

## Guidance for applicants on the recruitment process and completing your application form

Thank you for your interest in working for Frimley Health NHS Foundation Trust. Before you apply for a post, please read this guidance.

**Advert/closing date** – If we receive sufficient applications we may close posts before the closing date so you are encouraged to apply for posts as soon as possible.

**Job description/person specification** – These detail the post duties and skills together with the Trust's Values which you would be expected to have.

**Stage 1 – completing your application form** – The decision to shortlist for interview will be based on the information you provide on your application form.

**Personal details/monitoring information** – Please complete fully. This part of the application form is confidential and is not used as part of the short listing or interview process. It is used for monitoring our recruitment process and treated in strict confidence.

**Education/qualifications** – You should provide information on all qualifications you have gained, with dates, indicating the most recent one first.

**Employment history** – Please provide details of your full employment history since you left full time education. This should include details of all periods when you were not working e.g. maternity leave, career break, unemployed etc. If there is not enough space under 'Employment History', you can continue under 'Additional Information'.

**Additional information** – This is where you need to draw attention to your skills, experience and personal qualities and how they are relevant to the post you have applied for. Always refer back to the job description/person specification and Trust Values to help you.

**References** - These need to cover your current employer and **all** employers and education over the last 3 years, **with no gaps**. Please provide full contact details for the referees, including email. Employment references should be requested through your line manager/personal tutor (and be verified by the HR department at the place of employment where possible). Clinical staff should provide a clinical line manager.

If you have not been employed or in education for the last 3 years, please provide 2 personal references from people of some standing in your community i.e. your GP, solicitor, MP.

*If you are currently employed by another NHS employer, you only need to provide references from your current NHS employer (or employers, if you are currently employed by more than 1, i.e. NHS Professionals and a substantive post).*

**After applying via NHS Jobs** - Your submitted application will be imported into our preferred third-party recruitment system. All subsequent information regarding your application will be generated from apps.trac.jobs. You will not be able to track the progress of your application or receive messages through the NHS Jobs website. As an employer, we will not be able to respond to any emails sent to us via the NHS Jobs website.

**As an employer** - we will not be able to respond to any emails sent to us via the NHS Jobs website. By applying for this post you are agreeing to Frimley Health NHS Foundation Trust transferring the information contained in this application to its preferred applicant management system. If you are offered a job, information will also be transferred into the national NHS Electronic Staff Record (ESR) system.

**Stage 2 – Interview** – if you are shortlisted, the HR department will contact you via email to arrange an interview. You will also be advised of any additional requirements at interview i.e. a presentation. If you have not heard from us within 3 weeks of the closing date, please assume that your application has not been successful. If you are invited to an interview and you have special requirements, please contact the HR department who will be able to assist you.

**Stage 3 – Offer of employment/salary** – a verbal offer is made initially, followed by a written conditional offer (dependant on satisfactory pre-employment checks). If you are made an offer of employment it is very important that you complete and return all required information (e.g. occupational health questionnaire, DBS on-line) as soon as possible so as not to delay the recruitment process.

Salaries are normally set at the minimum of the pay band, subject to confirmation of previous relevant NHS experience/non-NHS relevant experience.

**Successful applicants** - During the recruitment process your Identity Documentation (i.e. passport, driving licence, visa, ect.) will be scanned using a device which recognises UV, Infrared and Machine Readable Zone security features of the documents provided

You will be required to attend a corporate induction starting on the 1st day of employment with us. There are 2 courses per month and you must be prepared to start with us on one of these pre-set dates in the month. The induction course is up to 3 full days of training (subject to role) and will be run on weekdays only.

If you have any queries or concerns about your ability to start with us as per the above, please raise them during your interview. Otherwise your start date will be agreed with you by the HR department once all pre-employment checks are satisfactorily completed.

**Applicants who require a Tier 2 Certificate of Sponsorship (COS) are unlikely to be considered for the post due to the limit on COS. Non-EEA candidates cannot be appointed to a post if a suitable qualified, experienced and skilled EU/EEA candidate is available to take up the post, as the Trust is unlikely in these circumstances to satisfy the Resident Labour Market Test.**