

# OUR APPLICATION PROCESS



*For more information, contact the Recruitment team on 0113 203 3458.*

# So you're thinking of applying to work at our Trust?

We try to make our application and selection process as simple as possible.

Although the process varies from role to role, here is some guidance about what you can expect when you submit an application. If you have any questions, our recruitment team would be happy to help – their contact details are on the front page.



# Viewing our Job Opportunities

We advertise all of our vacancies on the [NHS Jobs website](#), and we recommend subscribing to receive updates from the site.

## Understanding our job adverts

Our job roles are comprised of two parts - a job description and a person specification. The job description lists the main duties and responsibilities of the role, while the person specification outlines the skills, knowledge, experience and qualifications the ideal candidate will need for the job.

We assess your application against these specifications. It's important to read them thoroughly, explain how your skills are relevant to the job you are applying for, and give examples of 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.

## Is the trust right for you?

Finding the right organisation for you is just as important as finding the right role. It's important that, as a candidate, you understand and agree with the values of our trust, that you reflect them in your application and in how you will work if you are successful.

Full details of "How We Work" can be found [here](#).

## How to Apply

To apply for a job, you need to create an account with NHS Jobs, and complete the online application form.

## Our Application Form

Make sure you fill in all parts of the application form. You can write n/a (not applicable) to any parts that do not apply to you. Complete the form as fully, honestly and accurately as possible as it will be used to assess your suitability for the role, and to conduct pre-employment checks.

We will not take into account any previous applications that you have submitted, nor anything else we already know about you.

## References

We ask for employment references with all applications.

Please ensure your references include your most recent line manager, and that you cover at least your previous three years of employment. 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. teachers, course tutors or charity organisers. Friends or family members are not suitable as references.

No one legally has to provide a reference, so we recommend asking permission before submitting their details to us. We will need a name, a contact address, a telephone number and an email address, for each reference. Contacting them by email is the quickest and easiest method so please try to provide an up-to-date email address.

To speed up the process, make sure you have accurate contact details for them and let them know to expect a reference request. Your references will only be contacted during our pre-employment checks following a successful interview / assessment.

## **Disability and special arrangements**

We are committed to working with people with disabilities to find an employment situation that works. If you need access to an application form in a different format (such as paper or large text), get in touch with our Recruitment team - their number is on the front page. If you need any special arrangements during any other part of the application process, such as help with access or longer time needed to complete an assessment or exercise, please give us details in the space indicated on the form.

## **Submitting your application**

Remember to proofread your application and double check that you've completed all sections as fully as possible.

We encourage you to complete your application as quickly as possible. Sometimes if there are a high number of applicants for a vacancy, we will close the advert before the official deadline.

Once the advert has been closed, we will review your application. If you are invited to take part in a further selection process, we will send you a message through NHS Jobs. If you have not heard from us within four weeks of the closing date, please assume that on this occasion you have been unsuccessful. We are not always able to give tailored feedback to all applicants, but do not let this put you off applying for future vacancies in the trust.

# **Interview / Assessment**

For some roles, we will carry out a telephone interview prior to a face-to-face interview. For other roles, you may need to attend an assessment centre.

## **Preparing for your interview / assessment**

It may sound obvious, but the more you prepare for your interview, the more comfortable and relaxed you will feel. Do your research about the trust and the department you are being interviewed for, and tailor your skills and experience.

Your interviewer/assessor will be looking to understand how well you fit the job role, and will be tailoring their questions to explore this. There will be the opportunity to ask any questions you have about the role, the trust and its services.

You will be asked to bring some documentation with you to your interview, such as proof of identity, eligibility to work in the UK, residency and qualifications. If you are successful, bringing this with you to your interview will help to reduce the time between your conditional offer being made and your start date with the trust.

## **Traveling to your interview / assessment**

Plan your journey in advance. Leave plenty of time in case you get caught out by delays.

If you are driving, think ahead about parking. You will usually be notified if there is any parking available for you.

If you are delayed for any reason, make sure you call ahead to let us know.

## **Interview format**

Interviews are structured, and each interviewer will want to ask some specific questions. The majority of questions will be based around [our “How We Work” framework](#) which will help the interviewers understand how you behaved or would behave in a given situation. If you don't 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.

Think about how you answer your questions. Try to be succinct but don't be so brief that your interviewers have to continually prompt you for more information. Also stay focused and to the point, and make sure that you are actually answering the question. If you don't understand a question, feel free to ask them to repeat the question or for clarification.

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 about the role, development prospects or the trust, and what it's like to work here.

## **Assessment centres**

For some roles, such as those where you are managing a team or having direct patient contact, you may be invited to attend an assessment centre.

Our assessment centres vary according to the role being recruited for. They are designed to test for key competencies, and will include various different ways for you to showcase your talents and how you would perform in the role. Activities may include informal information sessions, practical tests, numeracy or literacy tests, group exercises or mini-interviews. It's important to be yourself on the day and join in with the activities as much as possible.

We believe that this is a much better way to get to know our candidates, and for our candidates to get to know us.

## **After your Interview / Assessment**

We will try to get back to candidates as quickly as possible after they come in to meet us.

Whether you are successful or not, feel free to ask for feedback so you can learn from the experience and apply it to any future applications.

If you are successful, we will contact you for pre-employment checks and begin making arrangements for you to join the trust.

In some circumstances, it may make sense for you to join our Temporary Staff Bank before starting your new role, or instead. You can find out more about this [here](#).

**Get the process started!**

**[Click here to see all our current vacancies.](#)**



**Got more questions?**

**[Click here to learn more about the trust.](#)**