



**NHS**  
Lancashire Teaching  
Hospitals  
NHS Foundation Trust



Creating  
your best  
application

We promise,  
it's worth  
the read!





Silas Nicholls  
Chief Executive

**Hello, welcome and thank you for considering joining our hospitals or continuing your career with us.**

We have put this interactive information pack together because we know that completing an application form can be challenging. But it's really important to us that we find out everything about you so that we can make the very best recruitment decisions.



We want to help you in the best way we can, so we have created an e-learning resource to help you complete your application form. No registration is needed - just click here  to access it.



These are challenging, yet exciting, times for our hospitals as we move forward into the new collaborative NHS world in which our roles and relationships will take greater prominence as the entire NHS recovers from the ongoing effects of the pandemic.

What won't change, however, is our vision to always provide excellent care with compassion to our communities. Our ambition, success, identity and values remain so important in recruiting and retaining the best staff as well as developing and delivering excellent services.

No doubt you want to find out about us as well and how we aim to achieve our vision. To help you do so we've pulled together highlights about our hospitals that is also attached to this vacancy and we look forward to receiving your application form soon.

Good luck

**Silas Nicholls, Chief Executive**

# MAKE YOUR APPLICATION THE BEST IT CAN BE!



You are here!

Your application is the start of your journey to a new role. We've put together a step-by-step guide to help you complete your application. All you have to do is click  to access it, no login is required.

Have a look at this Top Tips mini-video we've made  on Facebook for you to make your application the best it can be!

\* If you're invited to interview and need adjustments to participate, it's important that you contact the recruiting manager as early as possible to discuss them. You can view the accessibility of our sites at [Access Able](#).

Make sure to follow us on social media @LancsHospJobs



APPLY



SHORTLIST



INTERVIEW\*



APPOINTED



PRE-EMPLOYMENT CHECKS



START!

Contact [recruit@lthtr.nhs.uk](mailto:recruit@lthtr.nhs.uk) if you need help accessing information about the role

# APPLICATION FORM

## TOP TIPS!

We've put our top 5 tips in this short Facebook animation



# 1

Please don't rush it! Put time aside to complete your application and proof read it - even if it means going to the library or a friend's house for no interruptions. Save your application as you're going along and return to it later if needed - you don't have to complete it all at once.

# 2

Get all your relevant certificates and training courses together and put them in date order before you start. It'll make completing your application easier!

# 3

Be sure to use a tablet, laptop or PC to complete your application - the form works best on these. Make sure that you have a good internet connection too - you've put the hard work in so don't lose it to a poor signal!

# 4

We use the **person specification** to decide who to interview. Make sure that you've provided examples of how you meet the **essential** criteria of this in your supporting information. If it will help you to know more about the role you could give the recruiting manager a call, or drop them an e-mail, and have a chat. Contact details are always at the end of our adverts.

# 5

Sometimes we can all miss what's in front of us. Ask someone to read over your application to pick up any mistakes and check that you've demonstrated how you meet the essential criteria.

Don't forget to use our handy e-learning resource here!



# PRE-EMPLOYMENT CHECKS

If you're successful and offered a role there will be some checks to complete before you can start. Once all your relevant checks are complete we can then agree your start date.

All new starters are required to satisfactorily complete:

- Health clearance (on-line questionnaire)
- Proof of Right to Work in the UK
- Personal Identification (face-to-face check)
- References to cover the last three years



All applicants offered a post with this Trust will be asked to provide evidence of their eligibility to work in the UK. For certain posts, the Trust will be able to apply for a Certificate of Sponsorship. The Trust reserves the right to determine what is considered to be a satisfactory reference.

And some roles also require us to check the following:

- Disclosure and Barring Service check
- Professional Registration and Qualification Certificates



If your role requires a DBS check we will administer this on your behalf and the cost will be recovered from your salary, either as a one-off payment, or over 3 months. The level of check required depends on the role that you have been offered. Currently the charges are: Standard DBS check £30.20 and Enhanced DBS check £48.20. There is no charge for volunteers.

You should be aware that if you are successful in obtaining a position that requires a DBS check but later withdraw your application, you may be required to reimburse the cost of the DBS check.

The DBS Code of Practice is available at DBS code of practice - GOV.UK ([www.gov.uk](http://www.gov.uk))

For certain posts applicants must be currently registered with a Professional body. Your professional registration will be checked before an offer of employment is made. For other posts certain qualifications will be essential and are outlined in the person specification for the post. In such instances you will be required to produce these documents at the face to face check with the Recruitment Team.

# WE WANT YOU TO BRING YOUR WHOLE SELF TO WORK

The idea behind our four Inclusion ambassador forums is that they can be used to provide our people with a voice, give support, discuss issues, review policies/procedures but also educate colleagues and help us to truly embrace and celebrate difference. Together we can make a positive difference.



To learn more about our Inclusion Ambassador Forums please contact [Inclusion@lthtr.nhs.uk](mailto:Inclusion@lthtr.nhs.uk)

# WHAT HAPPENS NEXT?

We'll be in touch with you by e-mail. Remember to check the e-mail account that you applied from, including your junk and spam folders!

If this vacancy isn't the one for you, you could share it with someone else who may also be interested

You can stay up to date with our latest vacancies by signing up for daily, or weekly, e-mail alerts from **trac.jobs**

Thanks for reading this guide and we hope that you've found it useful. We look forward to receiving your application soon!





Keep up to date with our latest vacancies from any of the links below!



@LancsHospJob

