

## Candidate information

Dear Potential Applicant,

It is important you are made aware of the following as regards your application to East Lancashire Hospitals NHS Trust

- Please note that the salary advertised is for full time hours. If this post is less than 37.5 hours per week, the salary will be pro-rata. For posts on Agenda for Change pay-scales, new entrants to the NHS will normally commence on the first pay point of the relevant band.
- **This vacancy may close before the closing date if the recruiting manager deems sufficient applications have been received. Therefore it is advised to complete your application as early as possible to avoid disappointment.**
- Please ensure you check the email account from which you apply regularly as we will use this to contact you regarding your application.
- Please note that shortlisting is completed anonymously with candidates being assessed against the essential criteria for the post as outlined in the person specification (PS). **Therefore only applicants, who can clearly demonstrate how they meet our person specification criteria in their application, will be short-listed.**

## Disclosure and Barring Scheme (DBS)

If the role you are applying for is identified as either controlled or regulated activity as defined in the Safeguarding vulnerable Groups Act (2006) any offer of employment is provisional upon a satisfactory DBS check being obtained.

The healthcare sector is exempted from the Rehabilitation of Offenders Act 1974.

**In line with other NHS organisations in the North West Region, the Trust is now passing the charge for undertaking a DBS check on to candidates in the event they are successfully appointed into the post for which they have applied. Candidates can choose whether to pay this over 1-3 months as a deduction from the monthly salary. However, if you are applying for a post as a BANK worker, the payment must be made in full at the time of employment checks. By applying for this vacancy you are agreeing to this undertaking in the event you are successfully appointed.**

The cost of an Enhanced Disclosure will be £54.40 and for a Standard Disclosure £26.50 which includes a small handling fee.

**This cost is not applicable for a Volunteer post**

## Happy to talk Flexible Working

At ELHT we understand that allowing our colleagues to balance their work and family lives, when done well, has significant and widespread benefits both for individuals and for our services and patients.

**This means that, from the very start of your employment with us, we are happy to talk flex!**

Our new approach to flex is open to all and does not require a certain set of circumstances to make you eligible. It applies to all colleagues from the day you start work with us. Whether you are focussed on your health and well-being, have family or caring commitments, want to balance more than one job or just generally need a better balance of home and work life then we encourage all colleagues to start a conversation with their manager to see if and how we can support you.

More information about our approach to flexible and agile working can be found on our website or alternatively if you email [askhr@elht.nhs.uk](mailto:askhr@elht.nhs.uk), they will send you this information.

## **Equality, Diversity and Inclusion - STATEMENT OF INTENT**

ELHT is striving for Equality, Fairness and Sense of Belonging. We want this for everyone.

When we say everyone, we mean **all** employees. To do that well, we need a workforce that's more representative of the communities we serve. That's why we've embraced a refreshed and accelerated approach to inclusion.

Many of the greatest ideas, innovation and discoveries come from a diverse mix of minds, backgrounds and experiences we are committed to cultivating a thriving, inclusive work environment.

So we're building a culture where differences in race, gender, age, neurodiversity, disability status, religion & belief, sexual orientation, identity, national origin or any other protected characteristics, are valued and celebrated.

We want diversity, equality, fairness and inclusion practices in everything we do. We want all of our processes, systems and policies to promote equality of opportunity without bias and discrimination.

We want all employees to feel included, welcomed, respected, supported, developed, appreciated and recognised. We want an inclusive workplace where everyone feels empowered and comfortable to bring their full, authentic selves to work. We respect the visible and invisible qualities that make you who you are.

We strive to build and nurture a culture where inclusiveness is a default, not an initiative; where there is a deep sense of pride, passion and belonging that transcends any role.

We know through experience that diversity of ideas, perspectives and backgrounds creates a stronger and more creative work environment that delivers better results. To support an environment where employees feel empowered to share their experiences, ideas and influence change, we've encouraged the creation of Employee Network Groups including Black Asian Minority Ethnic (BAME), LGBTQ+, and Disability & Mental Health for staff.

There is more to do, but with the help of our entire ELHT family - employees, volunteers, service users, partners, and community- we're greater when we're Equal and, Together, we can achieve Equality for All.

## **Diversity and Inclusion**

The Trust is an equal opportunities employer, committed to improving the working lives of our staff and operates a 'Zero Tolerance' policy to aggression, violence, bullying and harassment. In addition,

our aim is to help protect children and vulnerable adults by providing a first-class service to the recruitment of people into positions of trust.

We welcome applications from everyone irrespective of ethnic origin, gender, age, gender identity, sexual orientation, religion, marital status, disability or social background.

Appointments will be made on merit.

Applicants who have a disability and meet the essential criteria for the job will be interviewed if you indicate you wish to be considered under the Guaranteed Interview Scheme.

If you require a reasonable adjustment at any stage of the recruitment process please make the recruitment services team aware as soon as possible.

### **Access to Work**

Applicants with a disability or health condition may find the Access to Work programme useful.

It is not means-tested or income-based, so anyone can apply if they are in work or about to start a new job.

It is not related to other benefits (except for Incapacity Benefit).

Please visit <https://www.gov.uk/access-to-work> for more information.

## **Contacts**

### **Medical recruitment**

By email [medical.staffing@elht.nhs.uk](mailto:medical.staffing@elht.nhs.uk)

or write to Medical staffing, First Floor, Fusion House, Evolution Park, Blackburn, Lancashire, BB1 2FD.

### **Non-medical recruitment**

By telephone 01254 732075 or email [admin.recruitment@elht.nhs.uk](mailto:admin.recruitment@elht.nhs.uk)

or write to Employment Services, First Floor, Fusion House, Evolution Park, Blackburn, Lancashire, BB1 2FD.