

Dear Applicant,

Thank you very much for your interest in working with us.

Find out more about Dorset HealthCare and working for us at www.dorsethealthcare.nhs.uk or follow us on You Tube, Facebook, Twitter and LinkedIn via the links below:



In the meantime, the following notes will help guide you through our application process – please take a few moments to read them before completing your application form.

If this doesn't answer your questions, informal enquiries and visits are always welcome and encouraged; please contact the person named in the advertisement on the telephone number provided.

Guidance Notes for Completion of your Application Form

The application form has been designed to enable you to provide the information needed to make an initial assessment of your suitability for the vacancy. Please make sure that you have read the job description and person specification and that your supporting statement reflects these, as your application will be judged against this criteria. You should give details of your skills, abilities, personal qualities, experience and qualifications that you have which are relevant to the post. These can be gained from work, education, community, family, voluntary or leisure interests.

Please ensure you complete all the mandatory sections of the application form, these will have a * by the side. If you do not complete all these sections you will not be able to submit your application form.

Once your application has been submitted you will receive confirmation of receipt in the form of an email. Shortly after this, you will receive an email from our recruitment system TRAC inviting you to create an account on the TRAC website to monitor your application, if you haven't already got one. Please note that once the advertisement has closed, you will not be able to monitor the status of your application on the NHS Jobs website. All communications will then be sent through your TRAC account.

If applying from overseas, please see the following link for the main things to be aware of; <https://www.healthcareers.nhs.uk/i-am/outside-uk>

Guidance Notes for Interview

If you are successful in being shortlisted, you will receive an email from TRAC advising the date and location of the interview, with a request that you respond within 2 days to confirm that you will be able to attend. Once confirmed, you will receive a further email to advise full details of the interview, together with any special arrangements (e.g. presentation, if required) and the name of the person to whom you should report. All shortlisted applicants **must** confirm attendance of i n t e r v i e w o n TRAC, so please ensure that you check your email account daily.

If you have a disability and require reasonable adjustments to be made at any point during the recruitment processes, including the interview, please contact the HR Department to notify us of your requirements by emailing hr.admin@dhuft.nhs.uk.

Please note that the Trust does not pay interview expenses.

Guidance Notes for Pre-Employment Checks

If you are successful at the interview stage, we will confirm that we are proceeding with your application by telephone and then send a conditional offer letter by email.

An appointment to any position with the Trust is conditional upon confirmation of the following:

- Verification of Identity
- Right to Work in the United Kingdom
- Satisfactory references
- Immunisation Status (if applicable for the role)
- Qualifications and Professional Registration (if applicable for the role)
- Disclose and Barring Service clearance (if applicable for the role)
- Occupational Health checks (if applicable for the role)

Please see the following link for more information and guidance on pre-employment checks; <http://www.nhsemployers.org/your-workforce/recruit/employment-checks/nhs-employment-check-standards>

Please note: one of your references **must** be from your current or most recent employer and cover 3 years of employment history. If you have been at school, college or university, then your referee should be your course tutor. We will approach the referees you have provided by email immediately after your interview unless you have withheld permission for us to do so, in which case we will liaise with you before contacting the person/s concerned. Please make sure your referees are made aware that you have provided their name and check their current contact details including email address.

If you have not worked before, or for some time, please provide the names and addresses of people who are of good standing, who can comment on your suitability for the vacancy. Your referees must not be members of your family.

Guidance Notes for Successful Applications

When all recruitment formalities are complete and an overall assessment of your application form, interview, references and a Disclosure and Barring check and/or Fitness to Practise Declaration has been made, the recruiting manager will make the final recruitment decision.

Please be aware that new employees to the NHS will normally be placed on the minimum point of the salary scale. In exceptional circumstances previous relevant experience and qualifications may be taken into account for incremental progression. Salary progression will be by annual increment until the top of the pay band is reached in accordance with NHS Terms and Conditions, after successful assessment in core skills.

Data Protection: If you are successful in your application, your form and references and any additional information you have provided will be kept and used to create your personal file and your electronic staff record. The Trust will maintain information about you which is reasonably necessary for the proper management of your employment, pay and pension (if applicable). The Occupational Health Department will also maintain records about your health. If you are unsuccessful in your application, your application form will be held for 6 months and then destroyed.

We thank you for your interest and look forward to receiving your completed application.

If you have any further questions, please contact us on 01202 277000 or hr.admin@dhuft.nhs.uk