

Online applications

This guidance document is designed to provide you with clear steps for completing our online application process, ensuring your experience is smooth and straightforward.

As a Trust, we advertise our vacancies across several platforms; however, all applications are completed through Trac, our Applicant Tracking System (ATS).

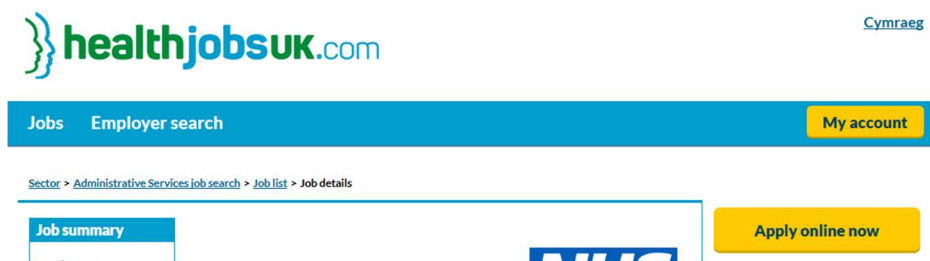
Before you start

Before beginning your application, we recommend that you have the following information ready:

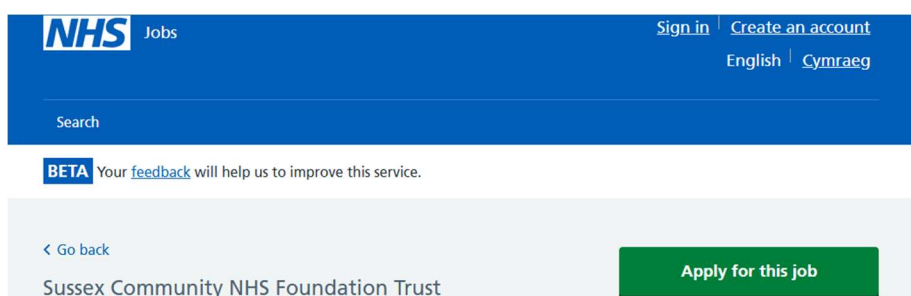
- Your employment history, including dates of employment.
- Details of your qualifications and professional registrations (where applicable).
- Contact details for your referees.
- A copy of the Job Description and Person Specification.
- Time to complete your supporting information carefully.

When applying:

If you're viewing a vacancy directly on Trac, simply select "Apply Now" and log in or sign up to begin your application



If you are applying via NHS Jobs, select "Apply for this job now". You'll see a message explaining that you'll be redirected to a third-party website. Click "Continue to third-party website" to proceed to the Trac system and start your application.



Emergency Dental Service Receptionist

You are leaving NHS Jobs

You are about to leave the NHS Jobs website. The job you're interested in is advertised on another website.

To apply for the job, you will need to register or login to your account there. Your application and any outcomes will be managed through the third party website.

[Continue to third party website](#)

Once redirected, you'll be able to log in/sign up and complete your application form, upload any required documents and submit your details securely through Trac.

Trac Dashboard Applications Find a job

Trac proudly powers the recruitment for

Sussex Community NHS Foundation Trust

[View employer information](#)

NHS
Sussex Community
NHS Foundation Trust

Open

Emergency Dental Service Receptionist

Accepting applications until: 30-Oct-2025 23:59

[View job details](#)

Ref: 150-CP2133-P
Vacancy ID: 751949

Sign in

Email address

Password

[Forgotten your password?](#)

By signing in you are acknowledging [our privacy notice](#).

[Sign in](#)

Create an account

Create your account and apply for your new job!

Email address

☐ I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)


reCAPTCHA
Privacy - Terms

By creating an account you are acknowledging [our privacy notice](#).

[Create your account](#)

Guidance on completing online applications

If you currently hold a Trac account, you can log in and start your application.

If you are new to Trac, you will need to input your email address to start the creation of your account. You will be sent a link to the confirmed email address to continue the setup.

Through the given link, you will be redirected to a page to complete your personal details – you will need to complete all fields marked with an asterisk (*).

Tip: Your email address will be used for all communication about your application, so ensure you use an email account that you regularly check.

First, you will need to create your password:



The screenshot shows a form for creating a password. It includes three input fields: 'Password *', 'Confirm password *', and 'Password strength'. The 'Password strength' field is a horizontal bar with a diagonal hatched pattern. Below the 'Password strength' field is a button labeled '? Password advice'.

You then need to complete the about your section, which includes:

- *Title
- *First Name
- Middle Name (*if necessary*)
- *Family Name
- *Country
- *Home Address (this can be searched by postcode or typed in manually)
- Mobile Telephone (*if necessary*)
- Home Telephone (*if necessary*)
- Preferred language

Once this information is input, you will be able to access Civica UK Ltd.'s Privacy Notice. Selecting "Create Account" will be your agreement to this:

Your data

By creating an account you are acknowledging [our privacy notice](#).

Create account

To start your application, you will need to confirm if you are a current member of Sussex Community NHS Foundation Trust (SCFT) and your Immigration Status. If there is further information to disclose regarding your immigration status, you can add this to the box underneath

If you wish to provide any additional information regarding your right to work/immigration status, please do so here



You can follow the link to view SCFT's privacy notice and tick the box to confirm you have read it and agree to continue.

☐ I have read and agree to [the privacy notice](#) that applies for the data submitted in my application. *

Continue

If you already have a Trac account, avoid creating a second account as this may make it more difficult to track your applications.

Application for employment

At the top of the page, you will see a confirmation of the Organisation that you are applying for, following a confirmation of the job role that you are applying for. You can view more information about the job by clicking "About the job".

About this job

This will give you the job advert itself as well as the details of the job, including working pattern, contract type, salary and location. Attached to this will also be the Job Description and Person Specification document alongside the SCFT Staff Benefits Brochure, Information about SCFT and guidance for using AI in applications.

Your application will start with personal details. Click on the "Start section" to start completing the information.

Not started

Personal details

Answers given in this part of the form are to help the Recruitment Centre to manage your application.
If you have any difficulty completing this form please ask someone to help you.
We would like to take this opportunity to thank you for applying.

Start section

Guidance on completing online applications

This section contains 3 subsections to be completed: Personal Details, Relationships and Rehabilitation of Offenders Act 1974.

Personal details	 Not started	Open
Relationships	 Not started	Open
Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020	 Not started	Open

To open each section, click open – this will open previous personal details confirmed by you at an earlier stage, with further details to be input, like NI number and preferred employment (e.g. full-time, part-time).

Please ensure your contact details are accurate, as these will be used to contact you throughout the recruitment process.

Once this is confirmed, click save and next. This will open the next subsection for you to complete.



You will then be asked to disclose if you are related to a director or have a relationship with a director or employee in SCFT. You are given a maximum word count of 50.

As before, you can click Save and Next to continue.

Under the Rehabilitation of Offenders Act 1974, you're required to disclose all criminal convictions and/or cautions that are not protected under this Act. Choose yes or no from the drop-down list as appropriate – if you do select yes, you are given the opportunity to disclose this information.

When you are finished with the subsections and save, a prompt box will appear to confirm that you can now mark all sections as complete.

 You've completed the questions in this section. You must mark the section as complete when you're happy with your answers.

 Close

All sections will be highlighted in green to confirm they are complete, and you can mark this section as complete.

Personal details	☒ OK Show answers ▾	Edit
Relationships	☒ OK No answers	Edit
Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020	☒ OK Show answers ▾	Edit

[Mark section as complete](#)

Application questions

As before, click the start section to begin completing. There are 8 subsections to be completed regarding your qualifications, training and professional registration, working/educational history, gaps in employment, supporting information and Armed Forces. Click to open the first section to start inputting information.

Education & professional qualifications	☐ Not started	Open
Relevant Training Courses Attended	☐ Not started	Open
Membership of Professional Bodies	☐ Not started	Open
NHS Service	☐ Not started	Open
Employer/activity history	☐ Not started	Open
Gaps in employment	☐ Not started	Open
Supporting information	☐ Not started	Open
Armed forces	☐ Not started	Open

When completing your employment history, you will be asked for a reason for leaving as well as a brief description of your duties and responsibilities within each employment.

Reason for leaving (if applicable)

Maximum of 50 words

Brief description of your duties & responsibilities

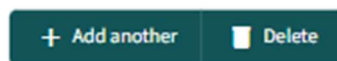
Maximum of 500 words

A maximum word count of 50 is given for the reason for leaving (if applicable), and a maximum word count of 500 for the duties and responsibilities.

Please provide a complete employment and education history where possible. If there are any gaps, explain these clearly, for example due to study, travel, caring responsibilities or unemployment.

Providing a clear description of your duties and responsibilities helps recruiting managers understand your skills, experience and suitability for the role. Focus on what you achieved, your key responsibilities and any relevant experience that relates to the post you are applying for.

You can add as much educational/working history as applicable.



Top Tips for Supporting Information

- Read the Job Description and Person Specification carefully.
- Address all of the essential criteria.
- Provide examples of your knowledge, skills and experience.
- Tailor your application to the specific role.
- Avoid copying information directly from your CV.
- Proofread your application before submitting.

Supporting information is capped at 1500 words – do not include personal details or duplicate information. Use this section to demonstrate you've read the relevant job description and person specification attached to the role you are applying for, and how you meet the essential and desirable criteria for this particular post. In this section, you should highlight your talents and strengths, skills and experience – this includes ensuring that you meet or have addressed all the essential criteria and as many of the desirable criteria as possible.

In many cases, the supporting information is the main section used during shortlisting, so it is important to provide enough detail to demonstrate why you are suitable for the role.

Our Guide for using AI will give you further information on what is acceptable and how AI can be used to help with the supporting information.

Your application should reflect your own knowledge, skills and experience. If you choose to use AI to help structure or improve your writing, the information submitted must remain accurate, truthful and genuinely reflect your own experience.

You will then be asked if you are a member of the UK Armed Forces community – this includes veterans, family members or reservists.

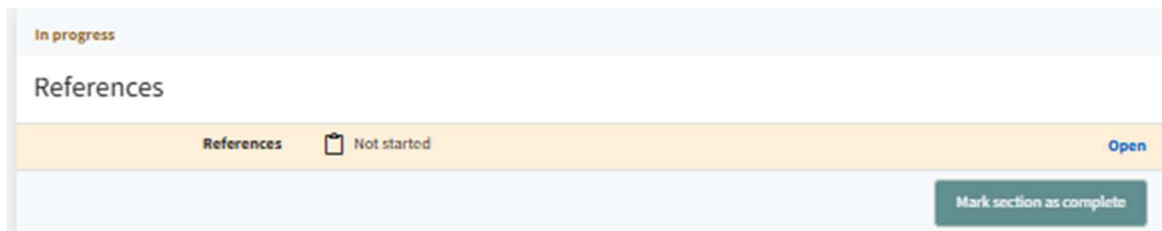
Are you a member of the UK Armed Forces community? *

Please select... ▼

As before, as each section is completed, it will turn green. When everything has been filled out and saved, you will be able to mark this section as complete and carry on.

References

Within the references' subsection, there is only one action to complete.



For each referee detail that you add, you will need to confirm the following information as a minimum:

- Referee's first name and surname
- How do they know you?
- Address Line 1
- City/town
- Can the referee be approached before the interview?
- Period this reference covers from and to

References will be checked at a later point within the pre-employment checks if you are successful for the role.

Mark this section as complete when all relevant information is added and then move to the next section.

Equal Opportunities

This section will remain strictly confidential and will not be seen by anyone shortlisting or interviewing your application. There is an explanation within this section as to why we collect these details from you, as well as what may come under the Equality Act 2010.

There are 6 sections for you to complete:

Equality and Diversity Monitoring	 Not started	Open
Disability	 Not started	Open
Socio-economic background	 Not started	Open
Care Leavers	 Not started	Open
How did you learn of this vacancy?	 Not started	Open
Declaration	 Not started	Open

As before, you can click into each section to open, confirm and save.

Equality and Diversity Monitoring – date of birth, gender, marital status, ethnic origin, sexual orientation and religious beliefs

Disability – do you have a disability, category of disability (if applicable) and guaranteed interview scheme

Socio-economic background – occupation of the main household earner when you were 14 years old, type of school you attended between ages 11 and 16, and whether you were eligible for free school meals at any time

Care Leavers – have you ever been looked after in the UK care system? Please note that this is asking if you have ever been in the UK Care System (such as foster care, children's homes, kinship or local authority care) as a child, not as an employee.

How did you learn of this vacancy – state where you first saw the vacancy advertised

Declaration – confirm that the information within this application is true and complete, and agree that any deliberate omission, falsification or misrepresentation will be grounds for rejecting this application and subsequent dismissal if employed by the organisation.

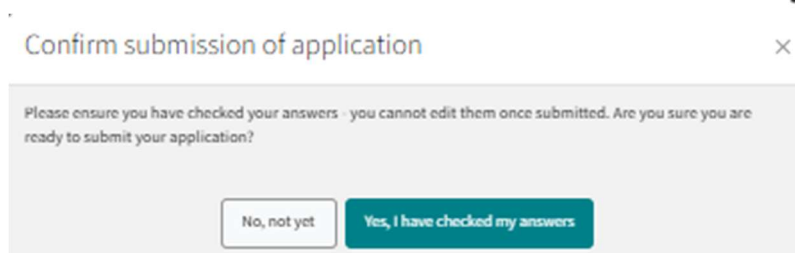
Submission

When all sections are marked as completed, you will then be able to submit the application by clicking the green button at the bottom of the page.



If you are unable to select this button, go through the application subsections to ensure all are marked in green, and all sections are marked as completed.

You will be prompted to check your answers, as once the application is submitted, you will not be able to edit this.



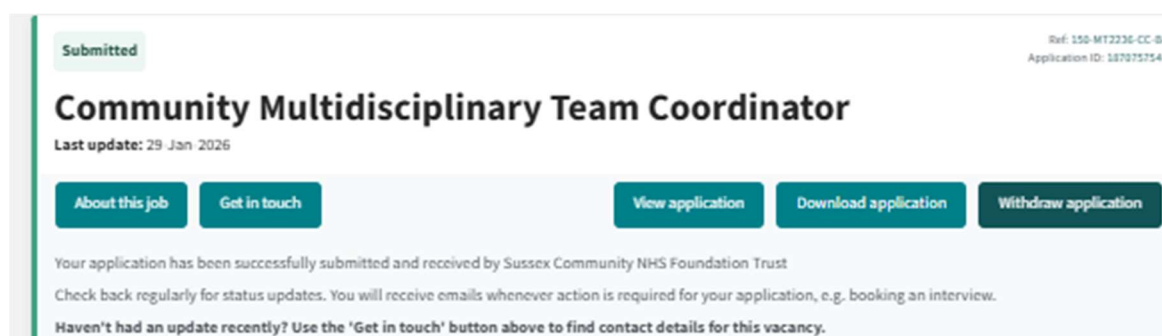
Confirm submission of application

Please ensure you have checked your answers - you cannot edit them once submitted. Are you sure you are ready to submit your application?

No, not yet Yes, I have checked my answers

If you have not checked your answers, select “No, not yet”, and this will take you back to the application to check through all information. If you have checked this, select “Yes, I have checked my answers” to complete the submission for this application.

You will then get confirmation of this submission:



Submitted

Ref: 150-MT2236-CC-B
Application ID: 187075754

Community Multidisciplinary Team Coordinator

Last update: 29 Jan 2026

About this job Get in touch View application Download application Withdraw application

Your application has been successfully submitted and received by Sussex Community NHS Foundation Trust

Check back regularly for status updates. You will receive emails whenever action is required for your application, e.g. booking an interview.

Haven't had an update recently? Use the 'Get in touch' button above to find contact details for this vacancy.

You can get further contact details from the “Get in touch” section. View your application, download your application and withdraw your application when you log in.

PLEASE NOTE:

- Everything marked with an asterisk (*) needs to be completed
- Incomplete draft applications are deleted 90 days after the submission date
- Vacancies may close early if a sufficient number of applications have been received, so make sure you complete and submit as soon as possible.