



Mid Cheshire Hospitals
NHS Foundation Trust

Guide to Completing an Application



Because you tter

First, find your vacancy

You can find all of our current vacancies here:

www.mcht.nhs.uk/vacancies



Vacancies sit under “**sectors**”

- Nursing & Midwifery (this includes Healthcare Assistants, including Bank posts)
- Allied Health Professionals (this will include Therapy Assistant roles)
- Support Services (this will include Domestic, Catering, Porters, Security and Maintenance roles)
- Medical & Dental (Doctors)
- Health Science Services (Pharmacy roles)
- Administration (this will include Management, various admin, Reception, IT and most corporate functions such as HR and Finance)
- Volunteer

Note: “restricted” jobs are open to internal applicants only. We do not accept speculative applications or CV’s. You can only apply directly to an advertised vacancy. Current vacancies change constantly.



Once you have decided a vacancy is right for you, click “apply for this job”

You will be re-directed to **TRAC** to apply.

You can **“Log in”** to TRAC if you have an existing account or you will need to **“create an account”** if you don’t already have one.

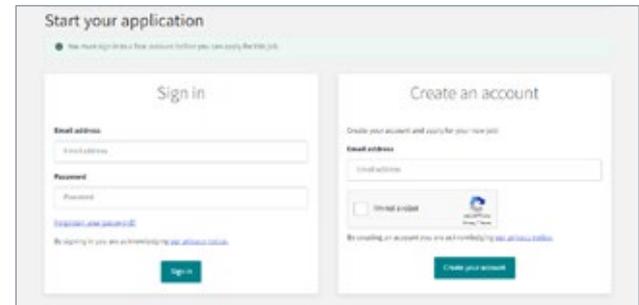
Pop in your email address and tick the **“I’m not a robot”** box.

Click **“create your account”**.

Trac will send an email to your email address. The title of the email will be **“creating your account on Trac”**.

Open the email and click the link to confirm your email address. This will take you to TRAC and ask you to create a password.

Use a password that you will remember!



Now you are logged in, and ready to apply

You will need to answer some pre-application questions.

- Are you currently employed by the Trust?
- Select your immigration status
- Select your employment status (at risk status)
- Tick the “privacy notice” and “continue”

You can either use a previous application or use a blank form

It's quicker and easier to use a previous application, as you will not have to start from scratch.

BUT If you re-use a previous application, please remember to amend it to be specific to the role that you are applying for. This will give you the best chance of being shortlisted.

Start your application

Please answer the following questions to start your application.

How are you currently an employee of M44 (Chester) Hospitals NHS Foundation Trust? *

Please select...

Choose your immigration status *

- I am a British citizen with the right to work in the UK
- I am an Irish national with the right to work in the UK
- I have obtained 'settled status' through the EU Settlement Scheme. The application for this status has been submitted and you have been granted it. You are currently a settled status holder.
- I have obtained 'Pre-settled status' through the EU Settlement Scheme. The application for this status has been submitted and you have been granted it. You are currently a pre-settled status holder.
- I am an EU EEA or Swiss national. The application for this status has been submitted and you have been granted it. You are currently an EU EEA or Swiss national.
- I have 'Indefinite Leave to Remain' in the UK with no time limit. The application for this status has been submitted and you have been granted it. You are currently an indefinite leave to remain holder.
- I have a 'Tier 1 (General) Worker' visa sponsored for me by my current employer. The application for this status has been submitted and you have been granted it. You are currently a Tier 1 (General) Worker visa holder.
- I have a 'Health and Care Worker visa' that was sponsored for me by my current employer.

Choose your employment status *

- I have a 'Temporary position'.
- I have a 'Fixed term contract'.
- I have a 'Zero hours contract'.
- I am a regular or permanent employee.
- I am a regular or permanent employee with a probation period.
- I am a regular or permanent employee with a probation period and a fixed term contract.
- I am a regular or permanent employee with a probation period and a fixed term contract and a fixed term contract.
- I am a regular or permanent employee with a probation period and a fixed term contract and a fixed term contract and a fixed term contract.

If you wish to provide any additional information regarding your rights to use a Temporary status, please do so here.

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

Continue

Buyer

Submit before 16 Apr 2022 23:59

[View my job](#) [View my form](#) [Cancel job](#)

Application for employment

You must submit your application before 16 Apr 2022 23:59. Incomplete draft applications are deleted 10 days after the submission deadline.

Getting started

To speed up your application, you can use a recent application as the basis for your new application. Alternatively you can start with a blank form.

How would you like to start your application? *

Use a recent application Blank form

Learn more

Start application

The application is split into sections

Such as:

- Personal details
- Application questions
- References
- Equal Opportunities

Click on **“start section”** to start each section.

Work through and complete each section.

The screenshot shows a web interface for an employment application. At the top, it says "Application for employment" and includes a deadline notice: "You must submit your application before 09 Apr 2022 23:59. Incomplete full applications are deleted 30 days after the submission deadline." Below this is a progress bar and a "Personal details" section. The "Personal details" section contains three rows, each with a "Not started" status and an "Open" button: "Personal details", "Qualifications", and "Mental Health Act 1983 (Exceptions) Order 1975 (as amended)". A "Mark section as complete" button is located at the bottom right of this section. Below the "Personal details" section is an "Application questions" section, which is also marked as "Not started" and has an "Open" button. At the bottom of the form, there is a "References" section, also marked as "Not started".



Personal details

Complete your Personal details: your name, address, phone number etc. Please use your full **“formal”** name (i.e. the name that is on your passport and drivers licence).

Our application asks you to declare any relationships with anyone you know at the Trust. You only need to do this if there is a “conflict of interest” (for example, you personally know the manager of the vacancy).

Under Rehabilitation Of Offenders, please follow the guidance on the application form about any convictions we need to know about.

Note: A previous conviction doesn't automatically mean that you will be rejected. Each conviction will be risk assessed on an individual basis



The screenshot shows a web form titled "Personal details". At the top, there is a note: "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 love to take the opportunity to thank you for applying." Below this, there are three sections, each with a "Not started" status and a "Save" button:

- Personal details
- Relationships
- Rehabilitation of Offenders Act 1974 (Exceptions: Order 1975 (see answer))

At the bottom right of the form, there is a green button that says "Mark section as complete".

Mark the
section as
complete and
“save” it

Education & professional qualifications

List your “academic” qualifications, such as:

- GCSE
- A Level / AS Level
- Degree
- Functional skills
- NVQ
- Apprenticeship
- HNC / HND

add the subject / place / grade and year attained.

Relevant training courses

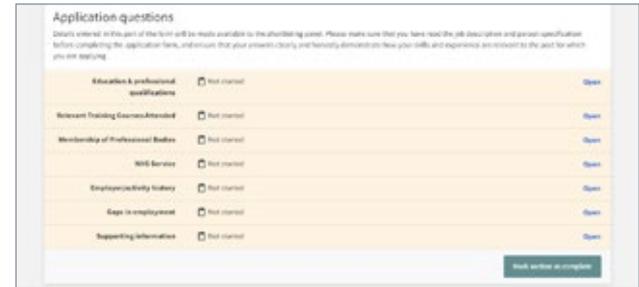
List any “work” related training, such as first aid, food hygiene etc.

Membership of professional bodies

List your professional registration. This is not relevant for some roles, but used, for example, for a nurse, who needs to be registered with the NMC.

NHS Service

Record if you have previously worked for NHS.



The screenshot shows a web-based application form titled "Application questions". At the top, there is a disclaimer: "Details entered in this part of the form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form, and ensure that your answers clearly and honestly demonstrate how your skills and experience are relevant to the post for which you are applying." Below this, there is a list of seven questions, each with a "Not started" status and an "Open" link:

Question	Status	Action
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
Employability history	Not started	Open
Gaps in employment	Not started	Open
Supporting information	Not started	Open

At the bottom right of the form, there is a button labeled "Back to my application".

Employer Activity History

List **ALL** your previous employers, starting with the most recent and working back.

In **“reason for leaving”**, put an honest reason for leaving your jobs. Bear in mind that we will ask for references if you are successful.

In the section **“your roles & responsibilities”** put an outline of what you do in your current role. Although it says “brief”, try to give a good description of what you do.

Concentrate on any aspects of your current/previous roles that are similar to the new role that you are applying for.

“save” once you have added your full employment history.

If you do not have a current or previous employer, or you have long gaps in your employment history, explain the reasons why. You can do this in the **“gaps in employment”** section.

Remember: Tell the truth!

Employer Activity History

Please record below the details of your full employment history beginning with your current or most recent first. Up to 10 previous employers can be recorded here. If required, please provide additional information regarding your employment history within the Supporting Information section.

Number of employers added

+ Add to list

Employer name

Employer address

Type of business

Reporting to (job title)

Telephone

Year job title

Start date

End date

Grade

Salary

Period of notice

Reason for leaving if applicable

Number of 10 weeks

Brief description of your duties & responsibilities

Number of 10 weeks

+ Add another Done

Supporting Information

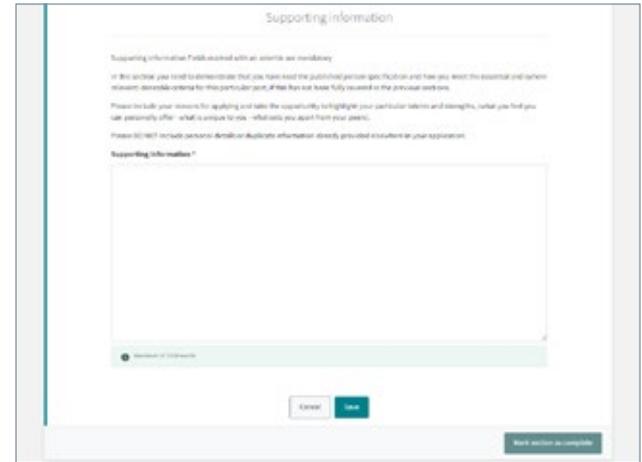
This is the most important section, and the one that you should spend the most time on.

The information here is a large part of what managers will use to decide whether to invite you for an interview.

Remember: our manager reading your application **KNOWS NOTHING** about you. They will only know what you write in your supporting information.

The **“supporting Information”** section is your opportunity to sell yourself.

Spell out to the manager why you would be suitable and how you meet the job description and person specification.



The screenshot shows a web form titled "Supporting information". The form contains the following text:

Supporting information (Published with an account on candidate)

If this section you need to demonstrate that you have read the published person specification and how you meet the essential and where relevant desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, what you feel you can personally offer - what is unique to you - differentials you apart from your peers.

Please do not include personal details or duplicate information already provided elsewhere in your application.

Supporting information*

Below the text area, there are two buttons: "Cancel" and "Save". At the bottom right of the form, there is a button that says "Back section as complete".

Your **“supporting Information”** should include:

- **An Introduction**

This should be an introduction to yourself. Don't put anything personal here, (so, not stuff like you are a mum or you like football) but begin to tell them what kind of person you are.

Tell the short-lister who you are and what your personal strengths are.

This is a good place to be aware of the **Trust's values**, and to make sure that what you are putting sits in line with these values. www.mcht.nhs.uk/values



We put you first
involving you in decisions which affect you and making time to learn from what you tell us to get it right for patients and staff every time.

We strive for more
setting ourselves high standards, encouraging innovation and sharing best practice to be the best we can be and deliver great quality, safe care.

We respect you
embracing diversity and treating everyone with understanding, dignity and compassion to support and care for the people we work with and for.

We work together
with colleagues and partners to go beyond traditional boundaries and deliver care which truly benefits our patients and meets their individual needs and wants.

- **What you know and what you can do**

Explain your skills, knowledge and experience and how they are relevant to the job that you are applying for.

These skills may come from a job, volunteering, work experience placement, school, college or university, or any other area of your life.

Look at the Job Description/person specification for the role.

Think about what you can do that demonstrates that skill, and then share an example.

Make your skills, knowledge and experience obvious for the person who is shortlisting! Don't expect them to "read between the lines" or make any assumptions.

You will have to **spell it out** for them!



- **Your Motivation.**

This should cover 3 areas:

1. Why do you want to work for the NHS?
2. Why do you want to work for Mid Cheshire Hospitals?
3. (most importantly!) Why do you want to do THIS job?

- **Explain “why you”?**

This is what you can bring to the role, and what sets you apart from any other candidate.

You can say something like “There are numerous things I can bring to the role which I believe will be a benefit (and then list them)...” or “The thing that sets me apart from others is...”



- **Finish with a “Call to action”**

A call to action is a trick used in marketing campaigns (and that is exactly what a job application is!)

It helps encourage people to take the action that you want them to. You could finish your supporting statement with something like:

- “If you shortlist me and invite me to interview, I will be happy to tell you exactly how I would make your perfect candidate”
- “I’m excited to have the opportunity to talk to you about how I could join your team”
- “I am keen to meet with you to see what I can contribute to the NHS, and to your role”.

Remember to mark each section as complete and “save” as you go along



References

For the majority of our roles, we will not ask for references until you have been successful and been made an offer of employment.

But, completing reference information at this stage makes it easier for us to do your pre-employment checks if you are successful.

Please give contact details for your managers for all the jobs you have held in the last three years.

We don't need any reference information for employment prior to three years ago.

Email addresses are critical!! Please provide your manager's work email address.

If you haven't worked or have gaps in your employment, you will need to provide two character references.

The screenshot shows a 'References' form with the following sections:

- References** (Title)
- Instructions:**
 - "If you are successful prior to appointment, we will take up to three references as needed to cover all activities, including periods of employment and full-time education, that you have undertaken over the past three years. Any other will be subject to those being satisfactory. Please ensure that prospective full contact details for your Employer/Line Manager or General Practitioner for GP/contractors. Please include their work email address where possible to avoid any unnecessary delays."
 - "If during the last three years you have any periods in which you have not been in either employment or full-time education please provide details of someone who can provide a character reference for you to cover this period. Character references should be provided by a person of standing in the community such as a teacher, health care professional, a teacher, physiotherapist, registered nurse, director of Religion, Police Officer or Solicitor. Character references should only be used in EXCEPTIONAL circumstances to cover periods of time where you have not been in either employment or education."
 - "Please use the 'Add another' button below to add as many references as required to meet the above requirements. Periods that references cover may overlap but there should not be any gaps over the past three years."
- Form Fields:**
 - Referent's title:
 - Referent's first name(s):
 - Referent's surname:
 - Referent's organisation name:
 - Job title:
 - How do they know you?:
 - UK address search:
 - Country:
 - Telephone no.:
 - Mobile no.:
 - Email address:
 - Can the referent be approached prior to the interview?:
 - Period this reference covers from: to:
 - Period this reference covers to:
 - What name will the referent know you by if different from your current name?:
 - Why has your name changed?:
- Buttons:**
 -
 -

Equal opportunities

This section is used for statistics/monitoring by TRAC.
Manages of the vacancy **DO NOT** see this information.

Please complete:

- Equality & diversity
- Date of birth
- Gender
- Marital status
- Ethnic origin
- Sexuality
- Religion
- Disability
- Where did you learn about the vacancy

The final thing to do is complete the declaration that everything you have put on your application form is true.

Equal opportunities

HRD organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all HRD organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity status, religion or belief, sexual orientation.

Therefore a series of questions need to be asked in order to provide what is suitable for each position and to ensure that we are not being unfairly discriminated against or disadvantaged.

The information on this application form will be retained from your application form and will not be used as part of the selection process, nor will it be seen by anybody who is interviewing you. This information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

The Equality Act 2010 prohibits people discriminating on the grounds of:

- their age and sex
- their race which includes colour, nationality, ethnic or national origin
- their religion or belief (including a lack of any belief)
- their sexual orientation, for it includes gay, heterosexual and bi-sexual

The Equality Act 2010 also protects people who are married or in a civil partnership.

Equality and Diversity Monitoring	<input type="checkbox"/> Not started	Open
Disability	<input type="checkbox"/> Not started	Open
How did you learn of this vacancy?	<input type="checkbox"/> Not started	Open
Declaration	<input type="checkbox"/> Not started	Open

Mark section as complete

STOP!

Before you submit your application, here are a few points to consider:

- Make sure that your application is **100% truthful**
- Check that your **grammar and spelling are correct**. Incorrect grammar and spelling will make it look like you haven't made an effort with your application. If you are not great at that kind of thing, then ask someone who's good at it to check!
- You should write an application in a more formal style. Think about how you would say something to a friend, compared to how you might tell your head teacher the same thing. You would likely use different styles of language. **A more formal style is better for an application.**



Submit!

Once you have completed all sections, the green **“submit application”** button will become active, and you will be able to submit your application.

If it is **“greyed out”** it means that you have missed something on your application.



Good luck!





Mid Cheshire Hospitals NHS Foundation Trust

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mcht.nhs.uk



@MidCheshireNHS



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Because you tter