

****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. Community Staff, this will be discussed at interview.

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.