special requirements you may have for the interview and/or selection process. The Lead Interviewer will then be able to view this information in advance of the interview and make suitable arrangements. Please note that managers can only make considerations or adjustments if they are notified of the requirement.

**Use of Artificial Intelligence** – The use of AI during the interviews is not permitted and your interview will be stopped if we believe you are using are AI tools.

## DBS REQUIREMENTS

Please note, because of the nature of the work, posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975.

If the position being applied for requires a DBS check to be undertaken for you, it will be a condition of your employment that you have subscribed and continue to subscribe to the DBS Update Service.

New employees are required to pay for the initial DBS check and the annual DBS Update Service subscription; the DBS check fee will be deducted from their first month's salary.

Please refer to the attached DBS Policy for further details.

## EQUAL OPPORTUNITIES MONITORING INFORMATION

The information contained in this section is confidential and used for monitoring purposes only. The information is not disclosed to Recruiting Managers and is not used in the selection process decision making.

## SHARING YOUR DATA

As a data controller we may sometimes need to process your data to pursue our legitimate business interests, for example to request a survey from you (optional), to support the Trust's understanding of where you gained interest in working for the Trust.

If you require further support please contact the Recruitment Team whcnhs.jobsrecruitment@nhs.net