

Recruitment & Employment Services Team

## Recruitment Information for Applicants

### Smoke Free

WWL NHS Foundation Trust have a smoke-free policy. To protect the health of patients, staff and visitors, smoking is not permitted on any Trust premises. Applicants should be aware that it will not be possible to smoke during paid working hours. Staff may smoke during unpaid breaks away from the Trust occupied sites. Stop Smoking advice is available to all staff.

### Apprenticeship Promise

As part of our commitment to the Apprenticeship promise, positions banded one to four under agenda for change, may be eligible for apprenticeship. Candidates applying for posts in bands 1 to 4 are asked to state whether they would wish to be considered for apprenticeship in the supporting information section of their application form.

### Paying for your DBS Check

If you are successful in obtaining a position with our Trust which involves patient contact, you will be required to undertake a DBS Criminal Records check. The current price of a check is £44 for an enhanced disclosure and £26 for a standard disclosure. The level of check required depends on the role. WWL will pay the initial cost, which will be recovered, in instalments, from your first three salary payments. Candidates who choose to withdraw from an offer of employment will be asked to reimburse the Trust in full for the cost of the disclosure.

### Online Applications

Our Trust prefers online applications. We will only accept offline applications where there are extenuating circumstances. If you do not have internet access at home, there are a number of public providers in the area. Please see page 5 for more information.

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## The Recruitment Procedure

### Applications

To ensure you have the best possible chance of being shortlisted for a post, please read the Job Description, and Person Specification carefully and write (or amend) your application accordingly to highlight your most relevant skills. In particular use the supporting information section of the form to give an example of how you meet each of the criteria on the person specification (essential and desirable).

### Shortlisting

Please be assured that your personal and monitoring information is stored safely within our Recruitment System, and is not made available to Recruiting Managers. This is to ensure that shortlisting decisions are made solely on the basis of your qualifications, skills, knowledge and experience as detailed on your application form.

### Interviews & Preparation

You will be notified of the outcome of your application via email. If you are shortlisted for interview, please read the invite to interview email carefully, and take note of any instructions within it. Remember that you will be required to present the following document at your interview;

1. Qualifications - The panel will be looking for you to prove you have the qualifications that are deemed essential on the person specification, and you should provide proof of all qualifications that you stated on your application form. Additional courses may also be of interest to the panel, particularly if they are relevant to the role.
2. Identification – Original documents must be provided. Three forms of ID are required including one with a photo.
3. Professional Registration - if applicable to the post

When preparing for the interview, look back at the Advert, Job Description and Person Specification to remind yourself what the job is about, and what the panel will be looking for. Try to think of examples to talk about at interview, which demonstrate how you meet the essential criteria for the role. For example, panels often ask about times you have worked as part of a team, and/or times when you have worked your own initiative etc. Using the Job Description, try to think of any relevant experience you have that relates to the activities that the job will involve.

Panels will usually give you the chance to ask questions at the end of the interview. Whilst it is not essential that you do so, it does help to demonstrate that you are interested in the post, and the organization. The Job Description may help you generate some questions.

### Selection Methods

Please note that in addition to a structured interview, some of the following selection techniques may be used, particularly for senior posts, and vacancies which attract a high volume of applications.

• Psychometric Testing	• Situational Judgement Tests	• Presentation
• In-tray exercises	• Typing tests	• Knowledge Tests
• Data Input Tests	• Scenario Tests	• Group Exercises

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### Presentations

Presentations are often daunting for the candidate, but the best presentations are delivered by those who are relaxed and confident. If you are asked to deliver a presentation, ensure the content is closely related to the topic you are asked to discuss. Try to include some examples of your personal experience, provided they support the presentation topic, to make your presentation interesting and unique to the panel. Remember they are receiving multiple presentations on the same topic, so anything that makes your presentation stand out (within reason) is likely to impress. An interactive element to your presentation makes it interesting, although it takes skill to incorporate the responses from the panel back into the presentation.

Finally, practice your presentation. Check that it runs to the allotted time that the panel have set, making allowances for the fact that you may have a tendency to rush when you are nervous. Ensure you know the content fully, and feel able to deliver it confidently. Try not to refer to notes. Be aware of anything you do in nervous or pressured situations and try to stop yourself, for example, some people fiddle with their notes, or play with their hair which can be distracting for the panel.

### Conditional Offer of Employment - Pre-employment Checks

If you are successful at interview, we will make a conditional offer of employment. This means that the offer of the post is subject to pre-employment screening which may include some or all of the following checks;

1. Verification of Identity
2. Qualifications and Registration
3. Occupational Health Clearance
4. Right to work
5. Verification of References & Employment History including attendance records
6. Criminal Records Check (dependent on patient contact)

Providing false or misleading information through the application or pre-employment process, at this stage may result in the offer of a post being withdrawn.

### Recruitment of Ex-Offenders

Please note that a criminal record will not necessarily prevent you from working with the Trust. When a DBS check confirms a candidate has a Criminal Record, we will consider each person on a case by case basis, and discuss the context of any offences, and any mitigating circumstances before making a decision

### Completion of Checks & Unconditional Offer

Once all checks are completed, and deemed satisfactory by the Trust, we will write to you to confirm this, and advise who you need to speak to, in order to arrange a start date.

We recommend that you do not hand in your notice with your current employer until you receive your unconditional offer.

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**Employment Terms**

If you are successful, you can expect the following terms;

<b>Pension:</b>	Employees will be automatically superannuated under the terms of the National Health Service Pension scheme, unless they formally elect to opt out of the scheme.
<b>Conditions of Service:</b>	Your terms and conditions of service will be determined by the Trust, but will take account of appropriate national agreements until such local terms apply.
<b>Hours of duty:</b>	Full-time hours of work are 37½ hours per week. Part-time posts will state the hours of duty in the job advert.
<b>Annual Leave:</b>	<p>The basic annual leave provisions are as follows:</p> <p>On appointment            27 days Annual Leave + 8 Bank Holidays            After 5 years service      29 days Annual Leave + 8 Bank Holidays            After 10 years service    33 days Annual Leave + 8 Bank Holidays</p> <p>The annual leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. For employees who commence employment part way through the leave year annual leave entitlement will be calculated on the number of complete calendar months to be worked.</p>
<b>Disability:</b>	<p>The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long term adverse affect on a person’s ability to carry out normal day to day activities “. (You do not need to be registered as disabled).</p> <p>If you have a disability, and your application form demonstrates that you meet the essential criteria for the post, as outlined in the person specification, you will be guaranteed an interview. It is helpful to indicate when returning your application form if you need any assistance, or reasonable adjustments would be required, with interview arrangements.</p>
<b>Childcare:</b>	The Trust works in partnership with Computershare to offer vouchers for childcare via a salary sacrifice scheme. Subsidies are also available to contribute to the cost of before and after school, and holiday care.
<b>Notice Periods:</b>	<p>Band 1 to 4 – 4 weeks            Band 5 &amp; 6 – 8 weeks            Band 7 &amp; above – 12 weeks</p>
<b>Probationary Period</b>	Six months

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Internet Access in the Region

**Bolton Borough**

Bolton, Farnworth Horwich & Westhoughton.

<b>Bolton Central Library</b>	Le Mans Crescent, Bolton	01204 333173
<b>AstleyBridge Library</b>	Moss Bank Way Bolton	01204 332350
<b>Blackrod Library</b>	Church St Blackrod Bolton	01204 333380
<b>Brightmet Library</b>	Brightmet Drive Bolton	01204 332352
<b>Farnworth Library</b>	Market St Bolton	01204 332344
<b>Halliwell Library</b>	Shepherds Cross St Bolton	01204 332367
<b>Harwood Library</b>	Gate Fold Bolton	01204 332340
<b>Heaton Library</b>	New Hall Lane Bolton	01204 332356
<b>Horwich Library</b>	Jones Street Bolton	01204 332347
<b>Little Lever Library</b>	Coronation Square Bolton	01204 332360
<b>Tonge Moor Library</b>	Tonge Moor Lane Bolton	01204 332365
<b>Westhoughton Library</b>	Library St Bolton	01942 634640

**Wigan Borough**

*Wigan, Leigh, Atherton and Ashton in Makerfield.*

<b>Ashton Library</b>	Wigan Road, Ashton In Makerfield, Wigan	01942 727119
<b>Aspull Library</b>	Oakfield Crescent Aspull Wigan	01942 831303
<b>Beech Hill Library</b>	Buckley Street West Wigan	01942 747750
<b>Hindley Library</b>	Market Street Hindley Wigan	01942 255287
<b>Ince Library</b>	Smithy Green Higher Ince Wigan	01942 492989
<b>Marsh Green Library</b>	Harrow Road Marsh Green Wigan	01942 221881
<b>Shevington Library</b>	Gathurst Lane Shevington Wigan	01257 252618
<b>Standish Library</b>	Cross Street Standish Wigan	01257 400496
<b>Wigan Library</b>	Wigan Life Centre, Wiend, Wigan	01942 827621
<b>Connexions</b>	Second Floor/104-110 Standishgate, Wigan WN1 1XP	0800 953 0109
<b>Leigh Library</b>	Turnpike Centre Civic Square Market Street Leigh WN7 1AG	01942 404404
<b>Atherton Library</b>	York Street Atherton Manchester M46 9JH	01942 404 817

**BuryBorough**

**Bury Radcliffe & Prestwich**

<b>Bury Library</b>	Sergants Walk, St Andrews Street North, Bury St Edmunds	01284 732255
<b>A.D.A.B.</b>	14 Heywood Street Bury BL9 7EA	0161 764 6749
<b>Radcliffe Library</b>	Stand Lane Radcliffe Manchester M26 1NW	0161 253 7160
<b>Prestwich Library</b>	Longfield Centre Prestwich Manchester M25 1AY	0161 2536870

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**ManchesterBorough**

Alexandra Park (Moss Side), Cheetham Hill, Chorlton-Cum-Hardy, Didsbury, City Centre, Longsight, Newton Heath, Openshaw, Rusholme and Wythenshawe

<b>Women's Action Forum</b>	97 Princess Road, Moss Side, M/cr M14 4TH	0161 247 6123
<b>Zion Community Resource Centre</b>	339 Stretford Road, Hulme, Mc/r M15 4ZY	0161 226 5412
<b>Hulme Library</b>	Stretford Road, Manchester M15 5FQ	0161 226 1005
<b>Cheetwood Community &amp; Sports Centre</b>	5 Brackenhurst Drive, Salford, Manchester, M7 4YG	0161 7089151
<b>Crumpsall Library</b>	Abraham Moss Centre, Cheetham Hill, Manchester M8 5UF	0161 227 3777
<b>Chorlton Library</b>	Manchester Road, Manchester M21 9PN	0161 227 3700
<b>Barlow Moor ICT Centre</b>	40 Merseybank Avenue, Chorlton, Manchester M21 7NN	0161 448 8492
<b>Fielden Park Young People's Centre</b>	141 Barlow Moor Road, West Didsbury, M20 2PG	0161 445 8091
<b>Didsbury Library</b>	692 Wilmslow Road, Manchester M20 2PQ	0161 227 3755
<b>CSV Media North</b>	121 Princess Street, Manchester, M1 7AD	0161 236 6608
<b>Longsight Library</b>	519 Stockport Road, Longsight, Manchester M12 4NE	0161 227 3706
<b>The Lightbowne Centre</b>	Adrian Street Nr Lightbowne Road Moston M40 5EA	0161 219 6086
<b>The GRANGE COMMUNITY CENTRE</b>	Pilgrim Drive, Beswick M11 3TU	0161 230 1420
<b>Fallowfield Library</b>	Platt Lane, Manchester M14 7FB	0161 227 3744
<b>Withington Library</b>	410 Wilmslow Road, Withington, Manchester M20 3BN	0161 227 3720
<b>Wythenshawe Library</b>	Barclays Bank Computer Centre, Rowlandsway, Wythenshawe M22 5RX	0161 234 5151
<b>The Forum Learning Centre</b>	The Forum, Wythenshawe, Manchester M22 5RX	0161 935 4008

**SalfordBorough**

Eccles, Irlam, Salford Quays, Swinton, Worsley

<b>Eccles Library</b>	Eccles Gateway, 28 Barton Lane, Eccles, M30 0TU	0161 909 6528
<b>Salford Link Project</b>	Chadwick Road, Eccles, Manchester, M30 0WP	0161 787 8219
<b>Winton Library</b>	Old Parrin Lane, Eccles, Salford M30 8BJ	0161 921 2180
<b>Broadwalk Library</b>	Broadwalk, Salford M6 5FX	0161 737 5802
<b>Swinton Library</b>	Chorley Road, Swinton, Manchester M27 4AE	0161 921 2360
<b>Clifton Library</b>	Community Centre, 6 Wynne Avenue, Swinton, Manchester M27 8FU	0161 794 1591

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**TraffordBorough**

Stretford and Altrincham

<b>Stretford Library</b>	Bennett Street, Stretford, Manchester M32 8AP	0161 912 5150
<b>Altrincham Library</b>	20 Stamford New Road, Altrincham, WA14 1EJ	0161 912 5920
<b>South Trafford College</b>	Manchester Road, West Timperley, Altrincham, WA14 5PQ	0161 952 4699