

Information for Applicants

How will you communicate with me?

Our method of communication will always be via trac. Please ensure that you check your email account on a daily basis ensuring that your junk mail folder is also reviewed.

We will notify you if you have been shortlisted to attend an interview and contained within the message will be clear instructions that you should confirm your attendance through your trac account. You will then be allocated an interview time slot. If you do not confirm it will be presumed that you are not attending and you will be removed from the interview schedule.

The Trust has the right to close vacancies prior to the published closing date if they so wish and this is stated at the bottom of each advert

How will my skills and abilities be assessed?

We decide who to interview based on the information that you provide on your electronic application form, specifically, but not limited to, the information that you provide in the supporting information section. Before completing the application form, you need to read the job description and the person specification. This information will tell you what kind of knowledge, skills, experience and abilities are needed to do the job and which you need to ensure are demonstrated in your application.

In order for you to be considered for interview you must be able to demonstrate on your application form that you meet each of the essential criteria and ideally all the desirable criteria outline on the person specification. However, if you do not meet some or all of the desirable criteria you may still be invited for interview. You might find it useful to use the headings in the person specification and write under each of these how you meet the criteria.

Do not send a curriculum vitae (CV) or paste this into the additional information section as this will not provide the shortlisting manager with adequate information to demonstrate your skills and abilities. The application form contains various sections which you must complete to demonstrate your education & qualifications and employment history. You do not need to repeat this information in the additional information section.

It is important to note, that shortlisting managers are instructed to set aside previous knowledge of applicants and shortlist purely on the basis of information contained within the application form. This is to ensure that there is no unfair advantage. Therefore internal and previous employees are reminded to ensure that their applications are completed in full and demonstrate how they meet the essential and desirable criteria.

How can I increase my chances of getting an interview?

If you do not complete the application in full and demonstrate how you meet the essential, and where applicable, the desirable criteria, then you cannot be considered for interview. It is not enough to just state that you meet the criteria, you need to explain how you meet the criteria by giving examples from past or present paid/unpaid work experience, from home, school, college or a hobby. For example, if IT skills were one of the essential criteria and you have used a computer at school, home or work, you could write, "I have experience of using word processing and spread sheet packages such as Word and Excel to write letters and manage my finances. I also have experience of using the Internet and can send e-mails." Ensure that you check your spelling and grammar before you submit your application.

We use competence based interview questions to identify whether candidates display the required skills, knowledge and attributes for the role. When preparing for an interview, look back at the Advert, Job Description and Person Specification to remind yourself what the job is about, and what the panel will be looking for. Try to think of practical examples to talk about at interview. For example, panels often ask about times you have worked as part of a team, and/or times when you have worked on your own initiative etc. Using the Job Description, try to think of any relevant experience you have that relates to the activities that the job will involve.

Please note that in addition to a structured interview, some of the following selection techniques may be used, particularly for senior posts and vacancies which attract a high volume of applications. You will be advised in your 'invite to interview email' if any of these selection techniques will be used.

- * Literacy and Numeracy Testing
- * Presentation
- * In-tray exercises
- * Typing tests

References

It is good practice to check with your referees that they are happy to provide a reference for you. We will only send for references after the interview, once a provisional conditional offer has been made.

Your referees must cover the last 3 years. If you have had more than 2 employers in the last 3 years you will need to give details of referees from each employment over that period.

If you are unemployed your first referee must be your last employer. If the company you worked for has closed down or you have recently entered the country, your referee may be a person who knows you in a professional capacity, for example through voluntary work or a New Deal or Employment Adviser, or College Tutor.

If you are self-employed or have never been employed your first referee should be someone of professional standing who can comment on your ability to do the job. If you are a school leaver your referee should be your Head Teacher, Teacher or Tutor.

In all cases the referee identified should be a person having management responsibility. In the case of health professionals this should be your clinical line manager, Medical Director or Chief Executive as appropriate.

If you fail to provide enough referees to cover the full previous 3 years, this will delay your application if you are successful and could result in your offer being withdrawn.

Occupational Health

All posts require an assessment by our Occupational Health Department. This is to establish if the post you have been offered would have a significant impact on your health. The Occupational Health Department will also be able to advise if any 'reasonable adjustments' are required to enable you to fulfill the role if you have a disability.

If successful, you will be required to make signed declarations about your health and it may be necessary for you to attend an appointment with the Occupational Health Department.

Disclosure & Barring Service

The majority of the posts advertised with Stockport NHS Foundation Trust will be working or dealing with vulnerable people. Because of this, the posts that are advertised are exempt from the Rehabilitation of Offenders Act 1974, Section 4.2. This means that applicants **must** declare any convictions, even if they are 'spent'. This doesn't necessarily mean that you will be automatically excluded from being considered for the post. All information will be considered on an individual basis, taking into account factors such as, what the conviction is for, how long ago it was committed and what kind of impact it might have on the job applied for. If you have a criminal record and would like further advice, please contact the Recruitment Team. All information given will be treated confidentially.

If the post you apply for requires a DBS disclosure this will be stated on the advert along with the necessary fee which will be taken from your first salary. If successful in your application you will be required to make a full declaration of any criminal record that you may have and will be required to visit the recruitment team to produce identity documents and complete the online application for a full check by the Disclosure & Barring Service.

Right to Work in the UK and Identity Check

All applicants are required to produce original documentation that proves their identity and right to work in the UK. This information should be presented at interview to the chair of the panel.

Professional Registration Verification

If the post you are applying for requires professional registration in the UK, you will be required to provide original documentation at interview. Appropriate checks will also be made with the relevant professional body e.g., NMC or HCPC.

I have a disability. What help can you give me?

Stockport NHS Foundation Trust has been awarded the Disability Two Ticks Award. As part of this the Trust must take action on the following five commitments:

1. To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
2. To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what you and they can do to make sure they can develop and use their abilities.
3. To make every effort when employees become disabled to make sure they stay in employment.
4. To take action to ensure that all employees develop the appropriate level of disability awareness needed to make your commitments work.
5. Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and the Employment Service know about progress and future plans.

These commitments ensure that disabled people are supported by us and treated fairly at every stage of their selection and employment. If you are a job seeker, look for the two ticks symbol on our adverts. This shows that we are positive about employing people with disabilities and will be keen to know about your skills. If you meet the essential criteria for the job, you will be guaranteed an interview.

The definition of 'disability' is very wide. However, in general, this can be any of the following:

- physical impairment;
- sensory impairment;
- mental health condition;
- learning disability/difficulty;
- long standing illness, some of which can be acknowledged as a disability from day one of diagnosis

Frequently Asked Questions

Why is there such a big difference between the bottom of the pay and the top of the pay scale advertised?

NHS pay is based on the national agreed pay system called 'Agenda for Change'. Each job is allocated a 'pay band' – this will be shown on the advert. For people without NHS experience, it is normal for them to start on the bottom of the pay band. Those with NHS experience will need to have their current salary validated in order to be paid above the bottom of the pay band.

Staff in the NHS have an annual appraisal of their knowledge and skills and if they have provided evidence of progression, they receive an annual increase until the top of the band is reached.

What does Pro-rata mean?

This means that we are quoting the salary for the job if worked full time hours (37.5 hours per week). If the job is only for 18.75 hours per week, this is only 50% of our full time hours. The salary paid will be 50% of the salary quoted.

What will my hours be?

Our full time hours are 37.5 per week. Where there are specific requirements for the post, these will be detailed in the advert. We provide 24 hour care to our patients and service users, so some posts will require shifts to be worked throughout the day and night, seven days a week. This is common for Ward based jobs such as Health Care Assistants and Nurses.

How much leave will I get?

If you work 37.5 hours per week, you will be entitled to the following annual leave entitlement per year:

On appointment	27 days
After 5 years NHS service	29 days
After 10 years NHS service	33 days

In addition you will be entitled to an allowance for Bank Holidays and there are normally 8 Bank Holidays in a year.

If you work part-time, your annual leave will be pro-rata. This means that if you work 50% of our full time hours, you will be entitled to 50% of the annual leave entitlement. The same applies to the Bank Holiday allowance.

The annual leave year runs from 1 April to 31 March. If you start employment part way through the leave year annual leave entitlement will be calculated on completed calendar months.

Can I join the Pension Scheme?

If you are eligible to join the NHS Pension Scheme you will automatically become a member unless you choose to opt out. If you are not eligible to join the NHS Pension Scheme you may be enrolled into our alternative pension scheme, NEST.

Where will I work?

The Trust has many sites and the base for this job will be shown in the advert but these are subject to change. However, it is important to note that any appointment will be to the Trust regardless of the location.

Can I smoke on duty?

The Trust operates a no-smoking policy. Smoke free means that smoking is not permitted within any of the Trust's buildings or grounds