18 August 2017

Dear Applicant

Thank you for your interest in the post of Laparoscopic Fellow in GI Surgery (Job Ref: 156-MS-941). We look forward to receiving your on line application.

To find out what the Trust has to offer you and an informal chat regarding this post please contact Mrs Melanie Feldman, Consultant Colorectal Surgeon, 01872 252271.

Closing date for this post is: 24 September 2017

Application Process

Please ensure that you include the names of two referees, one of whom must be your current or most recent employer. Referees will only be contacted for short listed candidates.

Please also state on your application the date of your GMC registration together with the number. Applications are also welcomed from those wishing to work part-time or to job-share.

Can you please provide your equality monitoring information. This data is used to provide the statistics of the workforce as a whole and will not be identifiable to you.

Why is this important?
It can help us identify the needs of the workforce and enable us to provide for them. For example:

- the Trust has introduced a Zero Tolerance to Discrimination protocol to protect staff from being treated negatively based on their race, gender, sexual orientation etc.
- Several staff support networks have been introduced because of an identified need e.g. disability, ethnicity etc.
- A diverse workforce which reflects the make-up of the local community will deliver better services for patients leading to a more positive experience.
We would be very grateful if you would be willing to provide your information when you complete your application form on-line.

**Shortlisting**

You will be notified by email if you have been shortlisted and full details of the interview date, time and venue will be included.

**Offer of appointment subject to: -**

- Receipt of three satisfactory references, one of which is connected with your current or most recent employment.
- Occupational Health clearance.
- Satisfactory check by the Disclosure and Baring Service.
- Full registration with the GMC.
- Fitness to practice declaration.

**Mandatory requirements:**
To undertake annual job planning, appraisal and mandatory training.

**Induction:**
All new employees receive a comprehensive induction Trust wide and local to the department.

**Career Development:**
Lifelong learning and continuing professional development are important principles supported by the Trust.

**Child Care:**
The Trust’s childcare team can help find childcare and advise on tax credits through to flexible working maternity/adoption and paternity. They can also arrange, if applicable, for childcare vouchers.

**Improving Woking Lives Staff Benefits:**
- Staff Lottery
- Cycle to work scheme
- Staff Magazine
- Staff Photography Competition
- Exercise classes
- Annual Summer Ball
- Annual Christmas Ball

**Useful local Website information links**
If you require overnight accommodation the Trust will pay up to £55 for one night. Please see the reverse of the Expenses Claim form for further details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>The County Arms</td>
<td><a href="http://www.countyarmstruro.co.uk">www.countyarmstruro.co.uk</a></td>
<td>01872 273972</td>
</tr>
<tr>
<td>The Victoria Inn</td>
<td><a href="http://www.thevicinn.com">www.thevicinn.com</a></td>
<td>01872 278313</td>
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<td>Mannings Hotel</td>
<td><a href="http://www.manningshotels.co.uk">www.manningshotels.co.uk</a></td>
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<tr>
<td>The Alverton Manor Hotel</td>
<td><a href="http://www.alvertonmanor.co.uk">www.alvertonmanor.co.uk</a></td>
<td>01872 276633</td>
</tr>
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We look forward to receiving your application in due course, however, if you experience any difficulties with your on line application please do not hesitate to contact The Medical Staffing Team on the above email address or telephone number.