

Important Information for Candidates All Vacancies

Dear Candidate,

Please read the following information carefully:

1. In cases where a vacancy receives a high volume of applications – the Trust reserves the right to bring the closing date forward. Applicants are therefore advised to submit completed application forms without delay if they wish to be considered for this role.
2. Please ensure that you read the Job Description and Person Specification before applying for a vacancy to ensure that you meet the essential requirements.
3. Please ensure you check the email account from which you apply regularly as we will only contact you via email regarding your application. We communicate with applicants and successful candidates via our TRAC System and not NHS Jobs therefore please do not email us via NHS Jobs.
4. If you do not hear from us within 4-6 weeks of the closing date, regretfully on this occasion your application has been unsuccessful.
5. Mersey and West Lancashire Teaching Hospitals NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to undertake this commitment.
6. For new entrants into the NHS your pay under the Agenda for Change Pay Bands will normally be set at the minimum of the pay band as advertised.
7. Unless otherwise stated full time/part time/job share requests may be considered for all posts dependant on service need, funding and local circumstance. Please state your requirement on the application form and at interview. Flexible working options are also considered.
8. If you are required to complete a DBS check (formerly CRB) for the post you are applying for, please click on the links below to read the documents pertaining to The Recruitment of Ex-Offenders, and The Storage & Handling of Disclosure.
9. If successful, all candidates will be required to complete a disclosure (Declaration) form as part of the Trust's pre-employment checks.

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10. If you are successful in your application and accept the position, you agree that the Trust's HR and Occupational Health Departments can access your Occupational Health and personal records from your current or previous employer. This is an automated process, and the information will only be used for the purposes of pre-employment checks (see guide to Pre-Employment check link) prior to your taking up the post.
11. Applications from job seekers who require Skilled Worker sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, for certain posts, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. Overseas candidates wishing to apply who would require sponsorship can self-assess the likelihood of obtaining a Certificate of Sponsorship for the post on the UK Border Agency website.
12. No unsolicited Advertising Company approaches.

By applying for a position with the Trust you are confirming you have read and understood these conditions.