

Dear Applicant,

Thank you very much for your interest in working with us.

You can find out more about Dorset HealthCare and working with us at www.dorsethealthcare.nhs.uk or follow us via the links below.



In the meantime, the following flowchart will help guide you through your application process – please take a few moments to read them before completing your application form.

Please note: if you have any enquiries that aren't answered in the flowchart, we encourage you to contact the person named in the advertisement on the telephone number provided, or call HR on 01202 277145.

Your Application

Before completing the application form please ensure you have read and understood the job description and person specification as your supporting statement should reflect these; your application will be reviewed based on the criteria set out within these documents.



Give details of your:

- Skills
- Abilities
- Personal Qualities
- Experience
- Qualifications

These qualities can be gained from work, education, community, family, voluntary or leisure interests.



Please complete ALL mandatory sections. Without completing these, your application cannot be submitted. (All mandatory sections will have be marked with an *).



Once submitted, you will receive a confirmation email followed by an email from our recruitment system TRAC. This may appear in your junk email box, so please check for any emails there .




Please note: if you are applying from overseas, go to

<https://www.healthcareers.nhs.uk/i-am/outside-uk>


for more information on working in the UK.

Your Interview

If you are shortlisted, you will receive an email from TRAC advising the date of your interview – please respond within 2 days to confirm/decline. You *must* confirm attendance of interview on TRAC. This can be done online or you can call us on 01202 277000 and ask for the HR Administrator on the email.



Once confirmed, you will receive an email giving full interview details including location, any special arrangements (e.g. presentation if required) and who you should report to.



Check emails daily for anything from TRAC, including your junk mail box. Shortlisting can take several days so please keep checking for any communication.

Please note:

- 1. If you have a disability and require reasonable adjustments to be made at any point during the recruitment process, please contact the HR department at dhc.hr.admin@nhs.net.***
- 2. The Trust does not pay interview expenses.***

Pre-Employment Checks

After your interview, you will receive a phone call from the line manager advising whether or not you were successful. If you are successful, we will send you a conditional offer letter within a few days of your interview.



Pre-employment checks will then need to be completed as follows:

- Verification of Identity
- Right to Work in the UK
- Satisfactory References
- Immunisation Status (if applicable for the role)
- Qualifications and Professional Registration (if applicable for the role)
- Disclosure and Barring Service (if applicable for the role)
- Occupational Health Checks (if applicable for the role) - these will be sent to you as one of two forms depending on your health declaration and the job requirements.



When providing referee details, please be aware that:

- You must include your current or most recent employer
- You must provide details that cover the last 3 years of employment
- You must provide us with a professional email address for each referee
- If you have been unemployed or self-employed you will be sent relevant information to assist in confirming this
- If you have been in education in the last 3 years, you must provide contact details for your course tutor
- We will request information on previous NHS employment

We will not accept personal emails for referees such as Gmail, Hotmail or Yahoo. Please note that we will contact referees as soon as possible after your interview **unless** you have withheld permission for us to do so.



If an ID check appointment is required please book a time slot as soon as possible.



If a DBS check is required you will be emailed a link to an online form for completion. If you are not currently registered with the update service, we advise you to sign up when you receive your new certificate so that future employment will be quicker and easier. Go to <https://www.gov.uk/dbs-update-service> for more information.

You may contact us at any point during your pre-employment checks to find out how your recruitment is progressing. Please email the HR contact stated at the bottom of your Conditional Offer letter, or call us on 01202 277145.

Your Employment – a Successful Application

When all pre-employment checks are done, the recruiting manager will contact you to discuss a start date. Shortly after this you will receive an Offer Letter and your Contract of employment.



You will also receive details of the Trust's induction which is mandatory for all new starters and any training.

Please go to <http://www.nhsemployers.org/your-workforce/recruit/employment-checks> for further information on pre-employment checks.

For any further information on starting with Dorset HealthCare, go to <https://www.dorsethealthcare.nhs.uk/join-us>.

Data Protection

Please note that if you are appointed to the role your application and references (and any other relevant documents) will be kept by HR and used to create a personal file and an electronic staff record. The Trust will maintain information about you which is reasonably necessary for the proper management of your employment, pay and pension (if applicable). The Occupational Health department will also maintain records about your health.

If you are unsuccessful your records will be deleted after 6 months.

Thank you for your interest and we look forward to receiving your application.

If you have any further questions please contact us at dhc.hr.admin@nhs.net or phone

01202 277145.

Many thanks,

Human Resources