

Guidance Notes for Applicants Completing the Job Application Form

Please read this carefully before completing the application form.

General Guidelines

Prior to completing the application form, you are strongly advised to familiarise yourself with the post once more by reading the advertisement together with the job description and person specification which have been provided. The job description outlines the main duties that are required for the job. The person specification details the relevant essential and desirable criteria, i.e. the qualifications, skills, experience and knowledge required for the post. If you do not demonstrate that you meet the **essential** criteria on your application form, then unfortunately you will not be shortlisted for interview. The information that you provide on the application form is the only information that the Selection Panel has to enable them to decide whether or not you will be shortlisted therefore it is essential that you complete this **accurately** and **fully**.

Please note that the trust uses the TRAC recruitment system, a third party provider, to administer all job application forms. This system is in line with GDPR. Application forms submitted to NHS Jobs will be downloaded into the TRAC system upon the vacancy closing.

Should there be any section of the form which you are unclear how to complete, please contact the individual named under the Contact Details section of the job advert to ask for guidance.

Qualifications/Membership of Professional Bodies

This section **must** be completed if relevant to the post. You will be expected to bring proof of your professional registration with you to the interview. Any offer of employment will be subject to confirmation of professional registration where this is appropriate to the post.

Please ensure that the level and result/grade of any qualifications identified are included on your application form, as an omission of this information may prevent you from being shortlisted. If you are selected for interview, you will be asked to bring any relevant qualification certificates with you. Include any other training courses that you have attended (even if they are not work related) as they could be pertinent to the post for which you have applied.

Previous Employment

When completing this section, please ensure that both the month and year are included for each employment. It is essential all employment details are recorded, even if the employment was for a short period of time. It is also very important any gaps in your employment record are fully explained. Under no circumstances should a period of employment be omitted.

Further Details

This section is a very important part of the application form. You should explain your reasons for showing an interest in the post and demonstrate how you meet the criteria from the person specification. It is important that you include all previous relevant experience, including voluntary work. Should you require any further space, please attach any separate sheets, and include your own individual reference number (which is shown on the top right hand corner of the front of your application form). Please **do not** include your name or any personal information as applications are shortlisted anonymously.

References

You are required to provide the name, full address, telephone number and e-mail address of two referees, one of whom must be your current or most recent employer. Referees selected must be able to cover at least a three-year employment period. Referees must occupy management positions with your current or most recent employer. The individuals selected must have direct knowledge of your abilities and will therefore have had supervisory responsibility for you. If the post also carries clinical responsibilities, one of your referees must be able to assess your clinical competence for the post for which you have applied. References are not acceptable from relatives or partners. Any offer of employment will be subject to references satisfactory to ourselves.

To reduce the possibility of delays in receipt of references you are advised to contact your referees to inform them they may be receiving a reference request. Appointment to any position is conditional on satisfactory employment history and reference checks, and any information disclosed on your application form will be checked.

If your current or most recent role is working within the NHS, a factual reference and details of your previous NHS continuous service record will be requested if you are successfully offered a position within DCHS. This will be sent electronically via 'Inter Authority Transfer' between ESR staff records when an offer of employment has been made. Please note that previous NHS bank work only does not count towards continuous service.

Disclosure and Barring Service (DBS) checks

Under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) and (Amendment) Order 1986 there are occasions where convictions, although normally '**spent**' can be taken into account. Because of the nature of the role the Trust undertakes caring for some of societies most vulnerable people, you **must** disclose any conviction, action, binding over or caution, or any pending court appearance and include all spent convictions. If you fail to disclose such convictions or pending court appearances and are appointed, then this could result in dismissal or disciplinary action by the Trust. Information provided in the section will be discussed with the candidate only if the matter is considered relevant to the post.

If this post requires a DBS check you will be sent the relevant forms for completion if you are successful at interview. All candidates are also required to complete a Declaration Form confirming their status regarding criminal offences. This is in line with the DBS Code of Practice which can be provided upon request.

Medical Clearance

If you are invited for interview, you will be required to complete a declaration of health form and any offer of appointment will be subject to medical clearance.

Equal Opportunities

The aim of our Equal Opportunities Policy is to ensure that applicants for the posts within the Trust and existing employees do not receive less favourable treatment on the grounds of sex, marital status, disability, race, sexual orientation, nationality, ethnic origin, religious beliefs or age, neither will candidates be placed at a disadvantage by imposing conditions or requirements that cannot be justified.

Please complete the Equal Opportunities in Employment section of the application form, which will be removed prior to shortlisting. The information is needed for statistical purposes only.

Declaration

After you have completed the application form, please check that you have included all the required information and that you have signed the declaration (or ticked the declaration box for online applications). You should either return it to the address shown on the top of the covering letter, or via the NHS Jobs online service. Please ensure that we receive the application form by the closing date, as late applications **will not** be accepted.

The declaration you are being asked to sign/tick requires you to confirm that all information requested has been provided and no information has been omitted from the form. It is very important that you have completed your form in an honest way. **Any offer of employment may be withdrawn if you knowingly withhold information, or provide false or misleading information.**

Please return completed application forms via NHS Jobs or TRAC or paper forms to:

People Resource Team at Kingsway Hospital, Kingsway House, Derby, DE22 3LZ or
Walton Hospital, Peter McCarthy Suite, Whitecotes Lane, Chesterfield, S40 3HW
Tel: 01332 564856, option 1, option 1 Email: dchst.peopleresourceteam@nhs.net