Completing your application form

Guidance notes

If you need further assistance with completing your application form, please contact HR Shared Services on 0300 330 0739.

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Data Protection Legislation

Under data protection legislation, the Counter Fraud Authority (NHSCFA) is the Data Controller (the holder, user and processor of data) for the information you have given us on these forms. We will use the information that you give us to:

- carry out the tasks we need to process your application in relation to the job shown in the title of these forms
- carry out any of our official business
- stop fraud or crime.

Application forms will be kept for 12 months from the closing date of the vacancy in accordance with the retention period for the Trac recruitment system. Please see our Privacy Policy here for further information.

General points

- Please note the closing date for the vacancy as late applications will not normally be accepted.
- Please include as much relevant information as possible on your application form.
- CVs will not be accepted.
- Fields marked with an asterisk (*) are mandatory and therefore must be completed.

Personal details

The NHSCFA is an equal opportunities employer. To minimise any opportunity for discrimination during the recruitment process, all identifiable information will be removed prior to shortlisting.

Please ensure that you enter your National Insurance number and indicate whether you require a Certificate of Sponsorship. As an employer, the NHSCFA has responsibilities under Section 8 of the Asylum and Immigration Act 1996 not to employ individuals (aged 16 or over) who are subject to immigration control. If you do require a certificate of sponsorship, please contact HR Shared Services on 0300 330 0739 to discuss your current visa status.

Equal opportunities

Please complete the equal opportunities monitoring form in full. This will enable us to monitor our recruitment process in conjunction with our equal opportunities policy and to comply with the requirements of the Race Relations Amendment Act 2000. The information you give us will be treated as strictly confidential and used for statistical purposes only.
This form will be separated from your application form before the selection process begins.

Declaration of convictions

In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of health services. If the post you have applied for falls within the above category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants must therefore declare information about convictions which for other purposes are 'spent' under the provisions of the act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

Depending upon the position you are applying for, you may be required to obtain a Disclosure from the Disclosure and Barring Service. If you are successful at interview stage, your appointment will be subject to a satisfactory Disclosure being obtained. Please note – a criminal record will not necessarily prevent you from being employed the NHSCFA.

Relationships to employees or members of the NHSCFA

Please note that any false or incorrect information you give as part of your application may result in an offer of employment being withdrawn, or if in post, dismissal.

Declaration

Please ensure that you complete the declaration at the end of your application form.

Application for employment

Education and qualifications

Please provide full details regarding your education and any further education you have undertaken including the grades that you achieved. If appointed, you will be asked to provide proof of your relevant qualifications.

Details of current or most recent employer

As a brief description of your current duties, you should include those duties which are particularly relevant to the post for which you are applying.

Details of previous employment

Please include all details of your previous work history including training schemes etc., starting with your most recent former employment first and working backwards. Please ensure that you complete all details e.g. dates, salary, leaving reason.

Additional information

You will need to detail how you match the criteria on the person specification and also how your previous experience, knowledge and skills match the requirements of the job description. Please give full details as this will enable us to assess your suitability for the post for which you are applying.

References

To ensure that the recruitment procedure is completed as quickly as possible, please provide the appropriate information in respect of your references. It is your responsibility to ensure that you have your referees' permission to put their name forward.

Your referees must include:

- your current or most recent employer
- details of your employers covering at least the last three years. If you are a student, please provide contact details of a teacher/lecturer/tutor at your school, college or university.

Email addresses should be supplied wherever possible as reference requests will be sent via email. If you do not want us to approach your referee/s before your interview, please indicate by ticking the box provided. Please note that in line with guidelines from the Department of Health, if you are successful at interview, your appointment will be subject to

us receiving satisfactory references. Please note that we cannot accept references from family or friends.

Thank you for applying for this position. We look forward to receiving your application.