

Applying to join #TeamDCH

Your application is a vital step and is your first introduction to a new line manager. As a Trust we review thousands of applications, and often find the reason a candidate is not shortlisted, is due to low quality applications or that haven't considered the person specification (PS).

We want to ensure you have the best possible chance to obtain a role at DCHFT, so keep reading for some further support and information.

Top tips

1. Read and re-read the job description and person specification to make sure you fully understand the role.
2. Try starting on paper and write down one example for each criteria point on the person specification, remembering to demonstrate transferable skills and experience if you don't have a direct match for the criteria point.
3. Keep it clear and concise. Perhaps ask a family member or friend to read through your application, to see if it is clear to them what skills and values you are trying to portray.
4. Re-read your application before pressing send as you can't edit once it has been submitted.
5. Download a copy of your application to keep on file as this can be a good starting point for interview preparations.

Do's and Don'ts

Do	Don't
Make sure you read the application thoroughly to understand the role.	Just say you have a skill or value, give examples i.e Teamwork is important to me, which is demonstrated by...
Remember to match your skills to the PS, even where you don't have a direct match, for example if the PS asked for patient focus, explain your experience in customer focus/service	Forget to distinguish between your different qualifications (ie GCSE's, A-Levels etc) and don't forget to tell us about the qualifications you have that match the PS
Complete all sections of the form; they are all important to your application – including your reference details.	Presume that being in the same or similar role will mean you will be shortlisted
Use your supporting information to get across all the skills, knowledge, experience and values you can bring to the new role. Try to answer the questions 'why do you want this job' and 'why do you think you can do the job'	Repeat your employment history in your supporting information
Include all employment history within the three years, even if they don't seem relevant.	Be afraid to contact the recruiting manager. We love to hear from our interested candidates and tell you more about the roles available.
Remember your application is the only information your shortlister has about you.	Make assumptions that the shortlisters will have any background information – even if you work for the Trust – shortlisting is completely blind so no names will be show.
Mention all relevant experience including paid and unpaid work	Rush your application, but also don't leave it until the day before close