



North East Ambulance Service **NHS**  
NHS Foundation Trust

# Guidance Notes for Applicants

Please read these guidance notes before submitting  
your job application online

At the North East Ambulance Service NHS Foundation Trust (NEAS) we place our patients at the heart of everything we do in order to deliver our mission of “Safe, effective and responsive care for all”. As a result we require a workforce that possesses a variety of skills, experience and abilities.

Your application is your first step to commencing an exciting career with the Trust, so it is really important that you give yourself the best possible opportunity.

## **NEAS Values**

- Compassion
- Accountable & Responsible
- Respect

- Excellence & Innovation
- Pride
- Make a difference

Our values summarise who we are, where we would like to go as an organisation and how we want to get there.

Even in the most challenging situations we will strive to perform to the highest professional standards in a spirit of collaboration and teamwork, no matter what the circumstances.

Find out more: <https://www.neas.nhs.uk/about-us/our-vision-and-values.aspx>

We have written the following document to provide you with all of the information you should need to help you through the application process.

It is therefore vitally important that you read this document carefully before applying.

## **ARMED FORCES** **INVITATION TO THE FIRST STAGE OF THE RECRUITMENT PROCESS** **GUARANTEE SCHEME**

**The Trust aims to improve engagement levels by demonstrating fair and inclusive employment opportunities and as such welcome applications from Armed Forces personnel. NEAS is an Armed Forces Covenant Employer and as such is committed to ensuring that those who serve or who have served in the armed forces, and their families, are treated fairly.**

### **What do we mean by Armed Forces Personnel?**

To be eligible for the above you must be current or ex-military, veteran or reservist and declare this at time of application.

**In the application form under general questions you must declare if you are you a member of the Armed Forces community.**

**To show our commitment to supporting the Armed Forces we guarantee an invitation to the first stage of the recruitment process to anyone from this background whose application meets the minimum criteria for the post.**

**Disability Confident – invitation to the first stage of the recruitment guarantee scheme**



The Equality Act (2010) places a Public Sector Equality Duty on public bodies such as the Trust which encourages us to meet a number of requirements. The Trust aims to meet some of these requirements by demonstrating fair and inclusive employment opportunities. As such we welcome applications from disabled people

and people from other diverse backgrounds.

To show our commitment to disability equality, we undertake an external assessment against the Job Centre Disability Confident Scheme and we have been awarded 'LEADER' status by Job Centre Plus. As a participant in this scheme, we guarantee an invitation to the first stage of the recruitment process to anyone with a disability or long-term condition whose application meets the minimum criteria for the post.

**What do we mean by disability?**

To be eligible for the above you must have a disability or long-term health condition as defined by the Equality Act. This definition means a person has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. The disability could be physical, sensory, mental health related or neurodiverse and must have lasted, or be expected to last for at least twelve months.

**There are two places on our application form where you can tell us about your disability or long term condition:**

1. **Personal Details** – select that you have a disability and wish to be considered under the guaranteed scheme if you meet the minimum criteria as specified in the personal specification?
2. **Monitoring Information** – Under the terms of the Equality Act (2010) - please complete the section - Do you consider yourself to have a disability?

**If you need any help completing the form, or you would like it in an alternative format eg large print, Braille, audio tape or easy read please contact the Human Resources Department on (Tel. 0191 4302165).**

## **Salary**

### **External Applicants**

Please note that external appointments are ordinarily made on the entry point of the pay band advertised, however consideration may be given to continuous NHS Service or other relevant experience, in line with national NHS Terms and Conditions.

### **Internal Applicants**

Internal candidates, or those currently employed in another NHS organisation, will be appointed in consideration of the post to which they have applied and placed on the pay band where it results in moving across and up one step.

When employees are appointed to a post in a lower pay band you will enter the band at the point you would have reached if all their NHS service in equivalent or higher pay bands had been worked in the lower band.

## **Unsocial Hours Payments / On-call**

Unsocial hours / on call payments will not be paid where the post you are applying for does not warrant it.

Please note that unsocial hours / on-call payments will be made in line with Section 2 in national NHS Terms and Conditions.

## **Internal applications**

It is recommended that internal applicants wishing to be considered for another opportunity inform their current Line Manager prior to applying. This helps the department forward plan rotas effectively should you need time off for interviews. It also supports in making service planning assumptions as early on as possible, and more importantly, they can give you hints and tips in filling in your application and can give you help and support to move to the next stage of your career.

## **Personal Information**

Details entered in this part of the form will be held by the HR department at NEAS. Access to this information will be withheld from the shortlisting panel. Please do not type using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

## **Monitoring Information**

This section of the application form is not made available during the shortlisting process. The information collected is for monitoring purposes only and will help the organisation analyse the profile of applicants and appointees to jobs in support of our equal opportunities policies.

NEAS recognises and actively promotes the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

## **Qualifications**

This is your opportunity to **demonstrate how you meet the essential / desirable qualification criteria** for the role to which you are applying. It is also your opportunity to demonstrate your Continuous Professional Development and relevant training courses.

It is essential that you include full and accurate details about your education and training including:

- qualifications
- grades held
- level held
- discipline

**It is important to note that the shortlisting panel cannot make assumptions about the grades and qualifications that you hold therefore it is imperative that you provide full details.**

**For example if you hold a higher academic qualification than that specified in the job description / person specification, such as a degree, and the job description specifies a requirement for qualifications at a lower academic level (i.e. GCSE's), you MUST ALSO specify the lower level qualifications. This must include grades.**

## **Verification of Qualifications**

You will be required to provide original evidence / certificates of all qualifications detailed on your application. Therefore you are advised to ensure that you have the relevant documentary evidence in good time for any assessment centre or interview that you may be invited to attend.

Educational certificates may be obtained from the educational establishment where the exams took place or the actual examining board. Where a candidate is unable to produce original documentation to support at any stage during the application process NEAS may decide not to progress with the application.

Please note that if you are requesting copies of your examination certificates from awarding bodies this may take some time therefore please consider this before applying.

## **Training Courses attended**

Please include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed.

## **Membership of Professional Bodies**

If you are a member of a professional body, please give details of your membership in this section.

Please note that any memberships detailed will be checked by Recruitment with the relevant body.

## **Employment History**

Please start with your current or most recent employer and work backwards ensuring that it is clear from each role what your job title was and what your responsibilities were.

Wherever possible it is vital that you link these duties and responsibilities to the requirements of the role to which you are applying, clearly demonstrating why you are suitable for the role.

Please ensure that your dates of employment run concurrently and that where they do not a full explanation of any gaps is provided. The Recruitment Team will request evidence to support any gaps in employment such as a benefit statement / letter if unemployed or a passport with stamps if travelling.

It is also imperative that you provide accurate and honest reasons for leaving as these will be verified by the Recruitment Team with your relevant previous employers and discrepancies may lead to withdrawal of offer or delay in start date.

If the Trust subsequently becomes aware of an employer from the last three years who has not been declared on your application form this may lead to withdrawal of offer or disciplinary proceedings if in role. Therefore it is vitally important that you declare ALL employers from the last three years.

This is your opportunity to demonstrate the experience and skills you have gained in previous roles make you suitable for the role to which you have applied.

### **Additional Information**

The purpose of this section is to allow you to demonstrate how you are suitable for the role to which you are applying and to provide examples of competence and ability in relation to the role.

Read the Job Description/Person Specification carefully and clearly demonstrate how you possess the skills, competencies and abilities that would make you a success in the role.

### **Driving Requirements**

Where a role requires a large degree of driving there are a number of essential requirements that you must be able to fulfil and it is important that you meet these criteria (these will be stipulated in the advert, job description and person specification)

In operational roles where patients are being transported the following is usually essential:

- C1 category on licence

Please note if you apply for a driving role with the Trust and you hold any penalty points on your licence please declare how many in your application and expected dates of expiry. These will be reviewed via a risk assessment process.

In the event you are applying for a driving role and you have an unspent conviction for drink or drug related driving you will not be able to progress through the process at this point.

## Recruitment Driving Assessments - Guidance

### What is required?

All candidates (except Scheduled Care) must have full C1 category on their driving licence. If a candidate has ever been convicted of drink or drug driving they will not be considered.

### How do I prepare?

On the 8<sup>th</sup> June 2015 the Government began the phasing out of the paper counterpart to the driving licence. In order for us to validate whether there are any endorsements on your licence and that you have the correct categories to drive our vehicles.

**Therefore it is vitally important that you access the DVLA online licence checking service, print out a copy of your licence details and bring this with you to assessment. Failure to do this will mean that we are unable to progress with your assessment. To obtain these details follow the steps below no more than 72 hours before your assessment.**

1) Access the following link:

<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

2) Fill in your Driving licence Number, NI Number and Post Code and submit

3) Click on the fourth tab which says 'Share your licence information'

4) Click on 'Create a Code'

5) Click on 'View, print or save your licence information' and print off a copy of your driving licence summary ensuring all information is clear and legible.

Please note - The print off should be no more than 72 hours old and failure to produce this information will mean that we are unable to progress with any part of your assessment and we cannot guarantee another date. As of 8 June 2015 we will not accept paper counterparts.

We also recommend that you familiarise yourself with the Highway Code.

### Structure of the Selection Assessment

Your driving licence and online licence print-out will be fully checked against the below and copied.

- The driving licence and online licence print-out are both genuine
- They are original document, rather than a copy
- The licence belongs to you
- The licence is valid for the test vehicle
- The licence is current



- The licence is valid for the vehicle groups the candidate will, or may, have to drive if subsequently employed
- Any endorsements and penalty points are within limits specified in current Service Policy

An eyesight test will be conducted in accordance with RTA 1988 sects 4, 5 and 11(2), and the findings recorded.

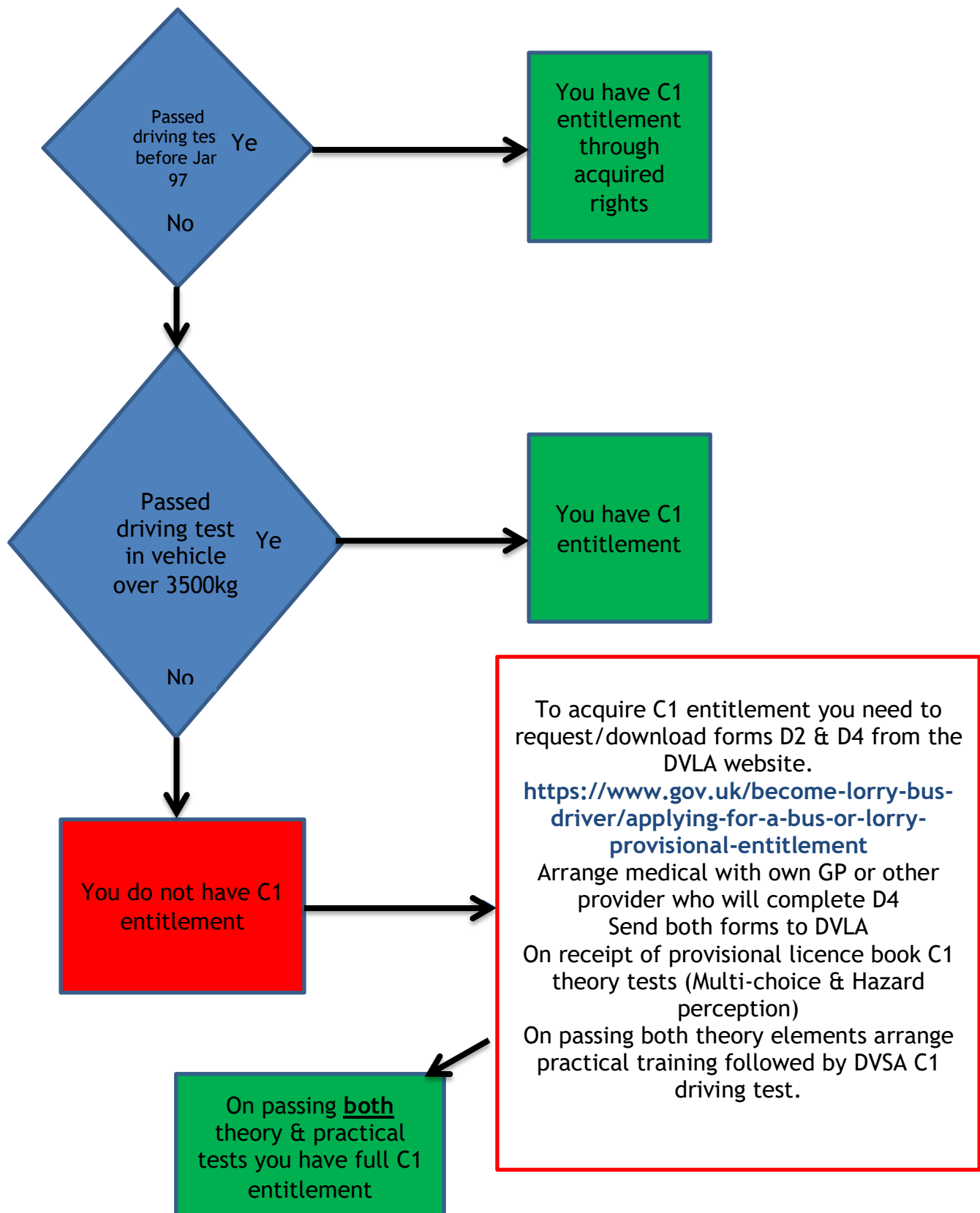
The assessment (conducted by a qualified IHCD Driving Instructor) and will be in an ambulance, and will include a variety of road and traffic conditions.

The following timetable provides guidance around test timings and content.

<b>Timetable (timings are not exact)</b>	
Driving Licence check and eyesight test	3 minutes
Briefing and vehicle familiarisation	3 minutes
Pre-test familiarisation drive	4 minutes
Test drive	25 to 30 minutes
Highway Code & Road Sign Assessment	10 minutes
<b>Total time</b>	<b>50 minutes</b>

## C1 driving licence category

C1 is required for all vehicles with a gross weight between 3500kg and 7500kg



## **Safeguarding/ Disclosure and Barring Check**

Certain roles will require a Disclosure and Barring Check due to the patient facing nature of the role, or involvement in regulated activity. These roles include Paramedic, Clinical Care Assistants, Health Advisors and Clinicians amongst others. For such roles, they have been identified as exempt under the Exceptions Order of the Rehabilitation of Offenders Act 1974 (as amended in England and Wales).

This means that when considering any such appointment we are legally permitted to request a standard or enhanced disclosure through the Disclosure and Barring Service (known as a DBS check).

From the September 2022 applicants that have been given a conditional offer of employment will be expected to make payment via card for their own DBS check at point of submission. It's likely this cost will be in the region of £38.

Standard and enhanced disclosures will include information about all SPENT (old) and UNSPENT (current) convictions, and cautions that are not protected (i.e. are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

The rules regarding the automatic disclosure of convictions or cautions are set out in legislation. This states that a certificate must include the following:

Disposal	Age when given/sentenced	How long ago
Caution for specified offence	18 or over	Any time
Caution for non-specified offence	18 or over	Less than 6 years
Conviction for specified offence	Any age	Any time
Conviction resulting in custodial sentence	Any age	Any time
Conviction for non-specified offence	18 or over	Less than 11 years
Conviction for non-specified offence	Under 18	Less than 5 and half years

A 'specified offence' is one which is on the list of specified offences agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate, regardless of NEAS

how long ago it was given. This includes where a specified offence receives a caution (but not youth cautions, reprimands or warnings).

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The rules were updated to the following on 28<sup>th</sup> November 2020 following a Supreme Court judgement in 2019:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the rules above individually, rather than being automatically disclosed.

The list of offences that will never be filtered out include those which are serious, sexual or violent offences or offences which are concerned with safeguarding.

Convictions and cautions that have been filtered out will never be included in a standard or enhanced DBS disclosure. Applicants are not legally required to declare any such convictions or cautions to an employer, and the Trust is not entitled to consider any such offences as part of their recruitment process.

If you have a criminal record and have any queries or concerns about the type of information you may be asked to declare, please refer to the following links for further guidance.

<https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/>

<http://www.unlock.org.uk/support-for-people-with-convictions/>

Please note if the post does not require a standard or an enhanced DBS check then you will only need to declare convictions or cautions that are not spent.

The questions on NHS jobs will make it clear if the post is one where you will need to declare any cautions/convictions not protected or only those that are spent.

There are a number of convictions that will always be unacceptable to the Trust that will be a bar to your appointment or continuing appointment. They are offences:

- which result in a custodial sentence (including suspended or deferred sentences)
- where vulnerable people are targeted

- motivated by hate or discrimination
- of a sexual nature including child pornography
- involving supply of illegal drugs or Class A drugs
- involving serious violence
- driving under influence of drink or drugs (unspent)

## **References**

The Trust will seek references from your last three years of employment and, if you have previously worked for us at any time, an internal reference.

In order to ensure that we can process your references as quickly and accurately as possible it is vitally important that you give the full contact details of your referees for your last three years of employment. Wherever possible please obtain an email address, telephone number and specific name of someone we can contact in the event of any queries.

## **Secondary and Voluntary Employment**

Secondary and Voluntary Employment Employees of the Trust should consider carefully whether any secondary employment (including self-employment) or voluntary employment may conflict with their work for the Trust or be potentially detrimental to the Trust. Employees must put their request in writing to their Line Manager before taking up any other employment or voluntary activity or engaging in any business activity during their spare time.

Permission will normally be granted if the following conditions are satisfied:

- Working hours on other employment are conducted entirely outside of Trust contracted hours of work;
- The employment or activity is not in direct competition with the Trust's business and does not affect the business by, for example, loss of business or the passing on of confidential information;
- The employee provides the Trust with the name and address of the other employer or organisation together with details of the role, hours and working pattern; (Secondary Employment Procedure) Version No. 05 Secondary Employment Procedure Page 4 of 12
- The work is not inherently hazardous or likely to put at risk the employee, or other employees or patients. Staff are reminded that sick pay is not normally payable for an absence caused by injuries sustained whilst working for another employer and may affect their rights to other NHS benefits such as the Superannuation Scheme;

- The employee complies with the requirements of the Working Time Regulations;
- Employees attendance and capability in their role with NEAS and the potential impact secondary employment may have on attendance and performance is not affected
- Employees do not use Trust uniform, property, equipment and organisation intelligence to carry out secondary employment or transfer any of this to secondary employers without permission

If the additional hours worked mean that the employee works on average more than a total of 48 hours per week (over a rolling 17 week period) they must sign an opt out agreement (Appendix B). Whilst employees may choose to agree to work more than the 48 hours average weekly limit, anyone who chooses not to work in excess of the limit will not suffer detriment. Work excluded from this Procedure would generally include ad hoc unpaid voluntary activities such as community or charity events

### **Withdrawal of Offers of Employment**

**Please note that all information provided by applicants is thoroughly checked and should any of the checks not have a satisfactory result or it transpires that you have provided false or misleading information we reserve the right to withdraw any offer of employment.**

The Trust's decision on this is final, and there is no individual right of appeal.

## **Staff Benefits**

- In some roles feel the benefits of having an on-hand mentor to guide you through your day
- Generous unsocial hours payments (if applicable to the role)
- Access to the NHS Pension – one of the best employer-contribution pension schemes available.
- Excellent holiday allowance (27 days initially, going up to 29 days after 5 years of service, and 33 days after 10 years of service).
- Overtime will often be made available, which can further enhance your earning potential. (if applicable to the role)
- Continuous training and development opportunities, with a meaningful career pathway up to senior management, and beyond.
- Cycle to work scheme
- Home electronics discount
- Interest free travel pass
- Access to a Blue Light card, which offers a large range of discounts for products, or services.
- Staff recognition awards
- Agile working (if applicable to the role)

## **Staff Relocation**

NEAS recognises that relocation expenses can be an integral part of the recruitment process and can be used as part of an overall employment package to ensure the appropriate people with the right skills are attracted and recruited into the Trust.

This may apply where we have identified a local shortfall in certain positions or where a role has been advertised more than 3 occasions with no appointment, so in order to fill these vacancies the Trust may need to recruit from outside the area and therefore offer a relocation package of up to £4,000.

The following additional criteria is often needed to be met:

- Appointed on a permanent contract in a role
- Applicants must have commenced in post and have all necessary Invoice/receipts/statements and where possible come direct from the relevant company presented on headed paper.
- Required to change their sole or main residence as a result of starting their employment with the Trust;
- Currently reside more than 30 miles from the Trust's operational boundary and prepared to move to live within a 30 mile radius of the base point. Exceptions to this must be approved by the Director People and Development and Director of Finance and Resources.
- They must change residence within 12 months of taking up their new post with the Trust or the right to claim relocation expenses will be

removed.

- They must not of received a redundancy payment from another NHS organisation.

Temporary, fixed term and bank staff are specifically excluded.

To find out if the role you're interested in is eligible for you to claim relocation, and to get a copy of the policy and supporting documents please contact [recruitment@neas.nhs.uk](mailto:recruitment@neas.nhs.uk)



## **GDPR**

### **Collecting recruitment data**

#### **Information we collect for recruitment and employment**

This privacy notice tells you what to expect when NEAS collect personal information from you in relation to recruitment and employment.

We use [www.jobs.nhs.uk](http://www.jobs.nhs.uk) during our recruitment process. NEAS is the data controller for your application on NHS jobs and all the information you provide to us during the process.

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. The recruitment team will only have access to this and will only share with hiring managers your information on education, experience and suitability for the role. At the point of interview, your hiring manager will be able to see your personal details- name, address.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

#### **Assessments**

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by NEAS. Please note for our online assessment tool, this is done through a third party. We pass on certain information such as your name, email address etc for them to set up the assessment portal with you. This is done in line with our data protection policy.

If you are unsuccessful following assessment or interview we will retain this information for a period of 12 months

## **Social Media Campaigns**

We may also use a third party provider to manage our social media interactions for recruitment campaigns. Any messages sent from yourself may be stored by our third party provider for a period of time but this will not be shared with other organisations.

## **Conditional offer**

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom. You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- Any relevant convictions or cautions

We will contact your referees, using the details you provide in your application, directly to obtain references.

## **Occupational health**

We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. The information you provide will be held by our Occupational Health team, who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us.

When a referral is made to Occupational Health Department while you are in employment with us, we collect data about your condition and any other relevant information. This will be held securely within the Occupational Health Department and accessed only by Occupational Health staff.

We use third party providers for some occupational health services e.g. counselling, blood tests etc. Information is shared with them with your consent. Some information may also be passed to solicitors, especially if there is a claim involved. All our third party contractors are bound by the same confidentiality clause as NEAS.

## **Post start date**

Some roles require a higher level of security clearance – this will be clear on the advert. If this is the case, then you will be asked to submit information via the Disclosure and Barring Service (DBS) website. This is done through a third party contractor with whom we have data protection agreements in place.

DBS will tell us whether your application is successful or not. If it is unsuccessful, NEAS will not be told the reason(s) why but we might need to review your suitability for the role or how you perform your duties.

Our Code of Conduct requires all staff to declare if they have any potential conflicts of interests. If you complete a declaration, the information will be held on your personnel file.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments.
- Emergency contact details – so we know who to contact in case you have an emergency at work.
- Membership of NHS Pension scheme – so we can send you a questionnaire to determine whether you are eligible to re-join your previous scheme.

### **What will we do with the information you provide to us?**

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements including:

- Staff administration and management (including payroll and performance)
- Pensions administration
- Business management and planning
- Accounting and Auditing
- Accounts and records
- Crime prevention and prosecution of offenders
- Education
- Health administration and services
- Information and databank administration
- Sharing and matching of personal information for national fraud initiative

We have a legal basis to process this as part of your contract of employment (either permanent or temporary) or as part of our recruitment processes following data protection and employment legislation. We will not share any of the information you provide with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

### **Electronic Staff Record**

On commencement of employment with us, your personal data will be uploaded to the Electronic Staff Record (ESR). ESR is a workforce solution for the NHS which is used to effectively manage the workforce leading to improved efficiency and improved patient safety.

## **Streamlining**

In accepting employment with us, you accept that we will transfer personal data under the streamlining programme if your employment transfers to another NHS organisation:

Streamlining is the process by which certain personal data is transferred from one NHS organisation to another when your employment transfers. NHS organisations have a legitimate interest in processing your data in this way in establishing the employment of a suitable workforce. The streamlining programme is a data sharing arrangement which is aimed at improving efficiencies within the NHS both to make costs savings for Trusts but also to save you time when your employment transfers.

### **How long is the information retained for?**

If you are successful during the recruitment process and then employed by us, we will store your information as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

### **Who do we share information with?**

We may share your data with external agencies as part of our legal obligations to aid an investigation and may not inform you of this. These agencies could include Police, HMRC, Court, Professional bodies and CQC.

## **Foundation Trust Membership**

Foundation Trusts are different from standard NHS Trusts. They have freedom to decide locally how to meet their obligations and they are accountable to local people and staff who can become members and governors. As a Foundation Trust NEAS has a statutory duty to ensure that its membership is representative of the organisation and the areas it serves. Under contract of employment a staff member is a Foundation Trust member unless they advise that they wish to 'opt out'.

FT membership is free and crucially it means you can vote and or even stand in Staff Governor elections. Staff Governors represent you at our Council meetings and make sure the Trust is acting in the best interests of its staff, volunteers and patients. The Trust uses the National Health Service Act 2006, as our lawful basis for processing membership data because there is a statutory requirement to do so and it is exercising its official authority as a public body.

Should you decide to 'opt out' of Foundation Trust membership please contact the Membership Office as follows:

Membership Officer

North East Ambulance Trust

Bernicia House

Newburn Riverside

Newcastle upon Tyne

NE15 8NY

### **Can I see the information you hold about me?**

Data Protection laws gives you rights in respect of the personal information that we hold about you. These are:

- To be informed why, where and how we use your information.
- To ask for access to your information.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making)

The right of access to this information is referred to as Subject Access Request (SAR). [You can find out more about Subject Access Requests here.](#)

### **Contacts**

If you have any further queries once you have read all the information about the role and the recruitment process which is available on NHS Jobs, you can contact the below sources for more information:

For enquiries about the recruitment process, contact

[recruitment@neas.nhs.uk](mailto:recruitment@neas.nhs.uk)

For enquiries about the role you are interested in applying for, please contact the hiring manager listed on the job advert.