

Guidance for Applicants

Thank you for your interest in working with George Eliot NHS Trust. The following information is intended to help you complete the online job application form and our recruitment check procedures.

Please note:

- Our adverts do sometimes close before the published deadline owing to the volume of applicants, so you are advised to apply as soon as possible.
- Please ensure you provide an email address and contact phone numbers for referees. This can expedite your pre-employment checks no end.
- We tend to send communication about your job application via email and/or text message so after you apply, check your email address and Trac account regularly.
- If you have Hotmail or Yahoo email addresses, please check your 'junk mail' folders as sometimes our messages get filtered into them.

Read the application form

The application form plays an important part in the selection process, both in determining whether or not you will be shortlisted for an interview and as a source of information for the interview itself. The following advice is designed to help you to complete the application form as effectively and accurately as possible.

Before you start completing your application form you are advised to read it through and have to hand the following information as it will be needed:

- National Insurance Number (if you have one)
- Contact emails and phone numbers for your referees
- Dates of education attainments including original certificates for verification
- Relevant dates and salary information pertaining to all your previous employers
- Your professional registration / pin number if appropriate

Job Description and Person Specification

These documents are attached and will provide you with more information about what the job role involves and what the essential and desirable criteria are. Essential criteria detailed are 'necessary' for the role; desirable criteria are the more 'nice to have'.

It is essential that you read through both documents carefully to gain an understanding of what the role entails. Please remember that those on the selection panel will be looking for you to clearly evidence the identified criteria by providing examples within the supporting information. Examples should be recent, specific and relevant.

To help you compile your evidence effectively it may be useful to consider the **STAR** method which is a technique often used by interviewers to explore the examples you provide them with. However, the technique can help you structure examples in your application form:

S – Situation

T – Task

A – Action

R – Result

Completing the application form

Application forms are definitely worth your time and attention to get them right. The points below are intended to help you complete your application as effectively as possible:

- You may be asked to answer some pre-application questions before you can complete the form itself. Make sure you answer all of these. They have been designed to help you quickly work out whether you are suitable for the role.
- Please do not use block capitals.
- Do ensure that the information provided is honest and accurate.
- Do ensure that all sections of the application form are completed.
- Make it easy for the selection panel to see how well you fit the job.
- Provide a full and continuous history of your education/training and employment/unemployment.
- Check all spelling and grammar. Do not rely solely on computer spellcheckers. Poor spelling and grammar is often a reason why an application can be rejected.
- Avoid jargon and acronyms.
- Read and check your application to ensure it makes sense before you submit it. Perhaps ask a critical friend to read through it.
- Once completed, submit the application form as soon as reasonably practicable but before the closing date to avoid disappointment.

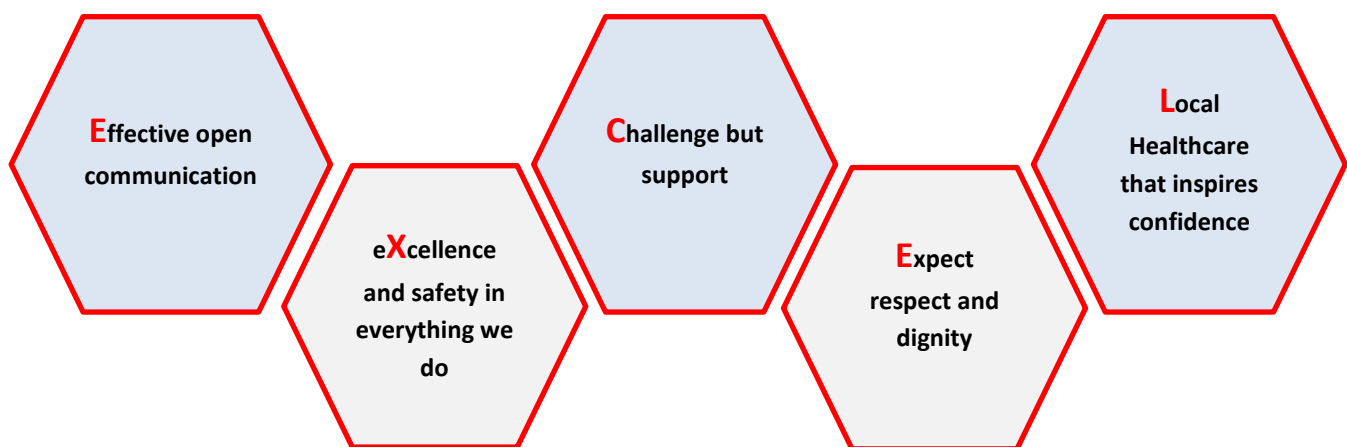
Interviews

If you are selected for interview, you will receive an email notification via Trac so do remember to check your emails and junk mail regularly after the closing date. If you are selected for interview you will be asked to book an interview slot via Trac. We kindly ask that you do this at your earliest

convenience. If you do not confirm your attendance, the Trust will assume that you will not be attending.

During the interview, you will be asked a series of competency and values based questions to review your skills and experience against the job description, person specification and Trust values. Sometimes, the selection process will consist of more than one method of assessment. For example, you may be asked to give a presentation or complete an in-tray exercise. For assessments used in addition to structured interviews, notice may be provided in advance or on the day.

The Trust has a vision to excel at patient care which relies on our employees displaying our core values as detailed below. Interviews will always include value based questions to ensure that your behaviours and values are aligned to those of the Trust, to support effective delivery of excellent patient care and experience.



We do recognise that however much preparation you do beforehand, going into an interview is still slightly nerve-wracking. However, there are a number of techniques you can use to help you prepare for the day.

Interview preparation

- Make sure you re-read the job description and person specification.
- Remind yourself of what you wrote in your application on how you met those requirements.
- Learn about the organisation itself – what makes it different from others and whether those differences will have an impact on your work.
- Think about what type of questions will be asked about yourself and write down some thoughts on how you might answer them.
- Prepare some questions to ask the panel. Be careful not to ask for information that has already been provided or discussed during the interview.
- Consider how you will explain any problematic aspects of your career, such as gaps in your employment, reasons for leaving etc.
- Plan your journey in advance. Remember hospitals can be difficult to navigate round.
- Remember you will need to bring sufficient evidence to confirm your identity.

Make a good first impression

There are a couple of simple steps to take to create a good first impression:

- Arrive in plenty of time and allow for contingencies. If you do get delayed, make sure you notify the appropriate person within the Trust as soon as possible.
- Wear appropriate interview attire.
- Ensure your mobile phone is switched off or is on silent.
- Demonstrate in the interview you have done your research on the Trust.
- Review the initial job posting.
- Greet the interviewing panel with a firm handshake and maintain good eye-contact.

During the interview

- Maintain eye contact with all members of the interview panel. Do not solely focus on the person who has asked the question you are answering. It is important to engage with all.
- Listen very carefully to the interviewing panel introductions to help establish rapport.
- Listen to the question in full before providing a response and seek clarification if you don't understand.
- Be clear and concise in your responses.
- Remember to use the **STAR** technique to ensure your examples are well structured.
- Do give real examples of 'how' you have achieved a positive outcome; specify what these were and the benefits. Be clear about what your personal contribution was.
- Remember to use 'I' rather than 'we'.
- Make sure you understand the organisation's vision, values and strategic objectives so you can talk about why it is important to you and how you are a fit.
- Be aware of your non-verbal communications. You want to convey that you're confident and really want the job.
- Be positive at all times and thank the panel for their time. Again, this reiterates your interest.

Offer of Employment

If you are successful you will be contacted by the recruiting manager and sent a conditional offer, again through your Trac email account. The conditional offer is subject to a number of pre-employment checks as detailed below. You will be informed of those checks which are relevant to you.

Checks include:

Identity Check

Right to Work

Criminal Record Check

Employment History and Reference Checks

Occupational Health

Professional Registration/Qualifications

Checks can considerably slow down your start date therefore you are urged to complete them as soon as reasonably practicable. You will find information on Trac which guides you on the various evidence required to satisfy checks. When you have your documents ready to bring to Human Resources you will need to book an appointment through Trac to bring in your documents. As soon as all checks are complete and satisfactory a start date will be agreed and an unconditional offer and written statement of particulars will be issued.

Start dates ordinarily coincide with the Trusts Corporate Induction dates which run on the first Monday of the month, unless this is a bank holiday when it reverts to the second Monday in the month.

Starting Salary

The expectation is that all new appointees start at the bottom of their pay band. Demonstrable experience in line with NHS salary progression will be required to justify a higher starting salary. In all cases you will be asked to provide payslip evidence of your current or most recent salary.

Pay Day

Pay day is the last Wednesday of the month. The only time this tends to change is Christmas when it is brought forward so that employees receive payment before Christmas. As soon as a revised date is agreed with the Trusts external payroll provider, employees are notified.

If you start after induction; depending on the payroll cut-off date, you may have to wait until the following month to be paid. The Resourcing Team will be able to advise you on this if applicable.

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