



# **Information and Guidance for Applicants**

## **Recruitment and Selection**

Recruitment Services– 2021



Thank you for your interest in working for Yorkshire Ambulance Service NHS Trust (YAS). The following guide will help you to submit an application which will help you to demonstrate your suitability for one of our vacancies.

## Our Vision and Values

### Our Purpose

To save lives and ensure everyone in our communities receives the right care, whenever and wherever they need it

### Our Vision

To be trusted as the best urgent and emergency care provider, with the best people and partnerships, delivering the best outcomes for patients



## Diversity and Inclusion

YAS prides itself not only on the diverse range of services that it offers as a regional healthcare provider, but also on the diverse range of people within YAS, who provide patient care and support the organisation. We are proud of our ability to harness the different experiences, backgrounds and personalities of the people working here in order to create a workplace culture that we all value, and that leads us to providing the best possible care to the people who we serve. The Trust has signed up to the newly developed mandate of “**Embracing Diversity – Promoting Inclusivity.**”

Diversity and inclusion is at the heart of the Trust’s core values and which contribute to making YAS the unique place it is. We want to ensure that we continue to be an employer of choice for individuals regardless of their age, gender, disability, ethnicity, religion, sexual orientation or social economic background. We want to deliver high quality services and compassionate care to all patients and service users, ensuring our workforce reflects the communities we serve.

Yorkshire Ambulance Service NHS Trust values and respects the diversity of its employees, and aims to recruit a workforce which reflects our diverse communities. We welcome applications irrespective of people's age, disability, gender, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances. We have policies and procedures in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including an invitation to the first stage of the selection process and consideration of reasonable adjustments for people who have a disability

If you have a disability you may need reasonable adjustments made to enable you to take part in our selection processes. For example, you may need assistance to complete the application form or require a copy in a large, different format, we can also support with adjustments to our literacy and numeracy assessments. If you would like to find out more, please contact the Recruitment Team via email [yas.recruitment@nhs.net](mailto:yas.recruitment@nhs.net)

If you discuss this with us, we can take all reasonable steps to ensure that the necessary equipment and advice is available to allow you to participate fully in the selection process. Please note that reasonable adjustments for successful applicants with disability will be made upon appointment.



## Does YAS have the right job for me?

If you are unsure if YAS has the job role you are looking for, below is just a few of the many jobs we offer. For further assistance get in touch with the Recruitment Team, who are more than happy to support you apply for that dream job.



## Are you the person we are looking for?

At YAS we aim to deliver the best outcomes for our patients, who are central to everything we do. We need people who can live our values and demonstrate behaviours such as:

- Being collaborative and inclusive
- Pioneering new ways of working
- Having a positive attitude and embrace challenges and opportunities
- Remaining focused and professional in the most difficult of circumstances
- Willing to go the extra mile
- We listen, learn and act on feedback
- Continuously building our capabilities through training and development
- Delivering care with empathy, respect and dignity

The selection process is designed to assess your alignment with our values and your ability to do the job.

## A Guide to Getting Started

### Finding Jobs on the NHS Jobs Website

NHS Jobs provides a dedicated online recruitment service for people seeking a career in the NHS across England and Wales. NHS employers put most of their vacancies on the website and this is a great place to start to find a job in the NHS.

All you need to register with NHS Jobs is a valid email address that you can access regularly.

NHS Jobs is easy to use. By following this four-step starter guide you will learn how to:

- Register and search for jobs in the NHS
- have emails sent to you about new jobs you may be interested in
- apply for jobs online.



## 🔵 Step One - Registering with NHS Jobs

To get the most from NHS Jobs you will need to register for an account. Registering is quick and simple and has many advantages.

## 🟡 Step Two - Jobs-by-Email

After you have registered for an account, you will be asked if you would like to receive jobs-by-email. Jobs-by-email allows you to be the first to see new vacancies as any new jobs you may be interested in will be sent to you as soon as they are advertised.

To set up jobs-by-email, simply add your preferred search criteria relating to job title, keywords, salary and location, click 'save'. You will start to receive daily emails with details of matching job vacancies whenever they are advertised on NHS Jobs. You can save up to five 'jobs-by-email' searches, varying your search choices such as location, salary or job type to help maximise your job-hunting success.

## 🔵 Step Three - Searching for Vacancies

It is easy to search for vacancies with NHS Jobs. There are three main ways to find the job that you want, simply pick the method which suits you best; quick search, detailed search or specific Employer or Trust search.

## 🟢 Step Four - Applying Online

Once you have found a job that meets your skills and preferences, you are ready to apply and complete the application form online.

NHS Jobs makes it easy to apply online, you will be redirected to Trac (our online application portal) when you click apply from NHS jobs.

Further information can be found on the link below:

[NHS Jobs - An Introduction to NHS Jobs](#)

## 🟡 Finding a Vacancy on the YAS Website

You can also look for live vacancies on our website by visiting [YAS - Current Vacancies](#)

On this page, you will see all the vacancies we are currently advertising on NHS Jobs and, if you are internal member of staff, vacancies that are advertised for internal staff only.

## 🔵 Completing the Application Form

When you are ready to apply, you might be asked to answer some pre-application questions. You will need to answer all of these questions. They have been designed to help you quickly work out whether you are suitably qualified for the role you are applying for. Once you have answered all the questions, click 'apply' and follow the instructions onscreen.

To save you time, make sure you have the following information available before starting the application form:

- 🟡 National Insurance number (if you have one).
- 🟡 Work permit details (if applicable).
- 🟡 Educational and/or professional qualifications (including dates awarded).
- 🟡 Registration and pin number (including expiry and renewal date).
- 🟡 Details of any previous employers (including dates).



- ⬢ Details of supporting information - please refer to the person specification within the Job Description and work out how well you match as an applicant
- ⬢ Contact details for at least two referees, some roles may require more than two.

Once you have started/completed the application form you can either:

- ⬢ cancel and leave the application form - no changes will be saved.
- ⬢ save the form and return to it later.
- ⬢ submit your application - check you have completed the form fully and check for any spelling mistakes before hitting 'apply'.

You can save your application at any time and return to it later; to do this, scroll to the bottom of the screen and click the 'save' option. When you want to continue work on your application, log in to NHS Jobs using your email address and password, then click on the 'my applications' link on the left-hand side of the page and then click 'continue with form'.

Once you have applied for a vacancy using NHS Jobs your application is automatically saved. You can re-use the form for any other positions you might apply for. However, please check that all the information, especially your supporting information, is relevant to each vacancy you apply for and change it as necessary.

**Remember** to check your email account regularly to see the progress of your applications. Any invitations to interviews are likely to be sent by email.

## Application Form Breakdown – Section A

### ⬢ Personal Details

It is important that we have both your postal and email addresses to ensure we are able to inform you of the progress of your application at each stage. **NB:** Please ensure that you enter your full name including your **middle name**, as this will be required to match your identity. Please ensure your address is in the correct format capitalising your postcode.

### ⬢ Nationality and Immigration Control

All applicants will require the right to work in the UK. For any queries in relation to this, please contact us at [yas.recruitment@nhs.net](mailto:yas.recruitment@nhs.net).

### ⬢ Applying for more than one role

Where appropriate, please remember to indicate which location(s) you are interested in on the front of the application form. You can apply to work at more than one location by detailing this in the relevant box on the application form. Please list these in order of preference starting with your first choice. Applicants should be aware that whilst the Trust will consider individual preference requests the Trust is unable to guarantee preferences as it must ensure that it can meet operational demands.

If you are applying for more than one role, you must state in each separate application how you meet the entry requirements for each role. Simply submitting the same application form may mean your application will not have enough evidence demonstrating how well you meet the person specification and maybe rejected at shortlisting.

### ⬢ Diversity in Recruitment

YAS recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect. We seek to maximise everyone's talents so that we





can meet the needs of the organisation and our patients. We seek to provide equality of opportunity for employment, training and advancement.

We welcome applications from all sections of the community and particularly ethnic and minority groups who are currently under-represented in YAS. We recognise the importance of the work-life balance and aim to be a family friendly employer with a range of flexible working patterns available. However, to ensure YAS has sufficient resources to deliver services, you may be asked to alter your normal working pattern of work to meet operational needs.

## ■ Rehabilitation of Offenders Act 1974

In order to protect vulnerable people there are a number of roles within YAS that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These roles are ones where in the normal course of their work, successful applicants would have direct access to people receiving health services, for example paramedics and ambulance technicians. If the role is one, which falls into this category, you must disclose any criminal conviction and/or cautions whether spent or not.

Having a criminal record does not necessarily prohibit you from working with YAS but it must be declared to consider its relevance to the role for which you have applied. Failure to disclose such convictions can result in dismissal or withdrawal of an offer.

Candidates that are required to be registered with the Health and Care Professions Council (HCPC) and who have not had a Disclosure and Barring Service (DBS) check may not be accepted onto the professional register.

## ■ Advertising

We are interested to learn how applicants heard about the role so that we can evaluate the effectiveness of the means used to advertise it. YAS aims to reach as diverse an audience as possible.

# Application Form Breakdown – Section B

## ■ Professional Registration

If the role for which you are applying requires you to be registered with a professional body, for example the HCPC or Nursing and Midwifery Council (NMC), you must include relevant membership numbers and whether you have been, or are currently, subject to fitness to practice proceedings.

## ■ Education and Training

The purpose of this section is for you to provide relevant educational qualifications and training details, highlighting those that relate directly to the main duties for this role.

**Please note:** If you no longer have the original certificates for your qualifications, you will be required to request them from the examination board, as you need to evidence each qualification stated on your application. We **do not accept** 'Statement of Provisional Results' as a proof of your grades attained. We do however accept 'Certified Statement of Results' which is provided by the examining board the qualification was obtained by.

Please use the link below to find out more information on the qualification levels and what they mean:

[What qualification levels mean: England, Wales and Northern Ireland - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



## 🟡 Employment and Education History

**You should start with your current or most recent employment/education and work backwards.** You do not need to include any jobs/education from more than three years ago unless the skills gained are relevant to the role and have not been demonstrated more recently.

You should ensure that it is clear from each job/education when you worked/studied there, what your main duties and responsibilities were and outline your reasons for leaving in each case. This relates to both paid and unpaid employment, including service in HM Forces.

This section also offers you the opportunity to demonstrate the relevance of your experience to the role for which you are applying and can be used to provide a useful context for the examples of your experience that you are asked to describe in the supporting information section of the form. If you consider it relevant, please include details of social activities, work undertaken in the home or voluntary or committee work, remembering to keep all information that you provide in the date order referred to above.

Please read through the information you have given and ensure that there are **no gaps** between any of the dates that you have entered, **within the last three years**. If there are periods of time unaccounted for you need to give an explanation at the end of this section.

## 🟢 Supporting Information

The purpose of this section is for you to provide further information, that hasn't already been provided, to help demonstrate your suitability for the role. This information is essential for the short-listing panel as they need to match your application against the requirements for the role as stated in the person specification.

When writing your supporting information **you must** consider the essential and desirable criteria within the person specification. You then need to evidence with examples of how you meet the criteria. It is not sufficient for you to state that you have done a certain a role for a period of time, nor can it be assumed that the short-listing panel has knowledge about the skills and experience of each applicant.

This is also an opportunity to add any relevant equivalent experience that you feel further supports your application and may provide the short-listing panel useful information about your equivalent experience in another similar role. Use this section carefully and take time to complete, using the job description to help you focus on key essential and desirable skills and experience.

## 🟢 References

In this section please complete the details of the referees we can contact, with their title, name, address and professional email address. Please note that **we cannot** accept personal email addresses, such as Hotmail, Gmail, Yahoo, etc.

Your referees should include your most recent employer/tutors along with all employment and education held within the **last three years**. This should be a manager who can comment on your suitability for the role you have applied for. Not providing this information correctly can delay your recruitment process and affect your start date.

If you have not been in employment for some time you will need to explain the gaps in your employment and provide referees from people suitably able to provide a reference for example a teacher, solicitor, doctor etc. References from friends, colleagues or relatives are not acceptable. Please see the additional guidance for applicants on pre-employment checks.

You should obtain your referees' permission before giving their names. It would also be helpful if you ask them to respond quickly to any reference request.



## Previous employers are asked questions about:

- Employment dates
- The duties you performed
- Your reason for leaving
- Sick days and absences
- Your conduct
- Your work performance.

## Other referees are asked questions such as:

- How long you have been known to them and in what capacity
- How well acquainted they are with you
- What they know about your employment history
- What do they know about any sickness absence
- If anything is known about your conduct, reliability or health which might make you unsuitable for appointment.

## Final Checks – Key Information

### What makes a weak application?

- ✗ No qualifications stated in your application or not meeting the essential requirement level of what is advertised therefore we cannot shortlist.
- ✗ Spelling mistakes, grammatical errors and incorrect capitalisation.
- ✗ Weak supporting information, which does not reflect the job description and personal specification.
- ✗ Experience demonstrated in application is not relevant to the position applied for
- ✗ Experience in the role based on previous job titles however, no roles and responsibilities indicated to determine qualities and skills.

### Completed Applications

Please check that you have completed all sections of the application form. Incomplete applications will not be assessed. Please see the job-specific information section for details of the closing date.

### Closing Date

Please note that the advertised deadline cannot be extended except in special circumstances.

### The Progress of your Application Form

At YAS, we receive many applications and it would assist us greatly if you allowed us a reasonable period to respond to your application before you contact us to check on its progress.

Applications logged electronically will be automatically acknowledged.

## What Happens Next?

We will use the information provided in your application form to make a decision regarding your suitability for the role you have applied for. We will be looking for evidence that you have undertaken activities like those outlined in the main duties for the role and that you have the knowledge, skills and experience considered necessary for the role.

The main duties, knowledge, skills and experience required for the role are set out in the job specification as part of the supplied Job Description within your application pack.

Once you have submitted your application online via trac.jobs, the relevant Hiring Manager will review your application as part of the initial shortlisting process. You will receive a decision on your application and if this is successful, you will be notified via email on the next step of the process.





Depending upon the job role, this may involve a face-to-face interview together with some form of assessment. We will provide you with all the information about this stage and support you as much as possible with how to give your best on the day, and where possible, also give you an opportunity to speak to the interviewing manager prior to your interview.

### **Feedback**

Depending upon the outcome of your application and on request, we will endeavour to give you more detailed feedback to help with future applications but in some cases, it may not always be possible due to the volume of applicants.

For further support on your application, please contact the Recruitment Team in the first instance:  
**[yas.recruitment@nhs.net](mailto:yas.recruitment@nhs.net)**

## **Useful Links**

[NHS Jobs - Candidate Homepage](#)

[Home | Yorkshire Ambulance Service \(yas.nhs.uk\)](#)

[Our Vision and Values | Yorkshire Ambulance Service](#)

[Job Roles | Yorkshire Ambulance Service](#)

[Our Strategy | Yorkshire Ambulance Service](#)

