



Applicant Guide: What you need to know when completing an application form and recruitment checks.

The recruitment checks in are in line with standards issued by NHS Employers. These checks are either required by law, Department of Health policy and/or required for access to the NHS Care records service. Failure to comply with these standards could potentially put the safety of our patients and staff at risk.

We will be required to show evidence of compliance as part of the CQCs annual regulatory framework.

This document is aimed to assist you with guidance when completing an application form and enable you to be prepared with the correct documents for your recruitment checks.

When completing your application form:

Check the dates are accurate on your employment history. This will be important when we apply for references, as the dates will need to match. Also, if you have any employment gaps, they will need to be verified by personal statements, or if you were claiming benefits during this time a letter will be required from the jobcentre to verify the dates of your claim.

Provide reference details – It is important to do this on your application form as it will save time during your recruitment checks. Your references should cover the previous 3 years from the present day. One of your references must be your current or most recent employer. Please provide your referee's email address and telephone number. Please make sure your reference details are up to date and correct, again this will save time and reduce any delays to you starting work.

Supporting Information: Refer to job description and person specification – As the Trust recruits on skills and suitability for the position, it is recommended that you read through the job description and person specification. This will help comment specifically on your skills and experience that are going to be relevant to the job. Try and give examples of where your skills match what is required on the person specification.

Equality data – BSMHFT is committed to promoting diversity, treating all employees with dignity and respect, and ensuring that all individuals receive fair and equal treatment when applying for or/ and working in the Trust.

To do this effectively we need your help by completing the monitoring form. This information is useful as it allows us to monitor the effectiveness of our Equal Opportunities in Employment policy. The information you provide will enable the Trust to monitor:

- Whether we receive applications from a wide cross section of people;
- If successful appointments represent a cross section of those who originally applied and were shortlisted;
- In employment that opportunities for training, promotion and development are available to all employees;
- That there are a range of benefits available to suit the diverse needs of employees;
- To monitor progress in creating a workforce which is representative of the population we serve.

If you are offered a job, your information will be transferred into the national NHS Electronic Staff Records system.



The Selection Process:

Shortlisting – Once you have submitted your application and the closing date has passed, all applications are reviewed and shortlisted. You will be notified through our recruitment system, Trac to inform you whether you have been shortlisted for interview. Please remember to check your Trac account regularly once the closing date has passed.

Interview – The interview or selection process will depend on the post you have applied for. In most circumstances there will be a panel interview where there is 2-3 people interviewing you. You may also be required to complete a practical skills test or another type of test depending on your role (psychometric testing, assessment centres, presentations). The test would be related to the requirements of the job and used to test levels of a particular skill essential to undertake the job.

If you are asked to produce a presentation, you will be given enough notice and information to prepare for this.

The interview/selection stage will have a competency-based approach, therefore it is likely that you will be asked to provide examples of how you meet certain competencies which are usually provided within the person specification. It may be helpful to think about these and refer to your person spec prior to your interview.

The interview is a crucial stage in assessing your suitability for the job before the final selection. Try relaxing, thinking about the questions and giving concise and constructive answers.

Remember: the interview is also an opportunity for you to obtain information about the job and terms and conditions of service.

Following your interview, a designated panel member will be responsible for notifying you of the interview outcome, providing detailed feedback if requested.

Conditional Offer:

When verbally offering the post the hiring manager will make you fully aware of the conditions of the offer.

These will be:

- Verification of identity
- Confirmation of right to work in the UK
- Satisfactory disclosure and barring clearance/disclosure (if applicable)
- Registration and qualification check
- Employment history and references
- Satisfactory medical clearance
- Completion of eLearning modules

Recruitment checks:

Satisfactory disclosure and barring clearance (DBS) (if applicable) - For posts subject to a DBS check, you will be liable for the cost of the check (£37.98 for an enhanced and £18 for a standard). The Trust will also require you to sign up to the DBS Update service but will cover the cost of your subscription.

If offered a post, you will receive a conditional offer letter with details of how to complete an online disclosure. It is important to do this immediately to reduce any delays to your start date.

Please ensure that you have provided 5 years of address history with no gaps! If there are any gaps between your addresses your form will incur long delays and restrict you from starting work.

ID required – Please see page 5

Satisfactory medical clearance - Please complete the occupational health questionnaire as fully and as accurately as possible. It is important that you complete this form without missing any sections out as this may result in further delays.

Elearning - All successful applicants are required to complete the Trust's induction programme. The mandatory training is in an eLearning format and can be accessed by any computer connected to the internet. You are required to complete certain training modules by the end of your first week with the Trust.

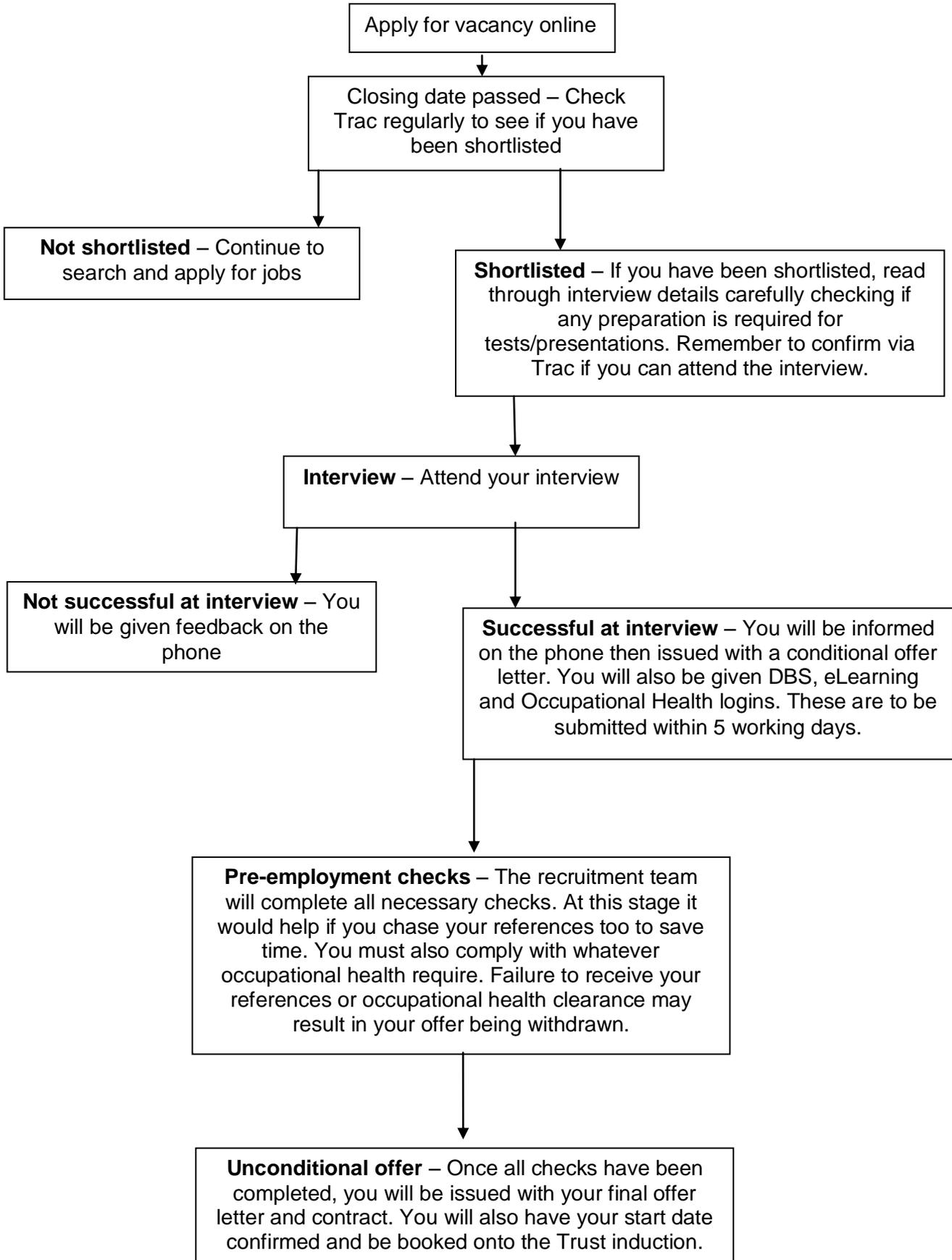
Unconditional Offer, Contract & Induction:

Once the remaining checks have been completed you will be issued with your final offer letter and the statement of terms and conditions.

The recruitment team will then book a start date with you. All new recruits must attend the Trust induction programme at the beginning of their employment.



The Recruitment Process



ID Required

Please note, ALL ID is required to be in your current legal name

ONE of the following:

UK passport	In date, or expired no longer than 6 months ago
Irish passport	In date
Non-UK passport with Indefinite Leave to Remain	In date
Biometric Residence Permit - No time limit (UK)	In date
Biometric Residence Permit - time limited (UK)	In date
Full Birth certificate (UK&CI only)	issued within 12 months of birth
Short Birth certificate (UK&CI only)	issued within 12 months of birth

AND

TWO of the following:

Driving licence - photo Card (UK, IoM or CI)	In date
Driving licence - old-style paper licence (UK)	In date
Adoption Certificate (UK/CI)	
Bank statement (UK)	Less than 3 months old
Bank statement (UK)	Different Company, less than 3 months old
Bank or building society statement (UK)	Less than 3 months old
Bank or Building Society Opening Letter (UK)	Less than 3 months old
Benefit Statement/Book (UK)	Less than 3 months old
Financial Statement (UK) (e.g. pension, endowment ISA)	Less than 12 months old
PASS logo document	
Birth certificate (UK/CI)	Copy issued 12 months after birth
Council Tax Statement	Less than 12 months old
Credit Card Statement (UK)	Less than 3 months old
Firearms certificate (UK)	In date
HMRC tax notification (not P45 / P60)	Less than 3 months old
Marriage/civil partnership certificate (UK/CI)	
Mortgage statement (UK)	Less than 12 months old
P45 / P60 (UK/CI)	Less than 12 months old
Utility bill (UK)	Less than 3 months old
Utility bill (UK)	Different company, less than 3 months old

All new employees are required to provide the necessary documentation outlined in the Asylum and Immigration Act irrespective of race or nationality. **PLEASE NOTE:** Some of the above documents may be used for the DBS Check

