

## **Applicant Guidance Notes**

Thank you for your interest in our vacancy.

The following notes are intended to assist you in the application process. It is important that you read the job description, employee specification and these notes carefully before completing the application form, as the decision to shortlist you will be based solely on the information you provide in this application.

- ✓ Fill in **all** the sections of the form – attaching CV's will not be accepted, please do not copy and paste your CV into the supporting statement of the application form.
- ✓ Read the job description and person specification carefully and think how your skills, knowledge and experience match the requirements.
- ✓ Fill in your form as fully as possible as we will not be able to make assumptions about your abilities and will not take into account previous applications or previous knowledge about you.
- ✓ If possible make a copy of your completed form for future reference. (if you apply through [www.jobs.nhs.uk](http://www.jobs.nhs.uk) your application will automatically be saved.)
- ✓ Make sure you return the form to us before the closing date, as we will not accept late applications. We reserve the right to close the vacancy early should sufficient applications be received.

### **Equal Opportunities**

We are committed to improving the working lives of our employees. We have an active flexible working policy and welcome applications for job share and flexible working. As an equal opportunities employer we also welcome applications from anyone, irrespective of age, sex, sexual orientation, race, religious beliefs or disability as we embrace diversity within our workforce.

The Equal Opportunities Monitoring part of the application will be kept confidential and will not be included as part of the selection process. The information collected will be used by the Human Resources Department for monitoring purposes to ensure that no job applicant or employee receives less favourable treatment.

### **Applicants with Disabilities**

If you require the application form in an alternative format, please contact HR on (0113) 8559900 Option 1.

If you require particular arrangements for attending the interview, please state this on the relevant section of the application form. If you require any assistance at interview please contact HR on (0113) 8559900 Option 1 .

### **Eligibility to work in the UK**

Employers risk breaking the law unless they check the entitlement to work in the United Kingdom for all prospective employees. Failure to do so could result in a civil penalty of up to £10,000 per illegal worker.

To confirm that an applicant has the legal right to work in the UK, we require that documents proving eligibility to work are brought to interview. Documents must be originals and not photocopies. The documents must show that the holder is entitled to do the type of work being offered.

### **Professional registration and qualification**

For some posts you will require qualifications and/or registration with a professional body.

This will be stated in the person specification or on the job advert. If these are required please bring all relevant documentation to your interview.

### **Employment History**

When completing the section on your employment history, please ensure that you include information about your current and previous employment (including dates), even if you feel that these jobs are not the most relevant to your application. You will have an opportunity to say more about the skills and experience that you think are relevant further on in your application.

### **Supporting Information**

In this section you should address each point on the employee specification, providing information, examples and evidence to illustrate how you feel you met the criteria for the job.

### **References**

The Trust requires you to provide details of referees covering at least the last 3 years of employment. These should include your current line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends and relatives are not acceptable. If you do not wish your referee to be contacted without your prior agreement, please indicate this on the form.

### **Disclosure and Barring Service (DBS)**

It is the policy to obtain either a standard or enhanced disclosure for applicants for all posts that have access to children, vulnerable adults and for posts exempt from the Rehabilitation of Offenders Act 1974, and (Exception) order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) order 1986.

### **Pay**

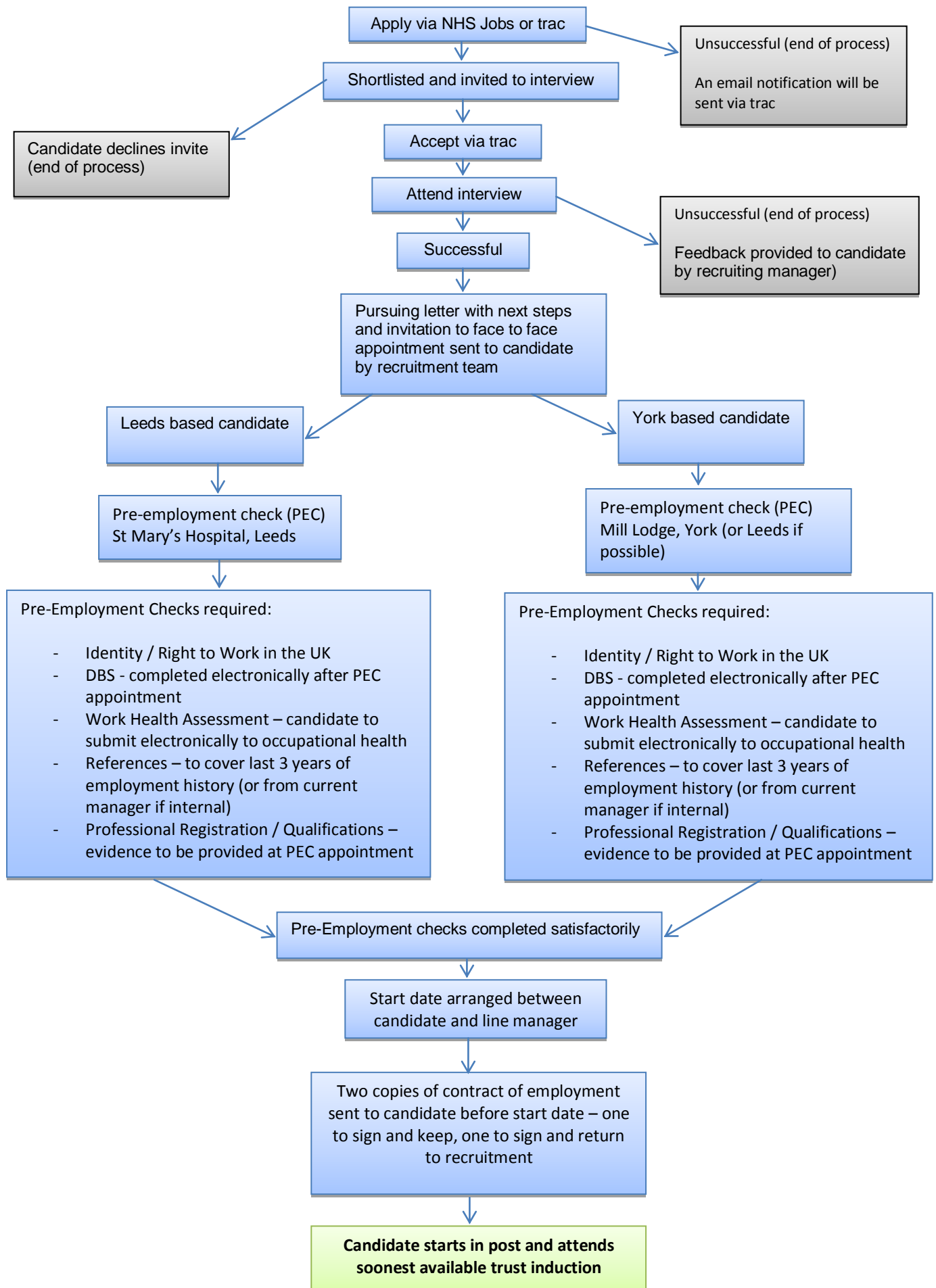
New staff will normally be appointed to the minimum of the pay band. Staff transferring from one post to another in the same pay band within the NHS will enter the band at the same point that they were previously on and retain their incremental date. Staff promoted within the NHS will enter the new pay band at the minimum or the first point of the new pay band that gives them an increase in salary with the incremental date reverting to the start date in the new post. Any previous NHS service will be subject to confirmation by the Payroll Department.

### **Data Protection**

The personal data provided on your application will be used for the purpose of recruitment and selection procedures to enable the Trust to perform its obligations under the contract of employment for successful applicants and for equal opportunity monitoring purposes. Should your application be unsuccessful, then your application will be kept for 12 months before being confidentially destroyed.

**Thank you again for your interest and good luck with your application. If you require any further assistance, please contact the Recruitment Team or the Department indicated on the Advert and Job Description.**

# Recruitment Process for Candidates



## Workforce / HR Privacy Notice

Leeds and York Partnership NHS Foundation Trust ("the Trust") are the accountable Data Controller for employee data. Contact addresses are as follows:-

### **Workforce / HR**

St Marys House, South Wing  
St Marys Road  
Leeds LS7 3JX

### **Head Office**

2150 Thorpe Park  
Century Way  
Leeds LS15 8ZB

### **Data Protection Officer**

St Marys House, North Wing  
St Martins View  
Leeds LS7 3LA

The Trust Workforce / HR team will collect, store and process information relating to your recruitment, employment and the management of your career within the Trust. Your contract of employment with the Trust will form the legal basis for this data processing, and the processing of your data is essential to your employment with the Trust.

Data processed will include your personal & demographic information, previous employment data and referencing, Right to Work documents, equality monitoring data, emergency contacts, banking information (for payroll), healthcare data (where required for sickness absence monitoring and Occupational Health assessments), forensic data (where required for DBS screening), shift assignments (for gathering enhanced rates of pay for payroll purposes, measuring European working time directive compliance & business continuity), appraisal and employee relation data (for HR personnel file compliance), verification of your professional registration (if applicable), and data concerning your pension.

When required, the Trust will share your information with the organisations, agencies and bodies listed below, for the purpose shown. We will only share information which is relevant to that particular purpose, and will not share your information outside of these purposes without your explicit consent, unless required to do so by law. The Trust does not process personal data outside the European Economic Area.

Who	Why
LTHT (Leeds Teaching Hospital Trust),	Payroll
SWYFT (South West Yorkshire Foundation Trust); York Teaching Hospital Foundation Trust	Occupational Health Junior Doctors rotation
LCH (Leeds Community Healthcare NHS Trust	Junior Doctors rotation
ESR (Electronic Staff Record)	NHS workforce management solution – applicable in participating NHS organisations.
Tusker	Lease car company
The Home Office (HO)	Government department responsible for visas and immigration
Allocate Software	Healthcare data and personal and demographic data for the purposes of e-Rostering
Learn Direct	Apprenticeships
Trac.systems	Recruitment management software
Atlantic Data	Providers of 'Disclosures DBS'
FirstCare	Sickness absence management service provider
Audit Yorkshire	Audit, anti-crime, advisory and consultancy services

When required, the appropriate information about you will be shared and used to support the following;

Professional Registration & Regulatory Bodies	Additional Recruitment Data
NMC (Nursing & Midwifery Council)	Referencing; internal and external
HCPC (Health & Care Professions Council)	Talent Screener (assessment)
GMC (General Medical Council)	Psychometric testing
DBS (Disclosure & Barring Service)	OPQ assessments
CQC (Quality Care Commission)	Fit and Proper Person Tests
RCPSYCH (Royal College of Psychiatrists)	

The Trust will retain and subsequently securely dispose of Workforce / HR records in accordance with the requirements of the Records Management Code of Practice for Health & Social Care.

The following systems will provide automated alerts to an appropriate member of Trust staff when information changes;

- Trac.systems will notify at; application, referencing, DBS updates, and hiring manager progress reporting.
- ESR will notify through employee self-service changes.

You have a right to request a copy of any and all the records the Trust holds that are about you, which we will provide to you within 30 days of receiving your written request. We will correct any factual errors within your records. You have a statutory right to raise a complaint with the Information Commissioner's Office if you feel we have failed to honour your rights under Data Protection legislation.