

# Guide to Bank Recruitment Process and Timescales



## Apply

**Bank vacancies are advertised on our website in the same way as any other post.**

**Submit your application on line** (see our **“Guide to Completing an Application”**)

🕒 application must be submitted before the advertised closing date

## Shortlisting

Our Bank Manager will review all submitted applications after the closing date.

They will look at your application and score it against essential and desirable criteria on the Job Description and Person Spec. The manager does not see your personal information (such as your name, address etc) or your equal opportunities information at this stage.

🕒 around **one week** from the vacancy closing date

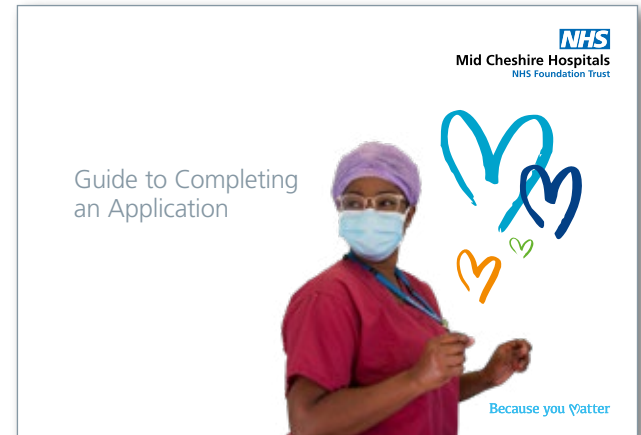


## Not shortlisted/Unsuccessful?

You will receive an **“Unsuccessful”** notification through TRAC. Please check your junk/spam folders as emails are often directed there.

You could review your application to see how you can improve it for next time. There is more information in our **“Guide to completing an Application”**.

🕒 around **one week** from vacancy closing date




## Shortlisted?

**Well done!** Your interview invite will be sent by email from TRAC (remember to check junk/spam folders). Log into your TRAC account, **accept your interview and confirm your time slot.**

We try to give 7 days notice for interviews.

Most of our Bank interviews are “face to face”, but occasionally we use “remote” interviews (using MS Teams). Your TRAC invite will give you all the information you need.

**If you change your mind, please withdraw your application through TRAC, so we know that you will not be attending.**

 invite sent around **one week** from the vacancy closing date

## Attend your interview

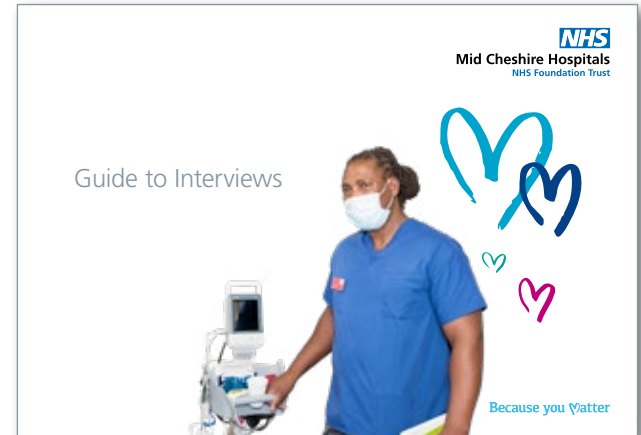
See our **"Guide to Interviews"** for more information about the interview itself.

🕒 your interview is likely to be around **two to three weeks** from the vacancy closing date

## Unsuccessful after interview?

The Bank Manager will let you know on the day and tell you what you did well and where you could have improved.

🕒 on the day of interview



## Successful?

**Congratulations! You are now part of the Mid Cheshire Hospitals team!**

On the same day, directly following your interview, you'll be passed to a Recruitment Officer so that you can complete your ID checks and paperwork.

 on the day of interview

This will be followed by a **"Conditional Offer"** email from our Recruitment team (via TRAC). The title of the email will be "Conditional Offer Of Employment ". Remember to check your junk/spam folders.

**Your conditional offer will contain details of the checks that we need to complete before you can start. Typically, these checks are:**


## **ID & Right to work**

You will need to produce a minimum of 3 ID documents to prove your ID and your Right to Work in the UK. We will need to view these documents and take a copy of them.

 on the day of interview

## **DBS Check**

All Bank roles will require a DBS (Disclosure & Barring) check. This is a check for any prior convictions. There will be a link in your conditional offer email for you to complete an on line application for a DBS Check.

 It usually takes around 2 weeks for this check to process (from when you complete the on line DBS application)

## Occupational Health Clearance

There will be a link in your conditional offer for you to complete an on-line Occupational Health questionnaire. This is confidentially reviewed by our OH team.

They may clear you from your questionnaire (normally within five days) or OH may need to make you an appointment (sometimes face to face and sometimes over the telephone). If you require an appointment, your clearance can take a bit longer, depending on the availability of appointments.

## References

We will need an reference from each of your employers over the last 3 years. If you have not been employed, or have gaps in your employment, we will require character references. References are usually the slowest part of our checks as we rely on your referees to respond. Referees respond quicker when you encourage them to complete the reference quickly!




## Registration

If you have a professional registration (such as NMC/HCPC etc) please supply us with your PIN/Registration number

## Qualification

If your Job Description lists an essential qualification, we will need to see copies of your certificates.

 checks are usually complete within **two to four weeks** of your conditional offer. **BUT** this is dependent on you returning paperwork as quickly as possible, your Occupational Health and DBS clearing, and your references responding promptly)

## Training

Once your checks are complete, you will be invited to attend any required training.

This will include some e-learning and up to four face to face training sessions (depending on your Bank role). You will complete e-learning in your own time. We ask that you aim to do this within two weeks.

You will be booked on the earliest available face to face training sessions.



within one month from the date that your checks are complete

## Unconditional Offer

Once your checks and training are complete, you will receive an **"Unconditional Offer"**.

We will arrange an appointment for you with our Hospital Bank where you will collect your ID and Uniform and you will be given access to our **"ME"** app to be able to start to book shifts.

🕒 within one week of you completing all training and pre-employment checks

**Please note:  
all timescales are  
approximate**

**This process  
is for Bank Roles**  
(Substantive  
timescales are  
slightly different  
(see Recruitment  
Process guide))

Good luck!





**Mid Cheshire Hospitals NHS Foundation Trust**

Middlewich Road, Crewe, Cheshire CW1 4QJ

**mcht.nhs.uk**



MidCheshireNHS

Because you tter