



COMPLETING YOUR APPLICATION FORM

GUIDANCE NOTES FOR APPLICANTS

General points

- Take note of the closing date and submit your application in good time to be sure you do not miss out. We do not accept late applications.
- We reserve the right to close vacancies before the date stated (without further notice), when we have received sufficient applications from which to make a shortlist. You are advised to submit your completed application form as soon as possible to have the best chance of being considered.
- We do not accept CVs as part of the application process – the reason we ask you to fill in an application form is so that you include all the relevant information we need.
- Fields marked with an asterisk (*) are mandatory and therefore must be completed.
- To enable us to evaluate your application quickly, please ensure that you complete all sections of the application form and include a brief supporting statement telling us how your skills and experience relate to the job you are applying for and why you would be a great person for this role.
- Check that the information you provide is accurate. Appointment to any position is conditional on the satisfactory completion of the core NHS Employment Checks Standards, including where appropriate, safeguarding children and vulnerable adults. Information disclosed in your application will be checked and any offer of appointment may be withdrawn if you knowingly withhold or conceal information or provide false or misleading information. Furthermore, your employment may be terminated should any information subsequently come to light which should have been disclosed in the course of your recruitment.
- Please note that the coding of the application form may not support existing rich text formatting of text you copy and paste (e.g. bold text, underlined text, and bullet points will not translate into the final version) so please keep to plain text formatting; e.g. include blank lines between paragraphs, where bullet points are used we recommend using “-“ and ensuring you press return between each bullet point.

Submitting your application

When applying for a job at NHS England, you need to make sure your application form gives you the best possible chance of being shortlisted for the position you are applying for. The following tips should help you submit a good application form:

1. Read the job description and person specification thoroughly before considering your application.
2. Take time to think about how you as an individual match the requirements and desirables stated on the person specification, and imagine how well you can see yourself carrying out the duties written in the job description. The thought that you put into this beforehand will help you with your application and your interview, should you be shortlisted.
3. Make sure you complete all parts of the application form as requested, reading the instructions carefully as you go along. You will only be shortlisted if you meet the essential requirements of the employee specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.
4. Ensure you write about relevant skills you have, including knowledge and experiences that relate to the job description and person specification. Your experiences don't have to be directly related to working life but be as in-depth as your word limit allows you to be.
5. The information that you submit under 'application for employment' will be used by recruiting Managers to decide if you should be shortlisted, but the information under 'personal details' and 'monitoring information' will not be seen when a recruiting Manager is shortlisting. It will be kept private and confidential, and used for administration purposes only.
6. Remember that 'supporting information' is your chance to tell the recruiting Managers extra information about yourself, to sell yourself as an individual and to prove that you are an ideal candidate to invite for an interview.

7. Please make sure that you address all areas of the person specification and gear your application to the specific job you are applying for. Make sure that you do not submit the same application for every job you would like to apply for. Each application should be specific for the job in question, so ensure you tailor your application and give the best impression of yourself possible.
8. Before you submit your application, read thoroughly everything you have written, and read it again. Check it for mistakes, and check it for spelling errors. A little really can go a long way.

Completing the Application Form

Current employee

If you are a current employee of NHS England, you should indicate that you are a current employee.

Immigration Status

As an employer, we have responsibilities under the Immigration, Asylum and Nationality Act 2006 not to employ individuals who are subject to immigration control. We may apply to sponsor candidates requiring Tier 2 Visas where there are resident skill shortage. These will be subject to completing the Resident Labour Market Test and satisfying all Home Office requirements.

Please indicate whether you require a Certificate of Sponsorship (for immigration purposes) See <https://www.gov.uk/uk-visa-sponsorship-employers/sponsorshipcertificates> for further information.

Personal Information

Along with your personal details, please ensure that you enter your National Insurance number. Your personal details will not be displayed to, and shall not be viewable by, the individuals responsible for shortlisting.

Declaration of convictions (Rehabilitation of Offenders Act 1974 (as amended))

If you are applying for a role where (in the normal course of your duties) you will have access to persons in receipt of health services (e.g. NHS service users), you must declare information about **all** convictions, including those which, for other purposes, are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

This is because, to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of health services. If the post you have applied for falls within the above category, it will be exempt from the normal 'spent convictions' provisions of the Rehabilitation of Offenders Act, by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975 (as amended). If the role does not (in the normal course of duties) involve access to persons in receipt of health services, then any 'spent' convictions would not need to be disclosed.

Depending upon the position you are applying for, we may be required to obtain a Disclosure from the Disclosure and Barring Service. If you are successful at interview stage, your appointment will be subject to a satisfactory Disclosure being obtained. Please note that a criminal record will not necessarily prevent you from being employed by NHS England.

Education and professional qualifications

Please provide full details regarding your education and any further education you have undertaken including the grades that you achieved. If appointed, you will be

asked to provide proof of your relevant qualifications. Please make sure you can access these documents quickly if necessary as we will need to see the originals.

NHS Service

Please let us know if you have worked for the NHS before, so we can ensure any applicable previous service is recognised.

Employment History

Please include all details of your previous work history including training programmes etc., starting with your most recent former employment first and working backwards. Please ensure that you complete all details e.g. dates, salary, leaving reason, taking care that the dates are accurate as these will be validated if/when we take references from your previous employers. Where you have had a break in your career, please provide information about the dates and reasons where prompted.

Gaps in employment

If you have any gaps within your employment history, please include the reasons for the gaps ensuring that the all gaps are accounted for.

Supporting Information – as per submitting your application tips

Please complete this taking into consideration the information within the above 'Submitting Your Application' Section

References

To ensure that the recruitment procedure is completed as quickly as possible, please provide the appropriate information in respect of your references. References must be from a current representative of your previous employer or their HR department. It is your responsibility to ensure that you have contacted your referees to let them know that they will receive a reference request.

Your referees must include:

- your current or most recent employer
- details of your employers covering at least the last three years. If you are a student, please provide contact details of a teacher/lecturer/tutor at your school, college or university.

If during the last three years you have any periods in which you have not been in either employment or full-time education please provide details of someone who can provide a character reference for you to cover this period. Character references should be provided by a person of standing in the community such as a Teacher, Health Care Professional (i.e. Doctor, Physiotherapist, Registered Nurse), Minister of Religion, Police Officer or Solicitor.

Email addresses should be supplied wherever possible as reference requests will be sent via email. If you do not want us to approach your referee/s before your interview, please indicate by ticking the box provided. Normally, we will approach your referees as soon as we make you an offer. If you do not want us to do this, please let your interviewer know. Please note that we cannot accept references from family or friends.

Equal opportunities

Please complete the equal opportunities monitoring section in full if you are comfortable to do so. This will enable us to monitor our recruitment process in conjunction with our equal opportunities policy and to comply with the requirements of the Equality Act 2010. The information you give us will be treated as strictly confidential and used for statistical purposes only. This form will remain separate throughout the application process.

As a 'Disability Confident' employer we are committed to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria for the post and to consider applicants on the basis of their ability to do the job. Whether you disclose any disability is up to you, but please note that if you do not wish to disclose that you have a disability, then we cannot

guarantee you an interview under this scheme. Please let us know if we need to make any arrangements for you to come to an interview in the 'Disability' section of the application form.

Relationships to employees or members of NHS England

Please declare any relationship to any current NHS England employees. In most cases, being related to a NHS England employee does not necessarily prevent you from being interviewed for a position.

Declaration

Please ensure that you complete the declaration at the end of your application form.

Thank you for applying for this position. We look forward to receiving your application.