

## Guidance Notes for Candidates Applying for a job at OHFT

Thank you for your interest in working at Oxford Health NHS Foundation Trust. We have provided some guidance below on completing our application form and what you can expect during the application process. **If you have any questions that are not addressed in the following information, please feel free to contact our recruitment team at [recruitment@oxfordhealth.nhs.uk](mailto:recruitment@oxfordhealth.nhs.uk) or 01865 914100**

All of our job roles at Oxford Health NHS Foundation Trust are advertised on our website and NHS Jobs. If you wish to apply for a vacancy, you will need to complete an online application form. We use a standard online application form for all vacancies to ensure fairness in the assessment process. If you require an alternative method of application or need reasonable adjustments, please contact us.

## Application Process

Due to the high volume of applications we receive, it is not possible to interview every applicant. Your application form is the primary tool for us to assess your capabilities and potential for the role. The information you provide will be used to create a shortlist for the next stage of the selection process.

The application form is your opportunity to showcase your experience, skills, and qualifications, aligning them with the requirements outlined in the job description.

The job description includes the main duties, responsibilities, and the experience, skills, abilities, and qualifications we are looking for. These requirements may be divided into two categories:

**Essential criteria:** These are characteristics that are crucial for the job, and candidates who do not possess them will not be shortlisted for an interview.

**Desirable criteria:** These are used to distinguish between multiple strong candidates.

When completing the application form, refer to the person specification and ensure you address all the relevant skills and experience. The recruiting manager will shortlist based on the essential and desirable criteria, so it is important to include all relevant information.

Please note that we do not accept CVs unless otherwise stated. Our policy is to receive applications only through our designated application form.

Your application will be assessed based on the criteria outlined in the job description. Your personal details and equality and diversity monitoring information will not be shared with the Hiring Manager until after the shortlisting process. Only at that point will it be shared to prepare for the interview.

### Additional Information on the Application Form

Ensure that you complete all fields on the application form, including your contact details, current and previous employment (paid and voluntary), and any employment gaps. Provide details of what you were doing during these gaps, such as studying, career breaks, or job-seeking. Some roles require security checks, so it is important to provide full details of the past 3 years.

We also ask for employment status as we can only employ individuals who already have valid right to work documentation for the UK. We do not provide visa sponsorship. Fields related to criminal convictions, relationships, disabilities, and continuous service are also important, so please complete them.

### Criminal Convictions

Answer the questions regarding cautions, convictions, reprimands, and final warnings. If your conviction has become 'Spent' under the Rehabilitation of Offenders Act 1974, you do not need to disclose it unless you are applying for an exempted job. If you have any 'Unspent' convictions, even if they are minor, please disclose them. Declaring an offense will not necessarily prevent you from employment, as we are committed to the rehabilitation of ex-offenders. However, it is important to provide a full and accurate application.

### Disability Guidance

We are proud to be a Disability Confident employer, ensuring a disability-inclusive workplace. We welcome applicants from all backgrounds and recruit based on abilities, without any barriers or discrimination. We guarantee an interview to applicants who disclose a disability and meet the essential minimum requirements for the job. Reasonable adjustments are also made for candidates with individual needs during the interview and employment.

### Right to Work

All applicants must have valid right to work documentation in accordance with the Immigration, Asylum, and Nationality Act 2006. If your visa is time-limited or you hold non-UK right to work documentation, please provide the relevant details, including the visa end date, in your application. This ensures compliance with our legal obligations. Please note that sponsorship is only available for certain clinical roles, and this will be specified in the job advertisement.

## Armed Forces

As a recognition of our work for the armed forces community, we hold Gold Status. If you have served or are a family member of serving personnel, please complete the relevant section on the application form. Candidates who meet the essential minimum criteria will be offered a guaranteed interview.

## Tips

- Save your application and review it before submission to check for mistakes or missing information.
- Tailor your application to the specific job you are applying for, addressing the essential and desirable requirements mentioned in the advertisement and job description.
- Provide specific examples from your relevant experience, whether it be from work, school, or outside interests.
- Proofread your application for errors or omissions.
- Submit your application before the closing date.
- If copying and pasting from a Word document, be aware that formatting may be lost. Consider reformatting your text after pasting into the application form.

## What Happens Next

Your completed application form will determine whether you progress to the next stage of the selection process. No assumptions will be made about your experience. It is important that you clearly demonstrate how you meet the selection criteria and complete all boxes on the application form. Your experience, skills, qualifications, and knowledge will be assessed against the criteria.

Once a vacancy has closed, your application will be transferred to our recruitment system called TRAC. Please provide the correct email address on your application as most communications will be sent via email.

We aim to shortlist vacancies within five working days of the closing date, although this may not always be possible. We will send you a notification once we receive your application and will keep you informed about the status of your application during the recruitment process. If you would like additional feedback at any point, please reach out to us at [recruitment@oxfordhealth.nhs.uk](mailto:recruitment@oxfordhealth.nhs.uk). Candidates who are interviewed but not selected will receive individual feedback. However, during periods of high application volumes, it may not be possible to provide individual feedback to all candidates who were not shortlisted for an interview.

## Progressing to Offer Stage

If you are successfully offered a position at the Trust, we will require you to complete several pre-employment checks. These checks include:

- verifying your identity
- eligibility to work
- a DBS (Disclosure Barring Service) check if applicable
- verification of any professional bodies and memberships if applicable
- an occupational health assessment
- references

For more information on these checks, please visit the [NHS Employers website](#) or refer to the Pre Employment Checks candidate guide.