



## Guidance for Applicants

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

The application form plays an important part in the selection process, both in determining whether or not you will be shortlisted for an interview and as a source of information for the interview itself. The following advice is designed to help you to complete the application form as effectively as possible. Please do not complete the application form in block capitals.

### **Read the application form!**

Read the form through before you complete it and then complete it fully. Look to provide only relevant information about your experience, relating it to the role for which you are applying and making sure you evidence how you meet the requirements of the role. Please do not send CVs in place of an application form as these will not be accepted.

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

Attached to the Job Advertisement are a Job Description and Person Specification. These will provide you with more details about what the job role will involve and the knowledge, skills and experience that are required in order to undertake it successfully. Ask yourself why you are interested in the job. Do you have relevant experience? 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; this is what your application will be measured against.

Our vacancies often attract a high number of applicants, and even though a closing date is publicised, that may be brought forward where very high volumes of applications have been received. You are therefore advised not to delay in submitting an application to best avoid finding that the opportunity has been closed by the time you revisit the site.

### **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.

Please remember that recruiting managers are looking for relevant evidence in your application form that you can do the job you are applying for. Many job applicants think that they need to provide lots of information, whether relevant or not: in fact, providing a small amount of information which clearly relates to the requirements of the Person Specification is where you are strongly advised to focus.

### **Stage 1 - Completing the form**

Our selection process is based on selecting the available candidate who most closely fits all of the requirements set out in the Person Specification. The decision to shortlist for interview will be based solely on the information you have provided on your application form.

## **Part A**

### **Personal Details**

Please complete in full. This part of the application form is not used as part of the short listing process and is kept confidential.

### **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 applicant's with a disability – What is it?**

Under the Disability Act (DDA) 1995, 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 thinks they have a disability covered by the DDA – and that they 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 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.

## **Part B**

### **Education and Qualifications**

You are asked to provide information on all qualifications you have gained, showing the most recently achieved first.

### **Employment History**

Summarise your career history. Do not go into too much detail but make sure that you explain the main feature of each job. Briefly describing your present / previous jobs to someone else may uncover skills that you take for granted. Put full dates and check that those dates are correct and in the right order. You should give some explanation of the reasons for any break in your work record to date. You can provide additional detail about your knowledge, skills, experience and abilities as they relate specifically to the job for which you are applying in the 'additional information' section.

## **References**

We are required to obtain written references covering at least the past 3 years of your employment or education / training history. Employment references should be written by your line manager on headed paper which confirms the name of your then employer. Checks may be carried out to ensure that referees / references are genuine. People entering the workplace for the first time should give the name of Head Teachers or Tutors as appropriate.

The trust will not accept personal references from friends or family.

Please provide full contact details for all referees including e-mail address, fax number and phone number where available: failure to do so may well lead to a delay in making a job offer – or may result in an offer of employment being withdrawn if the urgency of the trust's business means that delay is unacceptable. Please warn your referees that they will be contacted as delays frequently arise at the stage of seeking references from people nominated by job applicants.

The content of job references has to be satisfactory to the trust. The trust reserves the right not to proceed with a provisional offer of employment if references provided are unsatisfactory.

The trust recognises that some applicants may not want their referees to be contacted until the trust confirms that it wishes to make an offer of employment. In such cases, permission to contact the referee will be expressly sought from the candidate.

No new appointee will be allowed to start working for the trust without satisfactory references having been received.

## **Additional Information in support of your application**

This is one of the most important sections of the application form. You must focus your application towards the specific job you are applying for: please do not simply repeat your career history. What evidence have you got, that you have the necessary skill, knowledge and experience? Consider any relevant experience you have outside work, for example community or voluntary work or leisure interests. Always remember to relate your own experience to the requirements of the role. Don't just say what you have done before but pick out the skills, knowledge and experience required by the job; demonstrate that you understand the role and provide evidence that you have the required knowledge, skills, experience and abilities to carry out the role successfully.

## **Submitting your application**

Please ensure you submit your application as soon as possible. Once your application form has been sent you will receive an automatic notification from NHS Jobs or Trac system to confirm your application has been submitted to us.

## **At the closing date**

The trust uses an on-line recruitment applicant management system called Trac and the day after the closing date of the advert, applicants who have applied via NHS Jobs will receive the following information about the transfer of their data:

After applying via NHS Jobs, your submitted application will be imported into our preferred Third party recruitment system. All subsequent information regarding your application will be generated from apps.trac.jobs.

## **Stage 2 –Interview**

If you are selected for interview, you will receive an email notification via Trac, usually within 2 weeks of the closing date. Please ensure you regularly check your emails following your application.

If you are invited to interview and have any special support needs, please notify the Recruitment Team at least 2 working days in advance: they will ensure the recruiting manager is made aware of the need to accommodate your requirements. Please do not leave this until the day before the interview as it may not be possible to help you at that late stage.

You should confirm your intention to attend the interview as soon as possible via Trac system. If you do not confirm your attendance, the trust will assume that you will not be attending.

Please arrive promptly for your interview. You will be asked to bring with you completed pre-appointment check documentation, evidence of your photo identity and registration/qualification certificates. Failure to provide the requested documents on the day of the interview may delay the appointment process.

If you decide that you wish to withdraw your application at any point - or will not be attending your interview - please let us know in advance.

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

### **Competency and values based interviews**

The Trust carries out competency based interview/selection techniques. A competency interview is a style of interviewing used to evaluate a candidate's competence; it can give valuable insights into an individual's preferred style of working, allow candidates to give more detailed answers to support their applications and help predict behaviours in future situations.

You will be asked questions which will require you to demonstrate that you have a particular skill or a 'key competency' as detailed in the person specification. You will be asked to do this by using situational examples from your life experiences, to illustrate your personality, skill set and individual competencies to the interview panel.

The trust has a vision to "lead in partnership to improve health and wellbeing by providing high quality care". In order to provide this, it relies on all staff to display the 6Cs, which the Trust have adopted as our values: Care, Compassion, Competence, Communication, Courage, Commitment. The Trust aims to recruit candidates who can demonstrate their application of these values within their interview,

### **Stage 3 – Offer of employment**

All candidates who are successful at interview and provisionally offered employment with the trust will have to 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.

### **DBS Checks**

Where a position requires a DBS check, successful applicants will be asked to disclose any spent and unspent criminal convictions, on a self declaration form, in line with the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The information declared on this form will be stored in accordance with the DBS Code of Practice which available via the DBS website.

Please note that you must make a full declaration under DBS rules: failure to do so will result in your application form being withdrawn (or dismissal if you have already started in the new role).

Once we hold a full declaration, we will then make an application to the DBS for a disclosure. Please note that the DBS will disclose to the trust any spent and unspent criminal convictions. They will also include any cautions, warnings, reprimands and bind-overs.

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: that sometimes takes some time.

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