

Information for applicants – Completing your application

Thank you for your interest in applying for a position with Cambridge University Hospitals NHS Foundation Trust.

Please click 'Apply online now' to make an online application for the position you have chosen. Applying online is both straightforward and convenient as it allows you to make changes easily and you can save and use your application form again in the future. You can also sign up to receive emails to alert you to specific job vacancies.

If you are unable to apply online please call Recruitment Services on 01223 217038.

If you have any enquiries regarding the post, please contact the informal contact on the job vacancy advertisement.

Before you start

Please read the job description, person specification and performance standard thoroughly before submitting your application. Be sure that you can demonstrate commitment to teamwork, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together- Safe, Kind, Excellent** at all times. We go to great lengths to recruit the right people. We want people with a positive attitude who are willing to go the extra mile, not because they are asked to, but because they are passionate about working for the NHS and being part of a healthcare team that delivers an excellent caring service to our patients.

Completing the application form

This information is designed to help you complete our application form as effectively as possible.

Personal details

Please complete all sections of the form relating to your personal details. These include your full name, contact details and National Insurance number. It is really important that you double check the email address and mobile number is correct as this will be our main way of contacting you. Your name and personal details will not be visible to the shortlisting panel.

Right to work in the UK

The application form requests that you state if you are from the UK, European Community (EC) or European Economic Area (EEA). If you are not, please select your immigration status. If you hold a visa or require a Tier 2 Certificate of Sponsorship you can find out about any restrictions on your right to work from the UK Borders Agency www.ukba.homeoffice.gov.uk. In some cases if you are not a resident UK/EC/EEA worker we may not be able to consider you for a position if there are sufficient appropriate applications from resident workers.

General education and qualifications

Please provide full details of your general education and qualifications. As a minimum, ensure that you have the essential qualifications required for the position (if required these will be listed in the person specification).

Previous employment

Please list your complete job history, including the month and year you worked for each employer. Start with your most recent job. If there are any gaps in your employment history, please explain why. Include any voluntary, unpaid work or any other activities you have done.

Additional information in support of your application

This is where you should explain why you are suitable for the post. You will find it useful to look at the job description, person specification and performance standard throughout your application to ensure you are demonstrating your suitability for the post. Consider how your past experience, skills and knowledge are relevant to the requirements and give examples.

We understand that any visit to a hospital can be an anxious and stressful time. We therefore expect all staff to be helpful, professional and caring to patients, carers, family members or indeed, members of the public at all times, whether in the course of their duties, or informally as part of the CUH community. We also expect this courtesy and respect to be extended to colleagues. Please give examples from work, leisure or home to demonstrate that this is your approach.

If you need to work part-time, don't let this bar you from applying for a job, even if it is advertised as full-time. Please let us know this on your job application form and we will endeavour to accommodate you with a job share or reduced hours where this is possible.

References

The Trust will only request references if you are successful at interview and receive a conditional offer of employment. Any final offer of employment will be subject to satisfactory pre-employment checks (including references) so it is important not to resign from your current post until your final offer has been confirmed.

We recommend that you contact your referees to ensure that you have correct, up-to-date details for them and that they are willing to respond quickly to the reference request. Please include the work email address of referees where possible to avoid any unnecessary delays.

External candidates

You are required to provide at least TWO references which cover at least 3 years of employment history. ONE referee must be your current (or most recent) line manager or supervisor, or course tutor if you are a school/college leaver. Your referees must be able to provide direct knowledge of your work performance. Relatives or people writing solely in the capacity of friends must not be used as referees.

If you have not been in employment or study during the last 3 years or more, this does not prevent you from applying for a post. If this applies to you please provide 2 referees who can comment on your potential suitability for the post. If you have difficulty identifying referees please ring/email our Recruitment Services on the details below to discuss this further or discuss this with the named informal contact on the advertisement.

Internal candidates

As a minimum you must provide your current line manager as a referee, although you can provide a second professional reference if you wish. If you have been an employee of the Trust for less than 3 years you should provide a further external reference which should ideally be your previous employer/ tutor that can comment on your performance and suitability for the post.

Disability

This section asks whether you consider yourself to have a disability. This is to enable the Trust to carry out its duties under current equalities legislation. We want to ensure that you have the opportunity to advise the Trust whether you think any adjustments need be considered, what they

might be and whether you would like to request any assistance/special arrangements should you be invited for interview.

You are not required to disclose any information regarding your health on the application form. Health Screening is only undertaken for those candidates who have been made a conditional offer of employment. If you are made a conditional offer of employment you will be asked to provide details of your health record.

Criminal record

The some positions within the Trust are exempt from the 1974 Rehabilitation of Offenders Act which means that you must declare all police cautions, warnings or reprimands, criminal convictions, criminal convictions pending or bind-overs which may be considered 'spent' or 'unspent' for the purposes of other employment. (see Trust policy statement on recruitment of ex-offenders provided below)

Declarations

This section requires you to make a final declaration to confirm that all the information provided is accurate. It is important that you complete your application fully and honestly, as failure to do so could subsequently lead to disciplinary or dismissal.

What happens after the advert closing date?

After the advert closing date, the manager of the department will consider the applications that have been received and select candidates for interview. If you are shortlisted for an interview, we will contact you by text message and email. (If for whatever reason you have difficulty in providing this, please contact Recruitment Services on the details below).

This is normally within two weeks of the closing date and we will give you details of the interview arrangements.

We would like to be in a position to acknowledge receipt of your application and let you know the outcome, however our limited resources prevent us from doing so. If you have not received an invitation to attend an interview within three weeks of the closing date, please assume that you have not been shortlisted on this occasion. We hope you understand that no discourtesy is intended by the Trust in adopting this practice and that the purpose is to ensure that patient care is given priority in the use of resources.

Please note that all appointments to the Trust are subject to satisfactory pre-employment checks. You will be unable to start your new job before all pre-employment checks have been completed. These include:

- Verification of your identity and right to work in the UK – please ensure you have your original ID documents available to bring to interview
- Verification of your professional registration details (Nurse, Physiotherapist etc)
- DBS disclosure to safeguard children and vulnerable adults if applicable to the post (previously called CRB check)
- Gaps in employment history – you will be asked to explain these to the interview panel
- Satisfactory references
- Satisfactory Health Declaration, and if applicable to the post Immunisation Screening

It is important for you to consider your travel arrangements if you are invited to interview or subsequently offered a position with the Trust. Please note that onsite parking cannot be guaranteed for either employees or visitors and current parking charges apply in both cases. If you hold a disabled persons' 'Blue Badge' you will find a number of reserved bays in the multi-storey car park which are subject to visitor parking charges. The car park is served by lifts and there is a courtesy bus on site.

Policy Statement on the recruitment of ex-offenders

Having a criminal record will not necessarily bar you from working for us

This will depend on the nature of the post you have applied for as well as the circumstances and background of your offence/s. You are obliged to provide details as requested on the application form for a position within the Trust and failure to provide this could lead to disciplinary action at a later stage. Should you wish to provide further information separately please contact Recruitment Services on 01223 217038 and request to speak to the Deputy Recruitment Manager.

The Trust is committed to ensuring that no job applicant is treated unfairly on the basis of any criminal record revealed on a job application form and will ensure that an open and measured discussion takes place regarding any such information that you provide. We will discuss with you any matters revealed in your DBS Disclosure prior to making the decision to withdraw a conditional offer of employment.

A DBS Disclosure (plus Vulnerable Adult and/or Child barred Check) is only requested where the post has been identified as eligible within the DBS Code of Practice and following full risk assessment. You will have been notified when applying for a position and also prior to interview if a DBS Disclosure is a requirement of the job. The Trust will ensure that any information provided by yourself and the DBS is processed strictly according to the terms of the DBS Code of Practice. A copy of the DBS Code of Practice will be sent to you on request. Alternatively you can view this at www.homeoffice.gov.uk

Equal opportunities in employment

We aim to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

Cambridge University Hospitals NHS Foundation Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

If you have any queries about your application form please contact:

**Recruitment Services on 01223 217038
or email: recruitment@addenbrookes.nhs.uk**