

GUIDE FOR APPLICANTS

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IMPORTANT INFORMATION

Please read this section before applying;

Thank you for your enquiry regarding employment with the Bradford Teaching Hospitals NHS Foundation Trust.

- Before completing your on-line application form you should ensure you have read this Guide for Applicants, along with the Job Description and Person Specification for the post. This is all available to you, on NHS Jobs, plus any additional information about the Trust and applying for a job, with links to websites that you may find interesting or useful for your application.
- Please ensure you complete and submit the on-line form as soon as possible, as closing dates are sometimes brought forward (dependent on response) and you may not be able to submit your application if the advert closes early.
- If you have a disability and wish to be considered for the Guaranteed Interview Scheme, please ensure you tick the relevant box, in the Monitoring Information section of the application form.
- If you are applying on a Job Share basis, please tick the appropriate box in the Supporting Information section of the application form. If you know someone with similar skills and abilities who would like to Job Share with you, please ask them to complete a separate application form. Each application will be considered on its own merits.
- If you are applying for a post involving access to persons in receipt of health services or a position of trust, any offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS). Please find a copy of this Code of Practice attached to any of our vacancies advertised on www.jobs.nhs.uk/in/btht (a paper or pdf copy is available on request from the Human Resources Department).
- If you are shortlisted for interview, it is normal Trust Policy not to pay travel expenses. Therefore we advise that you check with the Recruiting Manager before travelling if you are making an expensive journey and would wish to claim.

- For Medical Posts; It is not necessary to put the full details of medical rotations in the “previous employment” section. There should be space in the “supporting information” section for you to explain the relevant content of any rotational work experience.
- If cutting and pasting information into any section of the application form; please take care not to include personal details (your name, date of birth etc.), as applications remain anonymous to the shortlisting panel.
- Please note: we are unable to access websites by way of additional information in support of your application, please do not ask us to do so.

Finally, you should receive notification of the outcome of your application (and details of interview, if shortlisted) via the NHS Jobs Website. However, if you have not been invited to attend for interview within four weeks of the closing date for this post you may therefore assume that you have not been shortlisted, but please check your NHS Jobs account for confirmation.

EQUALITY & DIVERSITY

Equality for Bradford Teaching Hospitals NHS Foundation Trust means for staff that:

- You have the right to be treated fairly in recruitment and career progression. You can expect to work in an environment where diversity is valued and equality of opportunity is promoted. You will not be discriminated against on any grounds including age, disability, gender, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief or sexual orientation.

The Trust aims to ensure that no job applicant or employee receives unfavourable treatment or is disadvantaged by conditions or job requirements, which cannot be shown to be justified. Selection criteria and methods are continually being reviewed to ensure that individuals are attracted, selected, promoted and treated on the basis of their merits and abilities.

Monitoring

One of The Trust's objectives is to ensure that its workforce is reflective of the local community and therefore the Trust encourages applications from under-represented groups. So that the Trust can successfully achieve these aims, we need to ensure that every applicant completes the "Monitoring Information" Section of the application form in order that we can measure the effectiveness of our efforts. The Recruiting Manager/Consultant does not have access to either the Personal Information or Monitoring Information Sections of the application form at shortlisting stage. Applicants (at this stage) are identified by an individual reference number only. At no point will the Recruiting Manager have access to the Monitoring Information you submit.

The information you provide will be kept entirely confidential. This is with the exception that Recruiting Managers/Consultants are made aware if a person has declared a disability on their form and wish to be considered for the guaranteed interview scheme. If you fall into this category and meet the essential criteria for the post, you will be guaranteed an interview (see below).

Disabled Applicants and the Guaranteed Interview Scheme

The Equality Act 2010 requires that we make reasonable adjustments for disabled people to participate in the recruitment and selection process.

- If you consider yourself to have a disability you may choose to declare this on your Job Application Form and indicate that you wish to be considered for the guaranteed interview scheme. We can only make adjustments for impairments that you tell us about.
- You will be assessed against the person specification. The selection panel will not consider any information provided by you on your application form about your impairment at the time of shortlisting.
- Any disabled candidate **who meets the essential criteria** of the Person Specification, and have indicated that they wish to be considered for the guaranteed interview scheme on their application form, must be shortlisted for Interview.
- Any request for a reasonable adjustment to attend the interview will be put in place.
- Once arrangements have been made to cater for the need identified, you should receive written confirmation that the specific requirement will be met.
- All shortlisted candidates should be informed of any tests to be used in the selection process. Any such testing should be free from bias.
- Selection panels will not make assumptions about the ability of a disabled candidate to carry out the functions of the job based on a disclosure about the arrangements they require for attending interview.
- Candidates should avoid entering into a discussion about their disability and any impact this may have on their ability to do the job at interview. If they are successful at interview there will be opportunity to then consider any reasonable adjustments that may be required and whether their impairment may affect their ability to do the job in question.

- When disabled people are being offered employment, candidates will be informed that the post is offered subject to our ability to make reasonable adjustments to the work environment to meet their needs as defined by the Equality Act.

If you have any queries please contact Ruth Haigh (Staff Experience Manager, Diversity & Inclusion Unit) 01274 274048 or Kez Hayat (Head of Equality, Diversity and Inclusion) 01274 272428



FOUNDATION TRUST VALUES;

A mission statement defines the fundamental purpose of an organisation; its reason for existing.

Our mission at Bradford Teaching Hospitals NHS Foundation Trust is “to provide the highest quality healthcare at all times”.

We are one of an elite group of hospitals around the country which delivers care, teaching and research. To do well in any one of these domains is an achievement. It is an even greater challenge to excel in all three, but that is our ambition over the next five years.

We intend to do so in a way that respects our workforce, gives them opportunities and backs their ideas and energy.

To this end, we have a vision for the Trust that describes our ambition and where we want to be as an organisation in five years' time.

Our vision is “to be an outstanding provider of healthcare, research and education, and a great place to work.”

Our values were developed in discussions with our people and sum up who we are as an organisation. They are:

We care

We value people

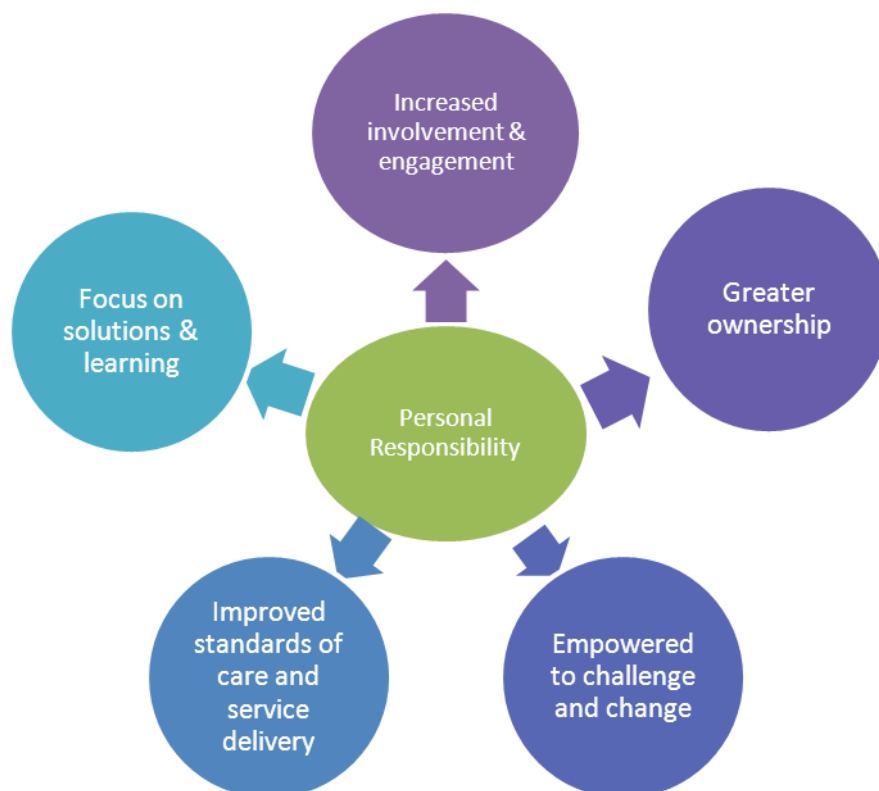
We are one team

We all play a part in making these values come alive in our everyday work – whether we are working with patients or each other, we are Bradford.

With this in mind we aim to recruit new staff that will be capable of fitting in with this organisational culture. All applicants for posts in the Trust will be assessed against these four Values to ensure we are nurturing a culture of caring values amongst staff.

There are a number of overarching benefits in adopting this approach across the organisation:

Benefits can be identified at an individual and group level:



Recruiting for Values

Our Selection Processes have been adapted to incorporate the assessment of these important behaviours and values. This will help us to select candidates who are the “right fit” for the organisation, have the right attitude for the job, who understand the connection between their work and the quality of the overall patient experience and strive to make this the best experience possible. Whilst we appreciate all our staff are “individuals”, it is vital to our patients that our staff are capable of consciously putting the patient’s needs first in everything they do.

As an Applicant; you will be assessed on how closely you fit with our organisational culture at each stage of the process.

- **NHS Jobs Application form:** As part of your NHS Jobs application you may be asked a few values related questions which will help us with our shortlisting. You will need to answer these questions honestly and may be questioned further about your answers if you reach a later stage in the selection process.
- **Assessment Centre/ Test:** Any test or assessment centre that forms part of the selection process will involve some assessment of Values.
- **Panel Interview:** You will need to be prepared to give examples of how you have demonstrated certain values through past experience. These may be work related examples or examples from your personal life (dependent on your level of experience). You will need to be prepared to analyse your thoughts and feelings about the outcomes.

The sum total of your responses at each stage should help us to assess how closely you fit with our organisational culture. You can find a copy of our Trust Values Charter in the Further Links Section on NHS Jobs.

ABOUT JOB SHARE

Job sharing is a voluntary arrangement agreed between managers and job holders whereby 2 people choose to share 1 full time job and the salary and benefits are divided between them according to the amount of time they each work. Each person's terms and conditions are equivalent to those of a full time employee, though pro rata.

The electronic application form (Supporting Information section) includes a provision for applicants to indicate their willingness to participate in job share. However, there is no compulsion on managers to agree job share proposals made by either employee in post or applicants. Managers are encouraged, though, to have regard to the equity of such proposals as well as the needs of the service.

PRE-EMPLOYMENT CHECKS

Bradford Teaching Hospitals NHS Foundation Trust is committed to ensuring the highest standards of patient care and safety. Our Employment Checks Policy supports these principles by ensuring safe recruitment and employment practices are in place in order to minimise any potential risk to patient care and safety.

This policy complies with current legislative requirements and the NHS Employers' standards for employment checks (go to; www.nhsemployers.org). Trust policy ensures that all employment checks are undertaken in compliance with the Data Protection Act and the Equality Act.

Identity

Identity must be verified face-to-face prior to appointment (ideally at Interview) and will be:

- 1 photo ID (passport, photo drivers licence, national ID card) and 2 address ID (e.g. utility bill, bank statement from last 3 months, drivers licence)

or

- 2 photo ID and 1 address ID.

At least one document should ideally show the individual's signature. The Trust may also require prospective employees to provide a sample signature

This is different to the "Right to Work in the UK" check and should be done first to ensure that the identity is genuine, is being rightfully used and belongs to the individual concerned

Right to Work

Right to Work checks are required in addition to Identity Checks. The Trust is required to undertake these checks in order to ensure compliance with immigration legislation and to determine whether an applicant has a legal right to work in the UK.

Copies of both Identity and Right to Work documentation (if different) will be requested and verified by the Human Resources Department prior to appointment. Signed and dated copies of these documents will be kept on an employees' file for future reference.

Employment/Appointment History and Reference Checks

It is important, that you state your full employment/appointment history in the relevant section on the application form, and include any reasons for gaps in employment/training/appointments. The Recruiting Manager should verify any gaps in employment/training/appointments at interview.

The Foundation Trust is obliged to obtain satisfactory references that cover a minimum of 3-5 years employment/training/appointments history. The NHS Employers Employment Check Standard *Employment History and Reference Checks* outlines good practice in obtaining suitable references, and offers guidance on what action should be taken if an employment reference is not available (e.g. overseas applicants, self-employed, unemployed or students). The Human Resource Services Department should be able to offer you advice if you are unsure.

Health Screening

It is a requirement for all employees of the Foundation Trust to undergo appropriate health screening prior to appointment. This may be a paper screening or health interview depending on the requirements of the post.

Professional Registrations and Qualification Checks

Evidence of essential qualifications for the post as outlined in the Person Specification will be checked by the Recruiting Manager at interview stage (original certificates). You will be asked for documentary evidence of any qualification relevant to the duties of the post.

Although individual staff members are personally accountable for ensuring that they have current and valid professional registration (where required), there are presently 6 Professional Bodies, for which the Foundation Trust is required to check registration (presentation of certificate/pin card and on-line verification) and monitor continued registration. If your professional registration falls outside of these bodies then you will be required to provide

confirmation of registration with your appropriate professional register. Applicants who require a clinical registration will not be able to start work in a qualified post until registration has been confirmed.

If you have been erased, removed or struck off a register of professionals maintained by a regulator of health care or social work professionals you must inform us. Equally if you are or have been subject to an investigation by your professional body you must notify us.

Disclosure and Barring Service (DBS Check)

If you are applying for a post involving access to persons in receipt of health services or a position of trust, any offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS), unless you already have a certificate at an appropriate level and are registered with the DBS Update Service. The Terms and Conditions section of the Jobs Description should confirm whether a DBS Check will be required. For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post. This check will be carried out as part of an Enhanced DBS Disclosure. Failure to reveal information or a copy of a criminal record certificate/an enhanced criminal record certificate relating to any convictions could lead to withdrawal of an offer of employment. The Trust carries out these checks in accordance with the DBS Code of Practice. Please find a copy of this Code of Practice attached to any of our vacancies advertised on www.jobs.nhs.uk/in/btht (a paper or pdf copy is available on request from the Human Resources Department). All successful applicants will also be asked to complete an appropriate Declaration form requesting specific information e.g. declaration of any cautions, convictions, professional investigations etc., as appropriate to the post applied for.

Payment for DBS Check

If you are taking up paid employment, which requires a DBS certificate **you are responsible for the cost of the certificate**. The Trust will facilitate the completion of a Disclosure & Barring Service Application, and the certificate will be sent directly to you from the DBS. Some posts will require you to join the DBS Update Service at a cost of £13 per annum. The Job Description Terms and Conditions Section should make this clear. Remaining registered with the DBS Update Service will mean that your DBS Certificate is portable (provided it is completed at an appropriate level for the work concerned) and you will not have to complete

repeat checks in the future but you will need to retain your certificate for the update service to be valid. The cost of a certificate is currently **£40 for an enhanced level check** and **£26 for a standard level check (plus a £4.43 administration fee)**.

For more information on the DBS Update Service go to:

<https://www.gov.uk/dbs-update-service>

Fit and Proper Persons Test (FPPT)

The Trust must ensure that if you are applying for a board level appointment, including executive directors and non-executive directors (including permanent, interim and associate positions) you are a "Fit and Proper Person". This test is set out in Regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014. This means that the Trust will need to be satisfied you have:

- Good character.
- Appropriate qualifications, competence, skills and experience (see Employment History and Reference Checks above).
- Appropriate physical and mental fitness to sustain the role (subject to the duty to make reasonable adjustments) (see Health Screening above).
- Have not been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement in the course of carrying on a regulated activity. A "regulated activity" is any service for which an organisation is required to be registered with the CQC and includes health and social care services.

In addition to the pre-employment checks above the Trust will require you to provide information and make declaration in relation to :

- Previous or current disciplinary action
- Previous or current investigations into serious misconduct
- Proof that you are not an undischarged bankrupt or a person who has had sequestration awarded in respect of your estate, including checking evidence of sequestration; insolvency and arrangements with creditors.
- Whether you are prohibited for holding the relevant office or position
- If you were employed in a position whose duties involved work with children why that position ended

- Whether you have been convicted for breaching health or safety requirements
- Your management of finances or funds and whether you have been investigated by the NHS CFSMS or other relevant body
- Your management of regulated activities (see above for definition)
- Your awareness of serious misconduct or mismanagement in the organisation for which you were responsible and the steps you took to deal with this

You must declare to the Trust any information that may make you unfit to hold the office or employment for which you are applying for. It is then for the Trust to assess this information and make relevant enquiries.

For further information on Regulation 5 and the FTTP requirement see www.cqc.org.uk

Start Date and Trust Induction

The Trust has 2 standard start dates per month (normally the 2nd and 4th Monday of every month, to avoid Bank Holidays). All new employees will attend a Corporate Induction Programme on their first day of employment before commencing in their new Department where they will receive a Local Induction. The duration of the Corporate Induction will be 1 day for Non-Clinical Staff and 2 days for Clinical Staff.

The purpose of the Corporate Induction is to ensure that all staff joining Bradford Teaching Hospitals Foundation Trust are welcomed to the Foundation Trust and:

- identify with the Trusts values and beliefs
- feel part of a wider team
- function in a safe and competent manner within a defined period of time

(At present; junior medical staff, those working through the Staff Bank or those who are employed in short term roles, of less than 4 weeks, will have separate induction arrangements).

On completion of pre-employment checks your new Line Manager will seek to book you onto the most appropriate Corporate Induction Programme and confirm your start date accordingly.