

## Guidance for Applicants

### Important information. Please read.

1. If you wish to apply for this post, please click “Apply for this job”, and complete your application.
2. Please note that this vacancy may expire at short notice so we would recommend that you submit an application at your earliest convenience.
3. Please read the job description and person specification carefully and ensure that your application reflects the knowledge, skills and experience required.
4. If you are shortlisted for this post we will contact you via email with details of your interview and you will need to confirm your attendance on Trac (please note you may need to create an account). Therefore it is important that you check your personal email account regularly.
5. Dorset County Hospital is located in Dorchester, in the South West of England, 3 hours west of London. If you are interested in applying for this vacancy, please ensure that you are aware of our location and can travel to interview if required.
6. All disabled applicants meeting all of the essential criteria of a post will be offered an interview. Should you as a result of a disability require reasonable adjustments to be made as part of the recruitment process (e.g.: venue access; information format, interpreter etc.) please do not hesitate to make a member of the recruitment team aware. Further information can be found within “Guidance regarding Disabled Staff” available on-line or by telephone on 01305 255794.
7. Please note that the definition of “INTERNAL APPLICANTS ONLY” is someone who possesses a substantive contract with Dorset County Hospital NHS Foundation Trust and not those who hold a Bank, Locum or As & When contract.
8. Please provide contact details of your HR Manager or HR representative so that we can approach them for a reference. We ask that you record this information on your application in the reference section.
9. Your application will be considered for this post however if vacancies arise in other areas you may be contacted regarding alternative opportunities.
10. If we do not contact you within four weeks of the closing date, please be advised that you have not been shortlisted for interview on this occasion. We hope this will not deter you from applying for any future vacancies that may be of interest to you.
11. Please be aware that your details will be used for the purposes of recruitment in line with the recruitment process and will be kept on file for 400 days.
12. In submitting an application form, should you be appointed to the post you authorise Dorset County Hospital Foundation NHS Trust to confirm any previous NHS service details via the Inter Authority Transfer process on the national Electronic Staff Record (ESR).
13. When submitting your online application you should receive an email to confirm your submission has been successful. If you do not receive this email please contact us direct to confirm your application has been submitted successfully.
14. Candidates for non-medical posts will be expected to attend for interview at their own expense, i.e. no expenses will be reimbursed by the Trust.
15. Candidates for medical posts are eligible to claim travel and subsistence expenses incurred whilst attending interview in accordance with the national terms and conditions of service relevant to the post. However, no expenses will be paid for pre-interview visits or to candidates who subsequently decline an offer of appointment

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#### Rehabilitation of Ex-Offenders Policy Statement

- As an organisation using the Disclosure Barring Service (DBS) to assess applicants' suitability for positions of trust, Dorset County Hospital Foundation NHS Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Dorset County Hospital Foundation NHS Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender and gender re-assignment, religion and belief, marriage or civil partnership, pregnancy and maternity, sexual orientation, responsibilities for dependants, disability or disability related, age or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Dorset County Hospital Foundation NHS Trust and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Dorset County Hospital Foundation NHS Trust to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Dorset County Hospital Foundation NHS Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

**THANK YOU FOR YOUR INTEREST IN DORSET COUNTY HOSPITAL NHS FOUNDATION TRUST**