

**Dear candidate,**

**Please ensure you read the following information carefully;**

1. Please ensure that you have read through the attached Job Description and Person Specification fully before submitting your application. Your application will be scored from the criteria on the Person Specification available on all adverts. Please ensure you meet the criteria before applying.
2. In cases where a vacancy receives a high volume of applications, The Trust reserves the right to bring the closing date forward. Applicants are therefore advised to submit completed application forms without delay if you wish to be considered for this role.
3. All correspondence will be sent to you via the email address on your application form. Please ensure you monitor your emails regularly. We communicate with our successful applicants via the TRAC System, these emails are known to sometimes land in junk/spam folders. We do not communicate with applicants via NHS jobs.
4. We do not pay interview expenses.
5. For new entrants into the NHS your pay under the Agenda for Change Pay Bands will normally be set at the minimum of the pay band as advertised.
6. Unless otherwise stated full time/part time/job share requests may be considered for all posts dependant on service need, funding and local circumstance, please state this on your application form / at interview if interested. Flexible working options are also considered.
7. If successful, all candidates will be required to complete a disclosure (declaration form) as part of the Trust's pre-employment checks.
8. If the role you have applied for requires a Disclosure and Barring Services (DBS) check we will administer this as part of your pre-employment checks. Please note, you will be required to repay the cost on appointment. This will be collected via a salary deduction. You can choose whether to pay this over 1-3 months from your salary or as a one-off payment on commencement in post. The level of check required depends on the role that you have been offered. Currently the charges are;
  - Standard DBS check £22.00
  - Enhanced DBS check £42.00

You are encouraged where possible, to register for the DBS update service. This is an annual registration fee of £13. By registering for the update service you will not have the additional cost of repeated disclosures.

**By applying for a position with the Trust you are confirming your agreement to the above in the event you are successfully appointed.**