

Applying to Work at Sheffield Teaching Hospitals NHS Foundation Trust

The Trust is committed to its duties in relation to the Equality Act 2010 and respects diversity of the community it serves and its workforce. We are part of the Disability Confident Scheme and support applicants who are disabled who may require assistance to complete and application form or facilities to attend and conduct an interview. Please contact the Human Resources Department who will be able to assist you.

Changes to UK Immigration Rules

Non-UK/EEA applicants should ensure they are aware of the recent changes to the Immigration rules. For further information on how this may affect your application visit the UK Government website: [New immigration system what you need to know](#)

Application Tips

To work at Sheffield Teaching Hospitals NHS Foundation Trust, you must complete and submit an application form. Please fill the form in as fully and as accurately as possible. If some sections are not relevant to you, please write N/A (not applicable).

Here are some tips to help you with your application:

- Be certain you have provided the **correct email address** and **phone number** so we are easily able to get in touch with you
- Make sure you read the **Job Description** and the **Person Specification** before and whilst you are applying. This is what we shortlist applicants against, so make sure to **show how your skills and experience** are **relevant** to the role in your application. Skills and Experience can be gathered through various ways, such as present or previous jobs, education, community or voluntary work, work experience or leisure activities.
- Take a look at the Trust **PROUD Values** and try to **showcase these values in your application**. Information on our Trust Values can be found here: <https://sthrecruitment.com/our-vision-mission-and-values>
- Before submitting, make sure to **proofread your application** and check you have answered questions as **accurately and fully** as possible

Successful applicants shortlisted will be notified via their NHS Jobs Account within 4 weeks of the close date. If you have not received any notifications after this point, your application is considered unsuccessful.

The Recruitment Process

The Recruitment Process differs depending on the job role you are applying for. Here are some of the assessments:

- **Interview** – A question and answer discussion to help us get to know you better
- **Assessment Days** – Assessment Days can involve a range of activities
- **Psychometric Tests** – These tests help measure your suitability to a role

Getting to Your Interview



The Trust sites are on regular public transport routes across the city; please see the Travel South Yorkshire website for more information: <https://www.travelsouthyorkshire.com/>

If you intend to travel by car, there are a number of 'Pay and Display' car parks across the Northern General Hospital and a multi-storey car park at the Royal Hallamshire Hospital. There are also a number of disabled parking spaces for visitors with a valid blue badge. Please note spaces are limited and it may be busy during patient visiting times so please allow extra time for your journey and parking.

Regrettably, we are unable to reimburse candidates expenses in connection with interviews.

What Happens Next?

Should you be successful at interview, you will be required to comply with a number of mandatory NHS Pre-Employment Check Standards and your referees will be contacted without delay. This is to ensure you can begin your new role with us as soon as possible. You will receive information from the Human Resources Department regarding these checks and how to complete them.

From all of us at Sheffield Teaching Hospitals, we wish you the best of luck with your application. If you have any questions, please do not hesitate to contact Human Resources.

Contact Details:

0114 305 2503

