



# Guidance Notes for Applicants



## Contents

1.	Introduction .....	3
2.	The Job Description and Person Specification .....	3
3.	The Application Form.....	3
4.	Declaration.....	4
5.	Employment History .....	4
6.	Supporting Statement .....	4
7.	What Happens Next? .....	4
8.	Interviews.....	5
9.	Safe Employment Checks.....	5
	• References.....	5
	• Professional Registration and Qualification Certificates (If relevant to the Role).....	6
10.	Conduct.....	6
11.	Registration/Fitness to Practice .....	6
12.	Disclosure & Barring Service (DBS).....	6
13.	Proof of your Identity .....	7
14.	Diversity and Inclusion .....	7
15.	Immigration Status/Eligibility to Work in the UK .....	8
16.	Information for Disabled Applicants .....	8
17.	Contact Details.....	8

## Introduction

The application form is the first stage in the recruitment and selection process and is a key element in being shortlisted for an interview and the possible offer of a job. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

The information presented on application forms is standard so that everyone can be considered on the same basis and the interview confirms that you have the necessary attitude, motivation and ability for the job.

These notes provide guidance on completing the application form and also further information regarding the recruitment process.

## 1. The Job Description and Person Specification

Please read the job description and person specification together with any supporting documentation carefully before completing your application form.

- The Job Description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post.
- The Person Specification provides information about the characteristics that are essential or desirable to perform the duties in the job description, i.e. qualifications, specific experience & training, knowledge and skills and personal attributes that the ideal candidate will have to enable them to undertake the job. The purpose of the person specification is to assess each candidate against the requirements of the job role.

Prior to your application, if you have any questions concerning the job role, the key recruiter can be contacted for further information, details will be available on the advert.

## 2. The Application Form

Your application form is all we have to determine our shortlist for interview, so please take care when completing the form and ensure that you provide all the relevant information requested. Use the supporting information space on the application form to demonstrate how your skills, knowledge and experience meet the requirements of the person specification, giving relevant examples where appropriate, particularly if you are asked to show how you meet the selection criteria; your application is likely to be scored according to how closely you meet the selection criteria. Include any information about yourself, relevant to the post you are applying for.

A CV alone will not be accepted however, it is possible to cut and paste any relevant information into the supporting information part of the application form.



### 3. Declaration

By completing and submitting the application form, we understand that you accept the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or your appointment being terminated.

### 4. Employment History

This will be used to establish whether or not you meet the experience requirements of the post.

Start with your most recent employer. Include all previous employment whether it be temporary or voluntary work with the names and addresses of present and past employers and an outline of the position held, salary and reason for leaving.

Please check that the dates are correct and in order, with your current or last employer first. If there are gaps in your employment history, please provide reasons for these.

### 5. Supporting Statement

You should use this section to outline how you meet each of the requirements on the Person Specification. Use examples of your relevant skills, experience and qualifications to show how you meet each of the criteria. Remember that skills and experience can include voluntary unpaid as well as paid work experience. **It is not enough to simply say that you meet the criteria, you must demonstrate how**, using examples from your work, education or personal life. It is a good idea to address the criteria on the Person Specification point by point showing how you meet all of the 'Essential' criteria and the 'Desirable' criteria if appropriate.

### 6. What Happens Next?

You are advised to make your application as soon as possible as we reserve the right to close vacancies early if a large number of suitable applications are received.

Please be aware that some of the positions advertised will be marked as Internal to Trust employees only.

You may find it helpful to keep a copy of the completed application form and any further information you have provided, for your own records. After the closing date the Recruiting Manager will consider the applications and select candidates for interview. You will be informed via your email account as to whether you have been short listed or not. If short listed, details of your interview will follow. Please ensure you check your account regularly.

## 7. Interviews

An interview is your chance to give a good account of yourself! Preparation is key and you will increase your chances if you:

- Check out in advance where the interview will be held and work out how to get there and arrive with plenty of time to spare.
- Remember the interview panel is on your side. You have been invited to the interview because we liked your application form and want to know more about you.
- Listen carefully to the questions and answer them as clearly as you can.
- Be prepared to demonstrate your understanding of the WUTH core values and how you would apply them in your everyday work.
- Don't rush. Think about your answers. If there's something in the question you don't understand, ask for clarification.
- Think in advance about any questions you might have for the panel and take the opportunity to ask them at the end. The interview is a two way process and is your opportunity to assess if the job and organisation are the right fit for you.
- If you are intending to visit the department prior to your interview, contact the key recruiter for further information, details will be available on the advert.

## 8. Safe Employment Checks

### References

Please provide the names of two people; these should be your current or most recent employer(s).

If you are a student/newly qualified healthcare professional, the referees provided should be your University Tutor and a Placement Mentor.

If you are currently out of paid employment, or have never been employed, name someone who knows you well. This should not be a friend or relative and someone of standing within your community, e.g. teacher, nurse, lawyer, doctor, etc.

School or College leavers should give their Head Teacher or College Principal as the first referee.

- If for any reason you have changed your name e.g. by marriage, deed poll, please indicate the name by which the referee(s) will know you.
- Your references will be taken up following the conditional offer of employment. All offers are conditional subject to receipt of satisfactory pre-employment checks.

- It is essential that you give clear and full contact details including email address for your referees, as difficulties in contacting referees and obtaining references may affect the time it takes to confirm an offer of appointment.

## **Professional Registration and Qualification Certificates (If relevant to the Role)**

For some posts you will require registration with a professional body and/or qualifications. This will be stated on the person specification and/or on the job advert. Appointment to any position is conditional on satisfactory registration check and/or qualification checks and information disclosed on the application form will be checked.

## **9. Conduct**

All applicants for employment with the Trust are required to disclose both on the application form and at interview whether they have ever been dismissed from employment. The Trust will then take a view as to how this affects your potential future employment. In addition this information will be sought from identified referees.

## **10. Registration/Fitness to Practice**

Applicants for employment with the Trust are required to disclose both on the application form and at interview, whether they are the subject of any fitness to practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country. The Trust will then take a view as to how this affects your potential future employment. In addition, you will be required to provide proof of valid registration and to maintain that registration throughout any subsequent employment. Registration status will be checked prior to any offer of employment being made.

## **11. Disclosure & Barring Service (DBS)**

Many posts in the Trust are exempt from the Rehabilitation of Offenders Act 1974. For these posts a disclosure submission will be made to the Disclosure & Barring Service (DBS) formerly known as Criminal Records Bureau (CRB), this check will be undertaken prior to the commencement of employment. The cost of a DBS application is £28.00 (standard) or £45.00 (enhanced); this cost will be deducted from your salary over the first three months of employment if you are successful in your application. The fee for the update service is £13 per year and applications for volunteers are free of charge.

At interview you will be asked if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current DBS guidance.

For current DBS filtering guidance please visit:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

For further guidance on unspent convictions, cautions, reprimands or warnings please visit:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/299916/rehabilitation-of-offenders-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf)

The DBS has produced a Code of Practice, which the Trust adheres to. Should you wish to view the Code it is available on the DBS web site at: <https://www.gov.uk/government/publications/dbs-code-of-practice>

## 12. Proof of your Identity

Once your references have been received you will be invited to attend a meeting with the Recruitment Team, who will carry out the Trust's safe employment checks. For all posts you will be asked to provide an original form of photographic identification, these include:

- Current UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Passports of non EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
- A current UK or EU/other nationalities photo-card driving license (providing that the person checking is confident that non UK photo card driving licenses are bona fide)
- A national ID card and/or other valid documentation relating to immigration status and permission to work.

Any document that is not listed above (i.e. an organisational ID card) is not acceptable.

## 13. Diversity and Inclusion

The Trust is committed to ensuring that Diversity and Inclusion is integrated in business as usual.

**Our vision** is to create an environment for patients and staff where the principles of equality legislation are fully embraced and where people feel respected, valued and treated with dignity, with better health outcomes for all.

**Our aim** is to ensure that our services are accessible to all members of our community, that they are delivered equally regardless of any differences and that our staffing reflects the communities we serve.

The Trust is required to ensure it upholds the provisions contained within related legislation such as the Equality Act 2010, along with its Public Sector Equality Duty (PSED) and therefore requires public bodies to:

- Have due regard to the need to eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The Trust has developed a strategy that outlines its commitment to this agenda, with key objectives and priorities identified in order to achieve its vision, aims and legal obligations.

## **14. Immigration Status/Eligibility to Work in the UK**

The Asylum and Immigration Act 1996 requires us to ensure that our employees hold valid documents supporting their identity and their entitlement to work in the UK. By making these checks, we can be sure that we are not breaking the law by employing illegal workers and only employ people who are legally permitted to work in the UK.

These checks are now a routine part of the employment process for all UK employers. We must ensure that we have seen and checked the appropriate documentation.

You must provide a work permit, or other document showing approval to take employment that has been issued by Work Permits UK. Along with a document issued by Work Permits UK, you must also provide one of the following documents:

A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit/employment in question.

A letter issued by the Home Office confirming that you are able to stay in the UK and that you can take the work permit/employment in question.

For applicants requiring Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experience and skilled EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour market test. The UK Visas and Immigration Department requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information, please visit the UK Visas and Immigration website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

It is essential to provide details of your eligibility to work in the UK before an offer of employment can be made.

## **15. Information for Disabled Applicants**

Please let us know if you have any particular requirements to enable you to participate in the application and selection process. We will be pleased to discuss any reasonable adjustments needed.

## **16. Contact Details**

If you require any further information please contact the Recruitment Team between 9.00 a.m. to 5.00 p.m. Monday to Friday.

**Tel: 0151 482 7655**