

Guidance for Applicants

Thank you for your interest in working with Cheshire & Wirral Partnership NHS Foundation Trust (CWP). The following information is intended to help you complete the online job application form and our recruitment and selection procedures.

Your application form plays an important role and will usually be the first impression we have of you and a great application will make you stand out against the other applicants, so please take time to complete the form in full and accurately. It will inform the selection process, both in helping us to decide whether to shortlist you and invite you to come for an interview, and as a basis for the interview itself.

To help you, you may find it useful to ask yourself why you are interested in the job. Do you have relevant experience? Do you share the Values of CWP? Why do you think you can do the job? Understanding what the role involves and the essential criteria required will help you in completing your application.

Our shortlisting process is based on how well you demonstrate on your application form how well you meet the criteria for the role so please make sure you evidence as much of the person specification outlined in the job description as possible.

To do this, you need to demonstrate you have the qualifications, knowledge, skills, experience and values as stated within the person specification and provide clear examples within the supporting information section.

Never submit the same application form twice. Always adapt it to show how you meet the person specification of the post you are applying for. Also never submit your application in capital letters.

Must-dos when completing your application

Don't forget to make sure you do the following when completing your application:

- provide details of all relevant education and qualifications (start with your most recent and work backwards)
- provide a full employment history (start with your current or most recent and work backwards)
- provide an explanation of any gaps in your employment history in the relevant section of your application form
- provide details of your referees (including email addresses) - you must provide references for all employment or training you have undertaken in the last three years

The 'supporting information' section is your opportunity to sell yourself, so make sure you use it to your advantage. You can include any information here which has not been covered elsewhere on your application form.

However, please remember to keep the information relevant for the job you are applying for, in fact providing a small amount of information which clearly relates to the requirements of the Person Specification is much better than providing lots of information, whether relevant or not.

If your application for a post with us has been successful, you will be invited to attend an interview. Your interview confirmation will confirm who your interview is with, the venue and time of the interview and any other information relating to the selection process.

You can find out more about applying for NHS jobs here:
<http://www.cheshirecareerhub.net/free-resources.html>

Values-based interviews

At CWP, we are passionate about delivering high quality and person centered care for people who use our services, and their carers and families which aligns with NHS England's 6Cs of nursing – care, compassion, commitment, courage, communication and competence. In fact, we believe the 6Cs don't just apply to our nursing staff but to every member of staff working for our Trust.

With this in mind, most of our interviews include values-based interview questions which link to both the 6Cs - our Trust Values.

The aim of this style of questions is to find out more about you as an individual and understand how you align with our values to find out if you're suitable for the role.

During a values-based interview, you will be asked to provide real life examples as part of your answers. Interviewers may also ask you supplementary questions to find out more about these examples.

Other selection methods

Depending on the type of role you've applied for, we sometimes use other methods to find out more about you and how you fit with our organisation and the role you're applying for.

These might include a presentation, a written exercise, a role-play, a short case study or group discussion. For some roles such as nursing, we may also ask you to take part in an assessment day.

Our recruitment events

We will hold recruitment events when we have a number of similar vacancies to recruit to. This is usually for nursing posts but sometimes we hold them for other professions. Our recruitment events will usually involve an interview with both values-based and role-specific questions, a short written exercise and a group discussion.

Post Interview

Following your interview, you will normally be contacted by the recruiting manager to let you know the outcome and give you any necessary feedback. This will be done as soon as possible after the final interview has taken place.

Offer of employment

If you are successful at interview and have been provisionally offered employment with the trust you will undergo a series of pre employment checks.

These will always include verification of identity and right to work in the UK, verification of employment history including references (covering a minimum of 3 years), and - where appropriate - verification of registration and relevant qualifications, Occupational Health and satisfactory DBS clearance.

If you knowingly withhold information - or provide false or misleading information at any stage of the recruitment process - your offer of employment will be withdrawn.

Proving information

You will be required to provide a wide range of information in connection with your job application. Whilst the general assumption made by the trust is that everything you provide is accurate and given in good faith, verification checks (such as ID scanners) will be carried out at certain points of the selection process. If at any stage – including after you have been appointed – the trust forms the view that the information you have provided is inaccurate, misleading or dishonest, any offer of employment will be withdrawn or, in the event of your already having taken up employment with the trust, disciplinary action taken which may lead to your dismissal without notice. Generally, if you know that you should not be seeking to take up employment with the trust, please do not seek to do so: you will be found out and, if considered appropriate, formal action taken against you.

DBS Checks

We would recommend that all post holders who require a DBS for their role are registered with the DBS Update Service. You can find out more information and guidance on how to do this on the .gov website.

Health Clearance Arrangements

You will be required to complete a confidential Health Questionnaire once you have been offered the post and, if necessary, you may also be asked to attend our Occupational Health Department for a confidential health interview to check your fitness in respect of employment.

All health care workers must have medical clearance before starting work. For those workers with patient contact this will include checks to determine their immunity status against diseases such as Tuberculosis and Rubella (German Measles).

Health care workers are under an ongoing obligation to seek professional advice about the need to be tested if they have been exposed to a serious communicable disease. In addition, and in line with Department of Health Guidance, health care workers new to the NHS will be offered screening for hepatitis B, hepatitis C and HIV. These tests are conducted on a voluntary basis and if positive should not affect employment or training but instead will allow the Trust to implement any necessary support mechanisms that are needed.

Once all relevant checks have been satisfactorily completed you will be issued with a 'terms and conditions of employment' letter, together with details of your induction arrangements.

New entrants to the NHS will normally commence on the minimum of the applying salary scale. New staff joining from other NHS organisations will normally commence on the minimum of the applying salary scale until their previous NHS service is confirmed.

Monitoring information

The details in the monitoring information section of your application form will be used only for monitoring the impact of our recruitment process and will not be seen by the interview panel. The information you give us will be treated in the strictest confidence.

To meet its commitment to promoting equality of opportunity, it is the trust's policy that individuals will be recruited, trained and promoted according to demonstrable skills, experience, and ability according to job requirements only. As such we welcome applicants from all sectors of the community.

Guaranteed interview scheme for applicants with a disability – What is it?

Under the Equality Act 2010, a disabled person is someone who has – or has had in the past – a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. As an equal opportunities employer, the trust actively encourages applications from people who consider themselves to have a disability falling within that broad definition.

When applying for employment with the trust, if an applicant has a disability covered by the definition outlined within the Equality Act 2010 and can show that they meet the 'essential criteria' described in the person specification for the role being applied for, they are guaranteed a priority interview for the job for which they are applying. Trust managers refer to this as the Guaranteed Interview Scheme.

Access to the Guaranteed Interview Scheme simply requires an applicant with a disability to show that they meet the 'essential criteria' described in the person specification and to answer "yes" to the question on the trust's job application form "do you wish to be considered under the guaranteed interview scheme?"

The trust's Recruitment Team will provide assistance to an applicant with a disability who needs help in completing an application for employment. The team's contact details are stated on each job advert.

The Guaranteed Interview Scheme only guarantees an interview – it does not automatically mean that applicants interviewed will gain employment with the trust at that time. Feedback on the results of the interview will be given to each candidate individually and in a way which the candidate has agreed best meets their personal needs.

Thank you for the interest shown in working for Cheshire and Wirral Partnership NHS Foundation Trust. The trust's Recruitment Team wishes you every success with your application.