

RECRUITMENT

Top Tips

We're so excited that you're interested in joining #TeamNELFT! Once you've seen a role that you're interested in on our careers website, you'll need to submit an application form via TRAC.

To ensure you put your best self forward and increase the chances of being invited for an interview, here are some tips & hints.

APPLICATION FORM

- Think about what transferable skills you have - Any experience provides useful transferable skills, so long as you explain it properly. This is especially true if you are applying for one of our entry level positions and don't have a lot of work experience. Any part-time work you've undertaken such as retail, waitressing, admin work, or any voluntary work/work experience placements can demonstrate you have great people skills.
- NHS Health Careers have further guidance in identifying transferable skills- [Identifying transferable skills | Health Careers](#)



#TeamNELFT

- Tailor your application - match your application as closely as possible to the 'Person Specification' document provided in the vacancy details. Provide clear examples of the skills and experience you have that aligns with the Person Specification.



- Complete all parts of the application form – ensure there are no blanks, and you have filled in all parts of the application.
- Read the job advert closely. Sometimes a specific word count is requested in the supporting statement or there are other requirements to be included. Please ensure you adhere to these.
- Take your time with your application – ensure you leave plenty of time to review what you have written before you submit. Check, and double check again for any typos!



WE HOPE THIS HELPS *and*
GOOD LUCK!

ROUTES INTO

