



GUIDANCE FOR APPLYING FOR A POST

Thank you for your interest in working for Chesterfield Royal Hospital NHS Foundation Trust. There are a number of steps to the recruitment and selection process, the first of which will be for you to complete an on-line application form. The application form consists of eight sections, these are;

- Personal Information
- Safeguarding
- Qualifications
- Employment History
- Supporting Information
- References
- Monitoring Information
- Submission and Declarations

Please see a brief explanation of each section as follows;

APPLICATION FORM

Personal Information Details entered in this part of the form will be held by the HR department. Access to this information will be withheld from the shortlisting panel and will only be made available to them if you are successfully shortlisted

Safeguarding You will be required to declare any spent or unspent criminal convictions, cautions, reprimands or warnings on your application form and you may be asked questions about this during the selection process or afterwards.

Please note that having a criminal record will not necessarily bar you from working within the Trust although this will depend upon the nature of your offences.

This section of the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated strictly confidentially.

Qualifications

Please include all relevant educational and professional qualifications and training courses attended or currently being undertaken. Details entered in this part of the form will be held by the HR department and will be made available to the short-listing panel.



Employment History Please record the details of your full employment history beginning with your current or most recent role first and work backwards. If required, please provide additional information regarding your employment history within the 'Supporting Information' section. Any gaps in employment must be explained in the "Employment Gaps" section and dates supplied.

If you are a student or were most recently, please provide details of the academic institution at which you studied including dates. The employment history section of your application will be used by the shortlisting panel to help determine your suitability for the role which you have applied for. If a job offer is made, in conjunction with the reference details you have provided, the Trust will be able to check the accuracy of your employment history and training.

Supporting Information In this section you will need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please also include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer – what is unique to you – what sets you apart from your peers).

Please do not include personal details or duplicate information already provided elsewhere in your application.

References Your reference must cover a period of the last 3 years as a minimum, whether in employment or training.

References will be requested in writing, ideally via a company or educational institute e mail address. Personal e mail accounts cannot be accepted. Verbal references also cannot be accepted. Your most up to date referee must be your current or most recent employer. You will have the option to record on NHS Jobs whether the Trust can obtain this prior to interview.

It is essential that you provide the correct contact details for your referees on your application form to avoid any unnecessary delays. Please also make your referees aware of your application and it is advisable that you ask your referee in advance that you would like them to provide the reference if it is requested.

If you have been unemployed: If you have been out of work for some considerable time but have had previous employment, then your referees should be your two most recent employers or line managers, or someone in a position of responsibility who can comment on your work performance competence and reliability.



If you are a student: Please provide the details of a teacher or lecturer at school, college, university or educational institute. Newly qualified nurses must provide the details of your personal tutor or course leader at your university.

If you are unable to provide references: If you cannot provide any referee details, you must clearly state why in this section. The Trust will consider the circumstances. Cross-checks against your application will be made if at all possible, but ultimately the recruiting manager will make a decision based on the information that is available.

Monitoring
Information

This section of the application is not made available to the shortlisting or interview panel.

This information is collected for monitoring purposes only and will assist Chesterfield Royal Hospital NHS Foundation Trust to analyse the profile of applicants and appointed candidates in support of our equality and diversity policy.

Submission and
Declaration

Please check over your application prior to pressing the submit button.

Please note that any offer of employment may be withdrawn if it becomes evident that you have knowingly withheld information or provided false or misleading information.

SHORTLISTING STAGE

What will happen next:

Successfully
Shortlisted

If you are shortlisted and invited for interview, you will be advised by e mail.

Unsuccessful

If you are unsuccessful you will receive notification of this via email.

INTERVIEW STAGE

Prior to Interview

Prior to attending an interview you will be required to gather documents together to present at the interview. The documents needed are to check your ID, eligibility to work in the UK and professional qualifications (if applicable).

Originals must be brought along to the interview however if possible please also bring a photocopy of all documentation, which will



Interview format	<p>speed up the process.</p> <p>You will be invited to attend an interview with a selection of panel members. It is normal to have 2 or 3 panel members.</p> <p>For some posts you may be required to give a presentation about a relevant matter. If required you will be advised in the invitation detail via Trac.</p> <p>For some posts you may be required to undertake a technical (or similar) type of test this will be notified in the invitation detail via Trac.</p>
Outcome of interview	<p>We aim to advise all candidates of the outcome within a few working days of the interview taking place, the exact timings for this will be advised at the interview. Successful candidates will be made the offer verbally, subject to the receipt of acceptable references, health clearance and DBS checks (if applicable).</p> <p>Once references are received and deemed acceptable, a written offer of employment will be sent.</p> <p>If you are unsuccessful at this stage you will be telephoned and advised and offered feedback. You will also be notified via NHS jobs.</p>

OFFER STAGE

Offer	<p>Successful candidates will be given a verbal offer, subject to the receipt of acceptable references, health clearance and DBS checks (If applicable). A provisional written offer will be sent via e mail. Once references are received and deemed acceptable, a final written offer of employment will be sent.</p> <p>The Trust is committed to providing a safe environment for all service users and patients and therefore the following checks will be rigorously applied before any offer is confirmed in writing.</p> <p><u>References</u></p> <p>Acceptable reference(s) to cover the previous 3 years of employment or training</p> <p><u>Occupational Health Clearance</u></p> <p>A link will be enclosed in the provisional offer letter which will direct you to a health clearance questionnaire for you to record your answers.</p> <p>Occupational health clearance must be given before the successful candidate can commence employment.</p>
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Disclosure and Barring Service

If the post is offered subject to a satisfactory DBS check, you will be provided a web link to complete, in the provisional offer letter. This should be completed as soon as possible in order to speed up the start date.

Right to work

You will be required to provide proof of your right to work in the UK by way of passport or current visa/passport documentation.

Endorsement may be required from the UK Borders Agency / Home Office.

Terms and Conditions of service

With the exception of Directors, your terms and conditions of employment will be as per nationally recognised and agreed Agenda for Change. Full details can be downloaded from the NHS Employers website, this includes Medical staff.

Please note that there may be some local variations to Agenda for Change.

If you have any questions regarding the content of this document, please contact the Human Resources Support Service team on (01246) 513177

Good Luck with your application and thank you again for your interest in working for Chesterfield Royal Hospital NHS Foundation Trust

The Recruitment team

Chesterfield Royal Hospital NHS Foundation Trust

