



Application Process

We try to make our application and selection process as simple as possible. You may be asked to have a telephone interview before a face-to-face interview. You may be invited to attend an assessment centre. This involves a more in-depth assessment process and would be made up of several different activities such as group assessments, presentations or in-tray exercises. You may also have to take some on-line assessments prior to attending.

Our selection processes vary and are tailored to the particular role that you are applying for. You will be given plenty of time to prepare and you will be informed of the structure of any assessments well in advance.

These next few pages will help you understand all of these different assessment methods and will help guide you through the application process.

Applying for our vacancies

Completing our application form

Once you have found a vacancy that you would like to apply for, follow all the guidance on this page carefully.

- To apply for a job, you must complete an on-line application form. This ensures that everyone gives information in the same format and allows us to assess your application in a standard way. If you need to access to an application for in a different format, such as braille or large text, just let us know
- Please ensure that you fill in the form as fully, honestly and accurately as possible as it will be used to assess your suitability for the role and to undertake pre-employment checks
- Fill in all parts of the application form. If some parts do not apply to you, write N/A (not applicable) in the spaces provided.
- Please try to complete your application as quickly as possible – sometimes if there are a high number of applicants for a particular post we will close the advert before the official deadline for receipt of applications.
- We will not take into account any previous applications that you have sent us or anything we already know about you.
- When providing details of referees, please ensure that you include your current or most recent Line Manager and that you cover at least your previous 3 years

Education and training

Tell us about your education and the training you have received.

Supporting information

Do not ignore the supporting information section of the form. It is an important part of the application, because you can tell us in more detail about your skills and experience and how these are relevant to your application.

Work permits

If you need a work permit, please visit the Home Office website for information (<https://www.gov.uk/apply-uk-visa>) on work permits and visa status before you fill in the application form.

Job descriptions

Each job we advertise is based on a job description and person specification. The job description lists the main types of duties and responsibilities of the post. The person specification outlines the skills, knowledge, experience and qualifications that you will need for the job.

Read these documents thoroughly as well as any other information provided, so you understand what the job involves and that you can match these in terms of your skills, abilities and knowledge. We assess your application against these documents, so give examples to explain how your skills are relevant to the job you are applying for and how and where you have used them.

Provide information on any relevant experience from your present or previous jobs. You can include skills and experience gained from community or voluntary work, work experience, leisure interests and activities in the home.

Trust vision and values

Our values help us to define and develop our culture, what we do and how we do it. It will be important to you as an applicant to understand and reflect these values throughout your application. It is also important as an employee that you understand and agree with the values of our organisation and are happy working with us. Further information on our vision and values is available on the website.

References

No one is legally obliged to provide a reference, unless there is a specific contractual agreement. Therefore, it's a good idea to ask permission from the people you wish to be your referees.

Make sure you have accurate contact details for them and let them know if a reference request is being sent to them. This often speeds up the process and avoids unnecessary delays to you starting your job as we cannot start anyone until the relevant pre-employment checks are completed.

You will need to give us their names, a contact address, telephone number and email address. Please note that most of our communication is done by email so email addresses will speed things up considerably.

One referee should be your current or most recent line manager, any other references should cover at least the last 3 years'.

If you have not worked for some time or have never worked, use referees who can comment on your ability to do the job, e.g. a teacher, course tutor or charity organiser.

Please do not give the names of family members or friends.

Disability

We are committed to increasing employment opportunities for disabled people and encouraging all people with a disability to apply for a job with us.

If you need special arrangements to get to the interview or selection test, please give us details in the space indicated on the form.

Submitting your application

Once you have completed the form, please remember to proof read it and check that you have answered each section as fully as possible before submitting it.

Once the closing date has passed your application will be reviewed and you may be invited to attend to take part in a further selection process. This will be communicated through a message in your NHS Jobs account. If you have not heard from us with 4 weeks of the closing date, please assume that on this occasion, you have been unsuccessful. Please do not let this put you off applying for vacancies with Leeds Community Healthcare in the future.

Interview/Assessment hints and tips

Interview & Assessment Tips

If your submitted application meets the criteria for the role then you may be invited to come to an interview or assessment centre. This page gives some tips on how to prepare and what to expect at your assessment.

Travelling to your assessment

Plan your journey. There can often be delays, so leave plenty of time so you don't get caught out. If you're early, you can always spend the time going through your notes. If you are delayed for any reason, make sure you call ahead to let us know. If you are driving, then think ahead about parking. You will usually be notified in advance about whether there is any parking on site.

Preparing for your assessment

It may sound obvious but do your research about the Trust and the department you are being interviewed for. The more comfortable you are with this information the more you can tailor your skills and experience and relax in the interview.

Your interviewer/assessor will be looking to understand how well you fit the job description and person specification for the role that you have applied for and so will tailor their questions to explore this at the interview. We therefore recommend that you read both these documents carefully and have a think about what you may be asked and prepare your answers accordingly. There will be opportunities to ask any questions that you may have about the role, the Trust and its services so also think about some questions you want to ask.

You may have been asked to bring some documentation along to the interview with you – proof of identity and eligibility to work in the UK, proof of residency and qualifications that you hold. Try and bring as much as you can with you as it can be copied on the day. If you are successful, it will help to reduce the time between your conditional offer being made and you starting with us.

Interview questions

- Our interviews are structured, with each interviewer having a number of questions to ask. Think about how you answer your questions. Try to keep focused and succinct but don't be so brief that the interviewers have to continually prompt you for more information.

- Try to keep to the point and make sure you are actually answering the question.
- If you do not have relevant experience of a situation, don't be afraid to say so, but suggest what you would do in that situation or think of another way to demonstrate your ability or the skills they are looking for. Equally if you don't understand a question, ask for clarification.
- The interviewers will want to understand how you behave in a given situation, therefore they will ask you to describe an experience where you have been in a similar situation before and what you did
- Don't forget that this is also your chance to see if the role is suitable for you. Don't be afraid to ask questions, for example about the role or development prospects.

After your interview

Try to remember the questions and your responses, as this may help you to improve your performance in the future.

Whether successful or not, ask for feedback so you can learn from the experience and prepare for the next step.

Remember, if you are not successful this time, you may want to apply again, so use feedback constructively.