

# Information for Candidates

## Welcome

This guidance has all the information you need to be able to make your job application. You will find information on our Trust Values together with helpful pointers on how to make the best application you can.

Good luck, we hope that you join our team.

**Hannah Coffey**  
Chief Executive

## Our Values

Our Values are about who we are, how we work with each other, how we treat our patients, their families and carers and how we work with our partners.

How our staff live to these values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

Our Trust board will monitor and review how the Trust performs against the values on a regular basis, to ensure we provide the best possible patient care.



## How to apply

We only accept online applications either through our Trust website or NHS Jobs.

In all cases you will be asked to register with our recruitment system trac, this will involve capturing some personal details from you including your active email address as this is how we will keep in touch with you and update you with the progress of your application.

## Your application

Make sure you meet the person specification for the job you are applying for and use the supporting information section on the application form to evidence this – this is a chance to sell yourself!

We receive thousands of applications each year so make sure yours stand out, make your application interesting and unique with lots of examples. Pay attention to your spelling and grammar too.

Always check the closing date and don't leave your application until the last minute as we do reserve the right to close adverts early if we have high numbers of applications.

If you have any questions or queries on the post our staff are always happy to see you and so recommend if possible that you try to visit the Department for a look round, meet members of the team and answer any queries you might have.

## Your interview

Well done on getting an interview! Only 25% of our applicants get through to this stage and so here are some hints and tips to give you the best chance of success.

- Arrive in plenty of time, make sure you know where you are going, where to park and most importantly which Hospital site your interview is being held at - relax, be yourself and smile.
- Make sure you have read the job description and person specification. You may be asked to provide other examples of how you meet these so be prepared.
- We will also want to see how you well you will fit in and so will ask you questions around our values - make sure you read what they are and why they are important to us.

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- Prepare some questions to ask the interviewer. We like being asked questions and it shows you are interested in us.
- Dress like you mean business, you never get a second chance to make a great first impression!
- Read your invitation to interview letter thoroughly so you know what will be expected when you arrive - we will tell you in advance if we want you to give a presentation or sit a test.

### If you got the job

Congratulations and welcome to your Team!

Our Recruitment Team will be in touch to confirm the details of your appointment and start pre-employment checks, including a criminal record check if the job you applied for requires it.

We will contact you from our applicant tracking system so look out for emails from @recruit.trac.jobs, sometimes they might land in your junk folder so be sure to check this on a daily basis, the quicker we get a response to any requests we send out the quicker we can get your final job offer out to you.

### ...or, if you didn't

We know how disappointing this can be so it's important that you take the time to understand why you weren't successful. We will send you contact details of the interviewer when we notify you of the outcome – give them a call and ask for some feedback, it might help with your application or interview technique for next time.

### Criminal Record Checks

If the job requires a Disclosure & Barring Check (DBS) and you are not on the update service we will ask you to complete an e-DBS application.

For existing staff, this applies where you are unable to evidence your original check or are transferring to a job which requires a DBS or higher level DBS than currently held.

We recommend that you subscribe to the update service which removes the need to take up repeat checks when you move jobs or where a recheck is required. It costs £13 per year and can only be done within 30 days of your DBS Certificate being issued.

Find out more <https://www.gov.uk/db-update-service>

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**Facebook:** North West Anglia NHS Foundation Trust recruitment



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Visit our website for more information about our Trust : [www.nwangliaft.nhs.uk](http://www.nwangliaft.nhs.uk)

Visit our jobs page <http://jobs.nwangliaft.nhs.uk/> or

scan the QR code:



**IT'S ALL  
COMING  
TOGETHER.**

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