

A guide to completing your Application Form

Thank you for your interest in working with Norfolk Community Health and Care NHS Trust. Please read the following information carefully as it will help you complete the online application form.

The application form is an essential part of the selection process, both in deciding whether or not you will be shortlisted for an interview, and as a basis for the interview itself. The following advice is designed to help you to complete the application form as effectively as possible. Please do not complete the application form in block capitals. This is the first impression you will be giving of yourself to the recruiting manager so please take time to complete the form fully, accurately and in a professional manner.

Job Description and Person Specification

The first thing you should do if you are interested in a role is read the Job Description and Person Specification which is attached to the job advertisement. The Job Description describes the duties and responsibilities of the post while the Person Specification identifies which criteria are essential or desirable and whether these will be assessed through the application form, at interview, presentation or test. When reading the documents, ask yourself why you are interested in the job. Do you have similar experience? Why do you think you can do the job? Understanding what the role involves and the essential criteria required will help you in completing your application and this is what your application will be scored upon.

Our vacancies receive a high number of applicants, and even though a closing date is given, the post may close when a sufficient number of suitable candidates have been received. It is recommended that you apply immediately as the post may have closed by the time you revisit the site.

Application form

It is advisable that you read the form through before you complete it. Please ensure that you complete it fully, providing relevant information about your experience, relating it to the role which you are applying for. Please note that we do not accept CV's in place of an application form.

Completing the form

Our recruitment process is based on selecting the candidate who most closely fits the requirements set out in the Person Specification. The decision to shortlist for interview will be based on the information you have provided on your application form.

Personal Information

Please complete the personal details section clearly, accurately and in **FULL**. This information will be used to contact you, if necessary, during the recruitment process.

Monitoring information

The aim of the Trust's Equal Opportunities Policy is to ensure that no job applicant or employee is discriminated against whether directly or indirectly on the grounds of sex, race, age, disability, gender reassignment, religion and belief and sexual orientation. The Trust is committed to promoting equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

In order to help the Trust to ensure its policy is being carried out effectively, the Trust operates equal opportunities monitoring. As an applicant you will be asked to provide relevant information to enable us to monitor the effectiveness of our policy. Please note that the information you supply is treated in the strictest confidence and will, at all times, be kept separate from your application form and will not form part of the recruitment procedure, except to provide statistical information for the sole purpose of monitoring the effectiveness of the Trust's Equal Opportunities Policy. This information will not be available to the short listing / interview panel and will not be used to make any decisions about your application or suitability for employment.

Qualifications

You should provide information on all qualifications you have gained, showing the most recently achieved first.

Give full details of any other training attended or currently undertaking relevant to this post.

If you have a current UK professional registration please ensure you provide all the information required including registration body, registration type, registration PIN and expiry/renewal date.

Any offer of employment will be subject to confirmation of professional registration where applicable.

If the position you are applying for does not require you to have a professional registration please select the option "Not required for this post" on the application form.

Employment History

You should provide a minimum of three years employment history in order of current or most recent first. Your employment history should go back no further than a period of ten years and may include all job placements, work experience, voluntary work and training. In each case, you should give a brief description of your duties and responsibilities for each role. If you have worked for an agency, the agency's details should be given and a list of placements you have undertaken should be provided.

Please ensure you provide details of any periods not accounted for within your employment history within the "supporting information" section. This should include details of any career breaks or periods of unemployment and the reasons for these.

Additional information

This is one of the most important sections of the application form. In this section you are asked to illustrate why you are a suitable candidate for this job. Recruiting managers use the criteria in the person specification to assess applications and determine a shortlist for interview. Read through the requirements in the Job Description and Person Specification and ensure that your application provides enough information and examples of your skills and experience, based on both the essential and the desirable criteria. Consider any relevant experience you have outside work, for example community or voluntary work or leisure interests. You should aim to give evidence of:

- What the task/situation was
- What you did and when
- The outcome of the task and if the problem was solved

You should ensure that it is relevant and concise but clearly demonstrates what you have done in previous employment. Focus your application towards the specific job you are applying for and do not simply repeat your career history. What evidence have you got, that you have the necessary skill, knowledge and experience? Always remember to relate your own experience to the requirements of the role. Don't just say what you have done before but pick out the skills, knowledge and experience required by the job; demonstrate that you understand the role and provide evidence that you have the required knowledge, skills, experience and abilities to carry out the role successfully.

References

Please ensure you provide full contact details for any referees provided including email addresses where possible. Employment references should be directed to the place of employment and be obtained from a line manager. Your references must include your most recent employer and details should be provided to verify the previous 3 years of employment. Students should give the name of Head teachers or Tutors as appropriate. We cannot accept personal references from friends or family. No offer of employment will be confirmed until **satisfactory references over a 3 year period** have been received.

If you do not wish your referees to be contacted prior to the interview, please indicate this on the application form by selecting "no" to the question asked on the form "Can the referee be contacted prior to interview?"

Submitting your application

Please ensure that you insert your full name on the declaration and submit your application as soon as possible, as we reserve the right to close a vacancy when we are in receipt of sufficient applications.

After submitting your application

After applying via NHS Jobs, your submitted application will be imported into our preferred Third party recruitment system. All subsequent information regarding your application will be generated from apps.trac.jobs. You will not be able to track the progress of your application or receive messages through the NHS Jobs website, and furthermore, that as an employer, we will not be able to respond to any e-mails sent to us via the NHS Jobs website. By applying for this post you are agreeing to "Norfolk Community Health and Care NHS Trust" transferring the information contained in this application to its preferred applicant management system. If you are offered a job information will also be transferred into the national NHS Electronic Staff Records system. Please note, all communication regarding your application will be made via email, please ensure you check your junk/spam folders as emails are sometimes filtered there.

Short listing

If you are selected for interview, you will be notified via email. Please ensure you regularly check your emails following your application on TRAC site.

Interview

You will be required to bring with you, evidence of your identity and right to work in the UK and your original registration details and qualification certificates. Please bring original documents as copies will normally be made on the day. Please ensure that you confirm your attendance at the interview and that you know where the interview is to be held and arrive in plenty of time. If there are any special arrangements needed for you to attend for interview please ensure that you contact us as soon as possible so that suitable arrangements can be made. If you decide you wish to withdraw your application at any point or you will not be attending your interview please let us know in advance. Following your interview you will be contacted by us to advise you of the outcome. This will be done as soon as possible after the final interview has taken place.

Offer of employment

A written conditional offer, through the TRAC system, will be made which is dependant on satisfactory pre-employment checks. These will always include verification of identity and right to work in the UK, verification of employment history including references covering a minimum of three years, satisfactory medical clearance, and where appropriate verification of registration and relevant qualifications and satisfactory and criminal record check if applicable. Once all relevant checks have been satisfactorily completed, you will receive a confirmed offer which will confirm your start date. Your line manager will receive your New Starter Pack which includes your contract of employment.

General Information

Disability

The Trust is recognised as a Two Ticks. This means that we have guaranteed that we will interview anybody with a disability who meets the essential criteria for the post and we will make any reasonable adaptations to the post.

Please enter the information onto the Monitoring information form. We will treat your information in confidence and ensure it is only passed on to people who need to know to support you in your daily role.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become "spent" (old). During the rehabilitation period, convictions are referred to as "unspent" (current) convictions and must be declared to employers within the application form.

However, in order to protect the vulnerable, the Rehabilitation of Offenders Act (Exceptions) Order 1975 exempts some professions within the health and care sectors from this approach. Where posts have been identified as exempt, employers are entitled to know about all previous convictions regardless as to whether they are considered "spent" (old) or "unspent" (current), including reprimands, final warnings or cautions, and to take this into account when assessing an individual's suitability for a post.

If you are applying for a post which involves having access to patients in receipt of health services, your offer of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment. Where the position falls under regulated activity and meets the criteria for an enhanced criminal record check, the disclosure will include information held against the barred lists for working with children and/or working with adults and any restrictions to that barring.

Immigration

If you are not a UK national or from the European Economic Area (EEA), you will require permission to work in the UK. If you are not sure what permissions are required, please contact the UK Home Office to seek advice before applying.

If you do not have the right immigration status, then, for many types of jobs, you will not be considered.

It is vital that you provide full and accurate details of your current immigration status on the application form, including your immigration category, permit held, including validity and expiry date. Failure to provide full and accurate information may result in your application being rejected.

Thank you for the interest shown in working for Norfolk Community Health and Care NHS Trust and we wish you every success with your application.