A CAREER TO MATCH YOUR LIFE

NHS Wales offers a range of **full-time** and **part-time** opportunities with a flexible working approach

TECHNICAL CAREERS	SUPPORT CAREERS
Software Development	Information Services
Infrastructure Design	Finance
Data Centre Services	Business Assurance
IT Specialist	Corporate Services
IT Support Technician	Clinical Informatics
Network Services	Project Management
Multimedia Services	Organisational Development
Service Desk	Communications
Security and Design	Human Resources
Applications Design	Business Development
Test Analysis	Procurement
Applications Design	Service Support & Improvement
Service Management	

Find our latest vacancies at:
WWW.WALES.NHS.UK/ITJOBS

Application forms are required for the majority of our vacancies. They are usually the first stage of the selection process for jobs across NHS Wales.

We often receive a high number of forms, so it is crucial that applicants take their time to complete good quality applications.

OUR TIPS FOR A GOOD **APPLICATION FORM**

Make sure you read the job description and person specification thoroughly before starting the application form

Carry out some research into our organisation and what we do within NHS Wales

Fill in the 'Supporting Information' box. This is your opportunity to tell us why you want the job, what makes you a good fit and how you meet the job criteria

Always try to provide evidence and / or examples of where you match the skills and qualities needed for the job

Be honest about your qualifications and previous work experience, you will need to provide evidence if you are successful

Make sure you re-read the application form and check spelling and grammar before submitting
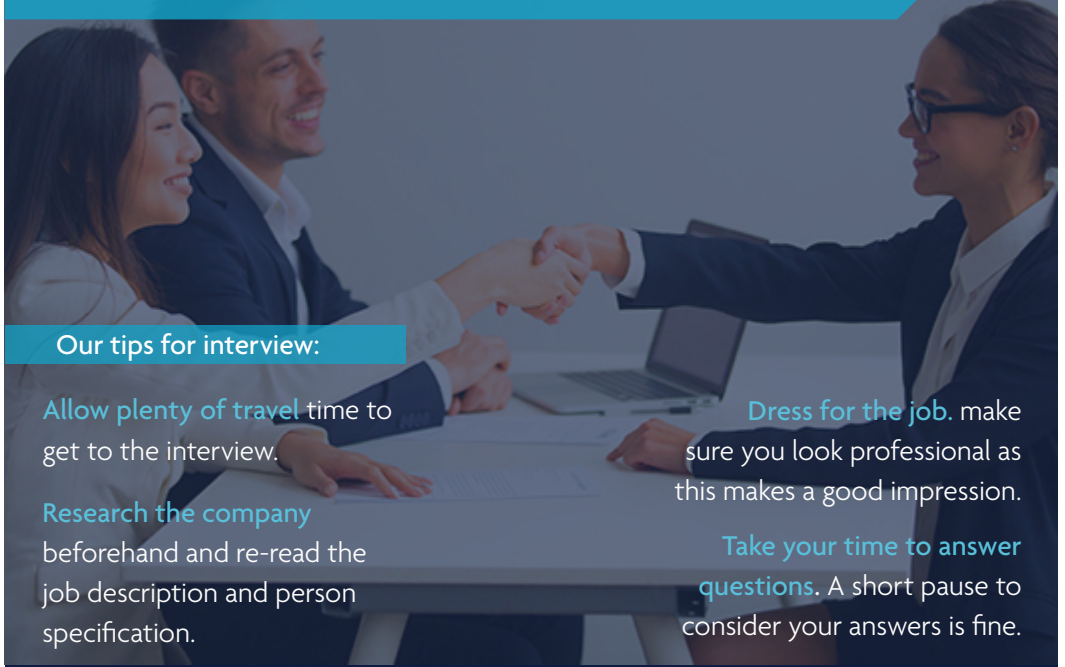
It's a great idea to copy your Supporting Information into a Word Document to use for future job applications

If you are shortlisted for a job, you could be invited to an assessment centre or an interview as the next stage of the selection process.

Our assessment centres are a great opportunity for you to display your skill sets and/or technical abilities. These are usually held for groups of shortlisted candidates, so managers can also assess how you contribute to team working and how you fit in with our organisational values.

A face-to-face interview is usually the final stage of the selection process and preparation is key to give you the confidence you need for the greatest chance of success.

Our tips for interview:

Allow plenty of travel time to get to the interview.

Research the company beforehand and re-read the job description and person specification.

Dress for the job. make sure you look professional as this makes a good impression.

Take your time to answer questions. A short pause to consider your answers is fine.

Use the STAR method when answering questions where you need to give an example:

The STAR method helps to tell a story of your experiences and can make it more memorable for the recruiting manager.

S T A R

SITUATION	TASK	ACTION	RESULT
Describe a very specific situation you were in and what you needed to achieve	What was your goal? What were you working towards?	Describe what YOU personally did to reach your goal/solve the problem	What was the outcome of your actions? What did you accomplish? What did you learn?