

# Guidance Notes for Applicants

Please read these guidance notes before  
submitting your job application online



# Introduction

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Welcome to South Tees NHS Foundation Trust. The aim of this document is to provide people who are considering applying for employment with the Trust with additional information regarding the application form and recruitment process.

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As an employer we have a legal duty to ensure that all people have equality of opportunity to be considered for employment, training and promotion. We aim to ensure that wherever possible, all people can use or receive our services regardless of their protected characteristics under the Equality Act (2010). Where appropriate, we will make reasonable adjustments for disabled people.

In line with NHS Employers guidance, we are required to carry out a range of pre-employment checks throughout the recruitment process which need to be received fully before you can commence in post. The standards we follow include checks that are required by law, those that are Department of Health policy, and those that are required for access to the NHS Care Record Service.

You will therefore be asked to provide us with the original documentation to help us complete these checks, during the course of the recruitment process. Further details are provided below: By joining the South Tees family, you are joining a team who are committed to putting safety and quality first.

## Completing your Application Form on Trac

### Referees

You will be required to complete all sections of the Application Form, ensuring that the names, addresses and emails of referees are provided. You must provide referees to cover all employment and/or training/education within the last 3 year period. Please ensure the referees you provide are your direct Line Managers or Teachers/Lecturers. Please note, colleagues and friends/family are not permitted as referees.

### Employment History

Please ensure you detail your full employment history, leaving no gaps. Please complete the section on the application form if you have gaps in employment ensuring dates/reasons are included.



# Interview Preparation and Requirements

If you are shortlisted, you will be emailed from Trac with the date and time of your interview.

## Identification

YOU ARE REQUIRED TO BRING ORIGINALS OF IDENTIFICATION DOCUMENTS AND QUALIFICATION CERTIFICATES (ALONG WITH A SEPARATE PHOTOCOPY OF EACH DOCUMENT) TO YOUR INTERVIEW.

**FAILURE TO PROVIDE THIS DOCUMENTATION WILL RESULT IN A DELAY IN YOUR APPOINTMENT SHOULD YOU BE SUCCESSFUL AT INTERVIEW.**

The identification documents can be in either of these two combinations

- 1) Two forms of photographic ID and one proof of current address (see below)
- 2) One form of photographic ID and two proofs of current address (see below)

**Plus** your Qualification and Educational Certificates as noted on the Person Specification under essential criteria **MUST** be included

## Acceptable photographic personal ID includes:

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Passports of non-EU nationals containing UK stamps or visa or a UK residence permit showing immigration status
- Current UK (or EU/other nationalities) photo card driving licence (full or provisional)
- A national ID card
- HM Armed Forces Card
- ID cards carrying the PASS accreditation logo (UK and Channel Islands)

**If you do not have any photographic ID, you will be required to provide the following at interview:**

- Two passport sized photographs (which must be endorsed and signed as a true likeness by a “person of standing”)
- Two non-photographic identity documents
- Two documents confirming your address
- A signed ‘Statement of Personal Identification’ by a person of standing in your community (available from Recruitment)  
“A person of standing” could be a Magistrate, Medical Practitioner, Officer of the Armed Forces, Teacher, Lecturer, Lawyer, Bank Manager, or Civil Servant.

## Acceptable non-photographic identity documents include:

- Tax notification from HM Revenue and Customs
- UK Birth certificate (originals or certified copies only)
- Adoption certificate
- Marriage certificate
- Divorce or annulment papers
- Police registration document



## Acceptable proof of address documents (dated within the last 3 months) include:

- Utility Bill (please note, mobile phone bills are not acceptable)
- Bank or Building Society statement
- UK full driving licence (photo or old style paper version) – provisional licences not acceptable
- Credit Card Statement
- Mortgage Statement
- Current council or tenancy rent agreement
- Benefit Statement e.g. Child Allowance, Pension
- HMRC tax notification (but not a P45 or a P60)

Please also provide your most recent payslip (original)

## Right to Work in the UK

The Trust has a legal responsibility to ensure that an applicant is allowed to work in the UK before they can be employed. Verifying someone's identity is fundamental as any other checks will be invalid if the person's identity cannot be proven.

If you are shortlisted, you are required to provide originals of the following documentation.

### If you are a UK/EU citizen:

- A passport or national identity card which confirms that you are a national of the EEA or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence that has been issued by the Home Office or the UKBA to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home Office or the UKBA to the family member of a national of an EEA country or Switzerland.
- A Biometric Immigration Document issued by the Home Office or the UKBA to the holder that indicates the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A full birth certificate or adoption certificate issued in the UK which must include the name of at least one parent (this document must be produced with an official document which shows your National Insurance Number e.g. P45, P60, National Insurance Card, Letter from previous employer or Government Office).



## If you are from outside of the EU:

- Passport (If you cannot produce an approved document or visa stamp which shows that you are permitted to reside and work in this Country, the Trust will have to apply for a Certificate of Sponsorship (formerly known as a work permit) on your behalf.) Once this has been granted, the individual will then have to apply for permission to remain in the UK.
- From April 2017, all applicants who require a sponsored Skilled Worker or Health & Care Worker Visa are required to provide a criminal record certificate from each country they have lived in consecutively for 12 months or more in the past 10 years.

For further details please refer to:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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If you have questions regarding your interview and the documentation you are required to provide, please contact the Recruitment Department on (01642) 854610 or email: [Steas.recruitment1@nhs.net](mailto:Steas.recruitment1@nhs.net)

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