

Help with your application form.

Thank you for your interest in our vacancy.

The application form plays an important part in the selection process, both in determining whether or not you will be shortlisted for an interview and as a source of information for the interview itself.

The following information is intended to help you complete the online application form:

- ✓ **Read the application form.**
Read the form through before you complete it. You will need to fill in all sections of the form, so gather all the information that you will require before you start.
- ✓ **Read the job description and person specification carefully.**
Think carefully how your skills, knowledge and experience match the requirements.
- ✓ **Now complete the form.**
Fill in your form as fully as possible as we will not be able to make assumptions about your skills and abilities and we cannot take into account previous applications or previous knowledge about you. Make sure you tailor your application to the job role, don't just add your CV to the supporting information section or use a form that you have submitted for another post.
- ✓ **Pay particular attention to the 'Supporting Information' section.**
Use this section to demonstrate how you meet the essential and desirable criteria outlined in the person specification. You should address each point providing information, examples and evidence to illustrate how you meet the criteria listed. If you do not state how your skills match the person specification, or you do not meet the criteria, you are unlikely to be shortlisted for interview.
- ✓ **Provide a full employment history**
You will need to provide details of your full employment and/or training history since you left full time education. If you have any gaps in your employment history you will need to provide an explanation/reason for these. Please check that the dates are correct and in order, with your current or last employer first.

✓ **References**

The trust requires you to provide details of referees covering at least the last 3 years of employment. If you are currently / have recently been employed your first referee will need to be your line manager from your current / most recent post. If you are a student please provide details of a teacher at your school, college or university. References are required in writing and ideally be requested by email so please provide a current email address for each referee.

✓ **Read through your application.**

Make sure your personal information is up to date; in particular your email address and mobile telephone number is correct so that we can contact you. Read through the form for any errors or omissions before you submit your application as you cannot make any changes after the form is submitted.

✓ **Check the closing date.**

You cannot submit your application after the vacancy has closed. In some cases the vacancy may close early due to a high number of applications so please submit your form as early as possible.

✓ **Don't forget to check your NHS jobs account.**

You should check your emails and NHS jobs account regularly throughout the recruitment process as we will contact you through this. Please check your junk or spam folders as some emails may be automatically placed there.

✓ If you require any further assistance please contact the recruitment team on **0118 2077 640** or the recruiting manager detailed in the job advert.

Thank you again for your interest and good luck with your application.

