

Guidance Notes on Submitting an Application

Thank you for your interest in working at Homerton University Hospital NHS Foundation Trust.

This document is intended to provide guidance for applicants to ensure you are submitting the best possible application you can. Below are some guidelines on completing your application:

Job Description, Person Specification and Advert Text

It is essential that you read the Job Description and Person Specification that are attached to the advert. The Job Description describes the main duties and responsibilities of the post whilst the Person Specification outlines the specific criteria that is required to do the role e.g. knowledge, skills and abilities. The advert will often give you an overview of the role and the service/department. It will also outline any other additional specific requirements for the role (i.e. working patterns). These are all important in order for you to assess if you are a suitable candidate.

Employment and Education History

It is important that you provide a thorough history of your employment/work experience including: job title, organisation name and main duties and responsibilities of the role. This will help us to understand your previous work experience and identify if you have any relevant skills, knowledge or experience in a similar role.

It is equally important to ensure all your education background is accurate in your application so we are able to assess if your qualifications/education matches the Person Specification. Qualifications will be checked during the recruitment process as appropriate.

Supporting Statement

On the “Supporting Information/Statement” section of the application form, you will need to ensure you draw attention to your skills and experience and show how they are relevant to the post you are applying for. You should ensure that your supporting information is relevant and concise. The decision to invite you for interview will be based on the information you provide and if you do not demonstrate suitability you will not be shortlisted.

In your “Supporting Information/Statement” giving real life examples of experience and skills that are relevant to the post is the best way to show how you fit the role. The Person Specification highlights which criteria are essential and which criteria are desirable. You will need to demonstrate how you fulfil the essential and desirable criteria by giving examples and detailing situations that are relevant to the skill or expertise required. You can include examples of skills and experience you have acquired through employment, education or training that may be relevant to the job advertised.

Trust Values

Our Trust Values are a core part of our organization and at the heart of everything we do. All of our positions require an additional question to be answered after the “supporting information” section of the application form. This question specifically is in relation to our Trust Values, which all employees of Homerton share and are expected to adhere to. You should detail how you will demonstrate your chosen value in the workplace and within the role you are applying for.

Referees

As part of our application you are required to provide referee details which will cover the last 3 years without any gaps. This is to ensure we can confirm the information you have given and your referees can comment on your suitability for the post that you have applied for.

Your referees should be your line manager, supervisor or HR department from your current or most recent employer. Students should give the name of the Head Teacher, or Tutor as appropriate.

If you are currently employed within the NHS a reference from your HR department will be required.

Please provide full work details of referees including their work email address.

Please note that personal referees and personal email addresses will NOT be accepted and will delay the recruitment process.

Outcome of your application

If you are shortlisted for interview, you will be contacted by email. If you are not shortlisted you will receive notification by e-mail.

It is therefore essential to regularly check your email to see if you have been shortlisted.

Before you apply you are welcome to contact the named person on the advert for an informal discussion about the post.

It is recommended that you check the closing date carefully as jobs are sometimes advertised for a short period of time or close sooner than expected due to high volume of applications.

Thank you for the interest shown in working for Homerton University Hospital NHS Foundation Trust and we wish you every success with your application.