

## **GUIDANCE NOTES ON SUBMITTING AN APPLICATION**

Thank you for your interest in working at East and North Hertfordshire NHS Trust.

**Below are some guidelines on completing your application:**

### **Job Description and Person Specification**

It is essential that you open and read the Job Description and Person Specification. The Job Description describes the duties and responsibilities of the post whilst the Person Specification identifies the necessary criteria e.g. knowledge, skills and abilities required to carry out the duties for the post you are applying for.

### **Supporting Information**

On the “Supporting Information” section of the application form, make sure you draw attention to your skills and experience and show how they are relevant to the post you are applying for. The decision to invite you for interview will be based on the information you provide. If you do not demonstrate suitability you will not be shortlisted. You should ensure that your supporting information is relevant and concise. This information will be matched against the relevant criteria contained in the person specification of the post. Think about the skills and experience you have both inside and outside employment that may be relevant to the job advertised.

### **Contact Information**

Before you apply you may wish 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 and endeavor to make your application as soon as possible. Sometimes, jobs are advertised for a short period of time or may be closed early due to the large volume of applications received.

### **Employment History**

It is essential that you provide a full employment history, starting with your most recent job.

If you have any gaps in your employment or education history then you will need to include an explanation in the Additional Information section on the application form.

### **Referees**

You must quote at least two referees with whom we can confirm the information you have given and who can comment on your suitability for the post you have applied for. The exception to this is where you have been with your current employer for in excess of 3 years in which case one reference may be suitable.

Your referees should include your Line Manager from your current or most recent employer. Students should give the name of the Head Teacher or Tutor as appropriate.

If you are newly qualified your referees must include your Senior Mentor from your final placement and your University Tutor.

**Please ensure that your referees cover a minimum period of the last three years. Please provide full work details of referees including their work email address.**

**Please note that personal referees will NOT usually be accepted from colleagues or friends and will delay your recruitment process.**

If you do not wish your referees to be contacted prior to interview, please indicate on the application form. Please note that no offer of employment can be made without satisfactory references.

### **Interview Information**

If you are shortlisted for interview, you will be contacted by email, normally at least one week prior to the interview. You will also be informed of any additional requirements at this time such as a presentation, typing test etc.

**It is essential to regularly check your email to see if you have been short-listed. Please note if you do not hear anything within four weeks following the closing date, please assume your application has been unsuccessful.**

If you are invited to interview you should confirm your attendance and state any special requirements as soon as possible. If you are unable to attend you should also notify us of this.

Thank you for the interest shown in working for East and North Hertfordshire NHS Trust and we wish you every success with your application.

**Resourcing Department  
East and North Hertfordshire NHS Trust**