

****In order to improve efficiency, all correspondence relating to this vacancy, including invitations to interview will be by email only, via Trac. Would you therefore please ensure you check your emails on a regular basis****

In submitting an application form, you authorise West Suffolk NHS FT to confirm any previous NHS service details via the Inter Authority Transfer (IAT) process, should you be appointed to the post.

CAR PARKING - This post **does not** entitle you to apply to park on the Hospital site. The Trust offer parking off site at the Bury St Edmunds Rugby Club, which is serviced by a regular shuttle bus to and from the Hospital. Details of the bus timetable can be found in the on-line starter pack.

If required to work on a weekend, the restriction does not apply. Parking is allowed on site Saturday and Sunday please visit the car park office before you leave site and the car park team will validate your parking at the staff daily rate.

For posts that include "on call" duties successful candidates will be able to access on site parking for their 'on call' rostered days only. Please provide details of your on call days to the car park office who will validate parking at the staff rate on these days only.

The successful candidate for this post will be required to apply for a Disclosure & Barring Service (DBS) Disclosure at Enhanced level.

For Band 1 and Band 2 posts, the cost of the DBS Disclosure will be met by the Trust. However, any employees at Band 1 and Band 2 who leave the Trust within six months of commencing their post will have a £10 administration fee deducted from their final salary. For posts at Band 3 and above, the cost of the Disclosure will be met by the appointed employee and deducted in instalments from their salary over a period of three months. If the employee leaves the Trust within three months of commencing their post, any outstanding payments will be deducted from their final pay.

All applicants should click on the link entitled "How will my application be processed?" prior to submitting their application form.

The closing date for this vacancy may change if we receive a strong response. Please ensure that you apply for any post you are interested in as soon as possible.

Fitness to Practise - Guidance for applicants

When assessing your suitability for a position in the NHS, West Suffolk NHS Foundation Trust is required to ask for certain information to comply with the [NHS Employment Check Standards](#) issued by NHS Employers. [These standards outline the type of background checks NHS organisations in England must obtain as part of their recruitment process.](#)

Asking applicants to complete a self-declaration has two purposes. Firstly, it helps us to have an open conversation at interview about the circumstances behind any information you may have declared. If we think this is necessary, we will let you know when we invite you for interview. Secondly, it gives you an opportunity to present any other evidence you might like us to consider in support of your application and/or to ask questions, if anything is unclear.

Where relevant to the role you are applying for, we may be required to carry out follow up checks with any professional bodies, for example any professional regulatory or licensing bodies you may be registered with.

Fair recruitment promise

West Suffolk NHS Foundation Trust is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties required. Regardless of any

protected characteristics (ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership).

Answering **YES** to any of the questions in the application does not mean that you will be excluded from being considered for an NHS position. The only exception to this rule is where there is a legal reason which would prevent you working or volunteering in certain roles – see information on disclosing criminal record information below. In all cases, we will only consider information that is relevant to the position you have applied for and where there may be associated risks against the duties you may be required to carry out as part of this role.

Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any finding of serious misdirection or intent to deceive will result in an application being disqualified or, if appointed, conduct action being taken and/or dismissal.

If you have any questions about our recruitment process, please feel free to discuss this with us by contacting **hrgeneralenquiries@wsh.nhs.uk**. All queries will be treated in strict confidence.

Disclosing criminal record information

The position you have applied for is an 'exempt position'. This means it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When appointing to an exempt position we are legally permitted to obtain a standard or enhanced check through the Disclosure and Barring Service (DBS check). Any request for such a check must comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Exceptions Order) and/or the Police Act 1997 (as amended). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

When answering questions in the application, you must declare all criminal convictions and/or cautions that are not protected (i.e. eligible for filtering) under the Exceptions Order (as amended). This is regardless of whether you have been convicted in the UK or overseas. This includes criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial), where it would be considered an equivalent (or similar) offence in England and Wales.

If we inform you that the position is eligible for an enhanced disclosure, any follow up DBS check may also include other relevant information held at the discretion of the Chief Constable of the relevant police force.

If we inform you that the position is a regulated activity as outlined in the Safeguarding Vulnerable Groups Act 2006 (amended in 2012), any enhanced disclosure may also include information that is held about you on the children's and/or adults barred list(s). It is important to note that individuals must not apply for/engage in a regulated activity that they are barred from working or volunteering in. Any attempt to do so is a criminal offence. As an employer we would also be committing an offence if we were to knowingly employ someone in a regulated activity from which they are barred.

We are required by law to make you aware of the relevant pieces of legislation that requires or permits us to ask for certain information. Understanding what offences might need to be declared to a prospective employer will be critical to ensure you do not disclose information you are not legally bound to declare or omit relevant information that must be declared. The

requirements under the criminal record disclosure regime are complex and subject to periodic change. If you are unsure about whether you need to disclose certain criminal record information, free confidential advice may be sought from one of the charity bodies listed below. These bodies can advise you on what you are legally required to declare and may also be able to advise you on how you can disclose criminal record information to a prospective employer and your legal rights when doing so.

- **Nacro** – Tel: 0300 123 1999, or email: helpline@nacro.org.uk
- **Unlock** – Tel: 01634 247350, email advice@unlock.org.uk or complete the [online form on the Unlock website](#).

When considering criminal record information, we will take into account:

- information which is relevant to the position being applied for
- the seriousness of the offence(s)
- your age when you committed the offence(s)
- the length of time since the offence(s) occurred
- if there is a repeated or pattern of offending behaviour
- any information you can provide to explain the circumstances surrounding the offence(s)
- any information you can provide to demonstrate that your circumstances have changed since the offending behaviour.

This guidance mirrors the DBS Code of Practice which employers must comply. All criminal record information will be carefully considered alongside any skills and competencies you may have demonstrated during the application and interview stages and/or any evidence you may have presented as part of our checking process.

Data protection

Under the Data Protection Act 2018, we have a legal duty to provide you with information which explains why certain information is required as part of the recruitment process, the lawful basis for collecting it, how it will be processed, and, with whom information will be shared with. Please read the data protection section at the end of the attached form which describes this in more detail.