Applying for a role in the NHS guidance

Wrightington, Wigan and Leigh Teaching Hospitals NHS Foundation Trust vacancies are advertised here and also on NHS Jobs. You can set up a Trac applicant account and subscribe to the email service which will email you vacancies which match your search criteria.

If you see a job which is of interest, first read the job advert carefully. There may be useful information to help with your application. The advert will also let you know the salary, working hours, closing date and location of the job.

It may be worth preparing a draft version of your application in advance until such a time you wish to apply. Then it is a case of tailoring your application form so you can demonstrate how well you meet the person specification of the position you are applying for.

Here are some things to bear in mind when preparing your application.

Prepare all the information you need: The following information will be required in order for you to complete the online application:

- Your national insurance number (if you have one);

- Your immigration status (if applicable);

- Details of your qualifications (including year awarded);

- Your professional registration / pin number (including expiry/renewal date) if appropriate;

- Details of all previous employment (including dates);

- Contact details for at least two referees covering a period of 3 years employment. One should be your current or most recent employer:

- If you have been unemployed or studying you can provide this information.

Completing your application

- You may be asked to answer some pre-application questions before you can complete the form itself. Make sure you answer all of these.

- Make sure you enter all the information that's asked for and is relevant to you.

- Read through the documents which are attached to the advert. In particular the job description and person specification (often one document) will give you much more information about the job and the skills, experience, knowledge and qualifications required for the post.

> Some roles require specific qualifications but some accept previous experience.

Supporting Information section

- When you write your supporting statement it is worth bearing in mind that this is probably the most important section on the form. The information here is a large part of what managers will use to decide whether or not to invite you for an interview.

- Refer to the person specification to plan what kind of information you need to provide that will demonstrate your suitability for the role.

- To write a really good supporting statement you will need to explain clearly and concisely how you meet all of the essential criteria for the post. If you don't then the manager is likely to assume you aren't suitable for the job.

- Follow the STAR model:
    - **Si**tuation- what happened
    - **Task** - that needed to be done – the challenge
    - **Action** – what you did
    - **Result**- the outcome of your action.

- You are more likely to be invited for interview if you are able to show that you meet some or all of the desirable criteria as well.

- It is a good idea to give examples for both the essential and desirable criteria. Think about what skills and experience you have that may be relevant to the job advertised. These maybe from paid work, volunteer or work experience placement, school, college or university, or in another area of your life.

- For example if the person specification asks for someone with good communication skills, you could include something like: *"I worked on a group project at school. My role included writing and presenting part of the project and updating the group on the progress. My communication skills included ensuring that I communicated clearly but also listened to others and valuing their contributions."* Do this for each of the criteria.

- All person specifications are different so if you save your application form make sure you change the information to suit each job you apply for.

Some writing guidelines

You want to make sure your content is presented clearly and effectively. Here are a few guidelines to bear in mind:

- Use clear, plain English – avoid using jargon or text talk.
- Please DO NOT USE BLOCK CAPITALS.
- Keep your sentences short – two short sentences are generally clearer than one very long sentence.
- Remember to do a spell check – no matter how good your form is spelling mistakes will really let it down.
- Read the content back to yourself – does it make sense? Are your points clear and easy to understand?
- Check, check and check again – if you can, give your form the 'overnight test' and revisit it again the following day so you can read it with fresh eyes. It is also helpful to get someone else to read it for you too.

Applying for other jobs

One of the benefits of online applications is that you can prepare your application in advance by filling out your profile and saving this for whenever you see a job you want to apply for.

It is important that you tailor each application to **every** new vacancy you apply for - particularly your supporting information. Doing this will give your application the best chance of success.

A few other things to bear in mind

- Check the closing date carefully for vacancies and apply early if you can as many vacancies close earlier than the advertised date due to the large number of applications we receive.
- Check your emails regularly to see if you have been contacted.
- Check your junk folder too in case an email has gone into junk!
- Any invitations to interviews or assessment days will be sent by email.
- Don't be disheartened if you don't succeed on your first application, ask for feedback and keep trying!

Lastly good luck!

If you need any further information or require an application form in another format please do not hesitate to contact the Recruitment Team by emailing recruitment@wwl.nhs.uk