



GIG
CYMRU
NHS
WALES

Partneriaeth
Cydwasaethau
Gwasanaethau Cyflogaeth

Shared Services
Partnership
Employment Services

Guidance Notes for Applicants

INTRODUCTION

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

These notes provide guidance on completing the application form and also further information with regard to the post.

THE JOB DESCRIPTION & PERSON SPECIFICATION

Please read the job description and person specification together with any supporting documentation carefully before completing your application form.

- The Job Description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post.
- The Person Specification provides information about the characteristics that are essential or desirable to perform the duties in the job description i.e. knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to undertake the job.

THE APPLICATION FORM

Your application form is all we have to determine our shortlist for interview so please take care when completing the form and ensure that you provide all the relevant information requested. Use the supporting information space on the application form to demonstrate how your skills, knowledge and experience meet the requirements of the person specification, giving relevant examples where appropriate. Include any information about yourself, relevant to the post you are applying for. A CV alone, will not be accepted however it is possible to cut and paste any relevant information into the supporting information part of the application form.

Applications are encouraged and welcomed from Welsh speakers and learners. Whilst the ability to speak Welsh may not be essential for some posts, it will be desirable and the successful applicant may be supported through the personal development plan process if they wish to develop an understanding of the language.

DECLARATION

By completing and submitting the application form, we understand that you accept the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or your appointment being terminated.

EMPLOYMENT HISTORY

- This will be used to establish whether or not you meet the experience requirements of the post.
- Start with your most recent employer. Include all previous employment whether it be temporary or voluntary work with the names and addresses of present and past employers and an outline of the position held, salary and reason for leaving.
- If you have a current Bank assignment, please ensure you include it at the top of your employment history.
- Please check that the dates are correct and in order, with your current or last employer first. If there are gaps in your employment history, please provide reasons for these.

SUPPORTING STATEMENT

You should use this section to outline how you meet each of the requirements on the Person Specification. Use examples of your relevant skills, experience and qualifications to show how you meet each of the criteria. Remember that skills and experience can include voluntary unpaid as well as paid work experience. **It is not enough to simply say that you meet the criteria, you must demonstrate how,** using examples from your work, education or personal life. It is a good idea to address the criteria on the Person Specification point by point showing how you meet all of the 'Essential' criteria and the 'Desirable' criteria if appropriate

PRE-EMPLOYMENT CHECKS

REFERENCES

Please provide the names of two persons; these should be your current or most recent employer(s).

If you are a student/newly qualified healthcare professional, the referees provided should be your University Tutor and a Placement Mentor.

If you are currently out of paid employment, or have never been employed, name someone who knows you well. This should not be a friend or relative and someone of standing within your community, e.g. teacher, nurse, lawyer, doctor, etc.

School or College leavers should give their Head Teacher or College Principal as the first referee.

- If for any reason you have changed your name e.g. by marriage, deed poll, please indicate the name by which the referee(s) will know you.
- Your references will be taken up following the conditional offer of employment. All offers are conditional subject to receipt of satisfactory pre-employment checks.
- It is essential that you give clear and full contact details including email address for your referees, as difficulties in contacting referees and obtaining references may affect the time it takes to confirm an offer of appointment.

ORIGINAL COPIES OF PROFESSIONAL REGISTRATION & QUALIFICATION CERTIFICATES - If relevant to the role

For some posts you will require registration with a professional body and/or qualifications. This will be stated on the person specification and/or on the job advert. Appointment to any position is conditional on satisfactory registration check and/or qualification checks and information disclosed on the application form will be checked.

CONDUCT

All applicants for employment with the Health Board / Trust are required to disclose both on the application form and at interview whether they have ever been dismissed from employment. The Health Board / Trust will then take a view as to how this affects your potential employment. In addition this information will be sought from identified referees.

REGISTRATION / FITNESS TO PRACTICE

Applicants for employment with the Health Board / Trust are required to disclose both on the application form and at interview whether they are the subject of any fitness to practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country. The Health Board / Trust will then take a view as to how this affects your potential employment. In

addition, you will be required to provide proof of valid registration and to maintain that registration throughout any subsequent employment. Registration status will be checked prior to any offer of employment being made.

DISCLOSURE & BARRING SERVICE (DBS) previously known as CRB CHECKS/ REHABILITATION OF OFFENDERS

Many posts in the Health Board / Trust are exempt from the Rehabilitation of Offenders Act 1974. For these posts a Disclosure & Barring Service (DBS) previously known as Criminal Records Bureau (CRB) check will be undertaken prior to the commencement of employment.

At interview you will be asked if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current DBS guidance.

For current DBS filtering guidance please visit:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

For further guidance on unspent convictions, cautions, reprimands or warnings please visit:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf

The DBS has produced a Code of Practice, which the Health Board / Trust adheres to. Should you wish to view the Code it is available on the Recruitment Department intranet pages or the DBS web site at <https://www.gov.uk/government/publications/dbs-code-of-practice>. Alternatively, a copy can be made available to you upon request.

WHAT HAPPENS NEXT?

You are advised to make your application as soon as possible as we reserve the right to close vacancies early if a large number of suitable applications are received.

Please be aware that some of the positions advertised will be marked as Internal to Health Board / Trust employees only.

You may find it helpful to keep a copy of the completed application form and any further information you have provided, for your own records.

After the closing date the Recruiting Manager will consider the applications and select candidates for interview. You will be informed via your email account as to whether you have been short listed or not. If short listed, details of your interview will follow. Please ensure you check your account regularly.

PROOF OF YOUR IDENTITY AT INTERVIEW

For all posts you will be asked to provide an original form of photographic identification.

Please see the following list for acceptable documents.

ACCEPTABLE DOCUMENTS FOR CONFIRMING YOUR IDENTITY

Acceptable photographic personal identification include:

- Current UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport.
- Passports of non EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
- A current UK or EU/other nationalities photo-card driving licence (providing that the person checking is confident that non UK photo card driving licences are bona fide)
- A national ID card and/or other valid documentation relating to immigration status and permission to work.

Any document that is not listed above (i.e. an organisational ID card) is not acceptable.

EQUAL OPPORTUNITIES

The Health Board / Trust is an Equal Opportunities Employer. The Health Board / Trust undertakes monitoring of its workforce and that of its applicants in order to ensure its effectiveness of our equal opportunities and recruitment and selection procedures. Please note the monitoring form, which forms part of the application form, is separated from the application form before shortlisting and will **not** be seen by any members of the shortlisting or interviewing panel.

IMMIGRATION STATUS / ELIGIBILITY TO WORK IN THE UK

The Asylum and Immigration Act 1996 requires us to ensure that our employees hold valid documents supporting their identity and their entitlement to work in the UK. By making these checks, we

can be sure that we are not breaking the law by employing illegal workers and only employ people who are legally permitted to work in the UK.

These checks are now a routine part of the employment process for all UK employers. We must ensure that we have seen and checked the appropriate documentation.

You must provide a work permit, or other document showing approval to take employment that has been issued by Work Permits UK. Along with a document issued by Work Permits UK, you must also provide one of the following documents:

- A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit/employment in question.
- A letter issued by the Home Office confirming that you are able to stay in the UK and that you can take the work permit/employment in question.

ELIGIBILITY TO WORK

- It is essential to provide details of your eligibility to work in the UK before an offer of employment can be made.
- All offers of employment will be subject to confirmation of compliance with the Immigration, Asylum and Nationality Act 2006. Where, following an offer of employment, it is discovered that you do not meet the requirements of the Act; the employment offer will be withdrawn.
- Certificates of Sponsorship are normally required for citizens of countries outside of the EU/EEA who do not have UK residency. If you require sponsorship, you must declare this on your application form, providing details of your current status, and the expiry date of your current documentation (if applicable).

RIGHT TO WORK IN THE UK

Only a small number of posts will attract a Certificate of Sponsorship (CoS), formerly work permit. We strongly recommend that applicant's who would require a CoS, self-assess the likelihood of obtaining a CoS by visiting the UK Border Agency website at:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

INFORMATION FOR DISABLED APPLICANTS

Please let us know if you have any particular requirements to enable you to participate in the application and selection process. We will be pleased to discuss any reasonable adjustments needed.

CONTACT DETAILS

If you require any further information please contact the Recruitment Department between 8.30am to 4.30pm Monday to Friday.

 **029 2090 5353**