

Application and Employment Information

Working for North Tees & Hartlepool NHS Foundation Trust

At North Tees & Hartlepool NHS Foundation Trust our main priority is, and always will be, to provide safe and high quality care to our patients every day; the kind of care we would want for ourselves and our loved ones.

North Tees & Hartlepool NHS Foundation Trust is a Care Quality Commission (CQC) GOOD rated organisation. We are an innovative health care provider of acute and community services to a population of around 400,000 across the Tees Valley, including Stockton-On-Tees, Hartlepool and parts of County Durham.

We are recognised as a high performing trust, locally and nationally, with absolute dedication to patient safety and quality of care as our priority. We are one of the region's largest employers, with over 5,500 members of staff working as part of the North Tees & Hartlepool family.

Our Vision

"We will provide the best healthcare for everyone within our population"

Our Values

At North Tees & Hartlepool NHS Foundation Trust, we look for people to join us who are in tune with our **CARE** values – **C**ollaborative, **A**spirational, **R**espectful and **E**mpathetic.

"Together we are North Tees and Hartlepool"

CARE underpins everything we do in the NHS. Our staff will:

- Be welcoming and friendly
- Show compassion, kindness and respect for patients and colleagues
- Listen to all voices
- Be polite and courteous
- Provide a positive attitude and pride in appearance, work and the organisation
- Provide a safe and clean environment

COLLABORATIVE - We will work together to provide the best quality care that we can. Our staff will:

- Provide services that are delivered in partnership with patients, families and teams
- Share with others
- Find new ways to work with others
- Build honest and rewarding relationships
- Understand how everyone within the organisation contributes to patient care

ASPIRATIONAL – Every staff member will strive to make the organisation the best place to work and to deliver excellent patient care and experience. Our staff will:

- Orientating patients and relatives to the correct location in person
- Continuous improvement of all organisational processes to deliver excellent standards of patient care
- Seeking out and advocating for innovation and quality improvement
- All working together in time of increased needs to ensure quality care at all times

RESPECTFUL –as an organisation we respect and value the abilities, qualities and achievements of all employees, and we recognise diversity in employees to help us to provide a holistic approach to care. Our staff will:

- Listen carefully to others, showing respect whilst valuing their contribution
- Support diversity of teams and working groups
- Recognise how behaviours can be interpreted and be mindful of the impact it can have on others
- Be mindful and identify how people want to be addressed

EMPATHETIC – We will put ourselves in other people's shoes and see situations from alternative perspectives. Our staff will:

- Treat patients and colleagues with empathy and professionalism
- Appreciate the feelings, thoughts and attitudes of others
- Inclusivity
- Ensuring reasonable adjustments are made as necessary
- Adapting and flexing own behaviours to meet the needs of others

Values Based Recruitment

At North Tees & Hartlepool NHS Foundation Trust, we aim to attract and select employees who have personal values and behaviours aligned with the values of the Trust. We believe our values and behaviours will support the delivery of excellent patient care and experience. It is important that we understand your qualifications and experiences, key competencies and technical skills but we also want to understand who you are, what your individual values are and how they align with those of the Trust.

What to expect from an interview with us

The first thing to remember is there are no right and wrong answers. In addition to questions relating to work based skills, you will be asked questions relating to your values to enable the Trust to understand and identify whether your values align to those of the Trust. You will be given scenario's to explain and describe evidence of past behaviour and you deal and manage situations. This will give the interviewers insight into how you are likely to behave in the future and if it aligns to the expectations of the Trust values.

Guidance on Completing Application Forms

Application

When applying for a job at North Tees & Hartlepool NHS Foundation Trust, regardless of where the post is advertised, when you click 'apply now', you will be directed to the trac jobs site. If you don't have an account already created, you will be required to create one before you can proceed to submit an application.

It is essential that your application details your full educational history, full employment history and appropriate reference details (further information detailed below). Only your application form will be used in the shortlisting process therefore it is important that your application is accurate and detailed.

Communication

All communication regarding your application and its progress will be done through the trac recruitment system, including shortlisting and invitations to interview. It is essential that email addresses are correct at the point of submitting the application. You should update your details and inform the trust of any changes at your earliest convenience.

Positive about Disabled People

The trust participate in the Disability Confident Employer national scheme which is to guarantee an interview for disabled people who meet 'the essential criteria of the job'. You will be asked to indicate this information on the trac application form.

Reference information

We are required to seek references that cover full employment history for a period of 3 years. Your referees will only be contacted should your application be successful following an interview process.

On your application, you must provide:

- Your current or most recent employer/line manager
- Any previous line managers that are applicable to the last 3 years of employment and/or academic history.
- Email addresses are essential and these must be professional employment email addresses. Personal email addresses (*for example: gmail and yahoo*) will only be accepted and used for character references.
- If appropriate reference detail is not provided, this will cause a delay in the process and may result in the offer being withdrawn.

Offer of Employment

Following interview, you will receive feedback from the recruitment manager as to whether or not you have been successful. If you are notified as successful, the next steps will be a conditional offer of employment direct from the Trust's recruitment team via the trac recruitment system.

The conditional offer is subject to full completion of the relevant satisfactory employment checks, failure to complete any of these checks may result in the offer of employment being withdrawn.

All employment is offered subject to a six month probationary period.

Identity Checks and Right to Work

Verifying identity is essential and the trust has a legal responsibility to ensure that all applicants have the right to work in the UK before they can be employed.

If you are offered employment, you will be invited to attend an ID appointment where you will be required to provide a number of original identity documents, both photographic and non-photographic.

Verification of Qualifications and Professional Registration

Original qualifications certificates detailed on your application form and those relevant and required for the post applied for need to be provided to the recruitment team, at the arranged ID appointment following offer of employment. You can request copies of your certificates from the awarding bodies, however you should be aware that this can take some time.

For a role that requires professional registration, original proof of this must be provided to the recruitment team. It is the responsibility of the individual to ensure that you maintain your registration, paying the relevant annual fee and revalidating as required. If your registration lapses, you will be unable to practice and be placed in 'suspend no pay' until your registration is reactivated.

Model Declaration Forms

It is critical that all employees working in the NHS are honest, reliable and trustworthy. All applications are required to complete a Model Declaration Form.

Failure to provide accurate and truthful information at the time of applying for the post may result in the offer of employment being withdrawn. It may also result in investigation by the Counter Fraud Specialist.

If you declare any convictions, cautions or warnings, this will not necessarily stop you from working in our organisation. It will however depend on the nature of the post in which you are applying for and the particular circumstances.

Disclosure and Barring Service (DBS) *(formally CRB)*

All successful candidates who require a DBS for the offered post will be required to pay for this DBS check. You will be required to sign a DBS payment form and method of payment will be deduction from your first month's salary.

NHS Employer Check Standards

All posts are subject to completion of full NHS Pre-Employment Checks before commencing in any post. For more information on these checks, please visit;

www.nhsemployers.org/your-workforce/recruit/employment-checks