

Guidance for Applicants

Dear applicant,

Thank for your interest in working with Chelsea and Westminster Hospital Foundation Trust. Your first step will be to complete an Application form, which consists of 7 sections;

1. Personal Information
2. Monitoring Information
3. Qualifications
4. Employment History
5. Additional Information
6. References
7. Submit and declarations

Before you apply for a post please read this guidance thoroughly.

APPLICATION STAGE:

Personal Information:

Details entered in this part of the form will be held in the HR Recruitment Team. Access to this information will be withheld from the shortlisting panel and will only be made available to them once you have been shortlisted for interview.

Monitoring Information:

This information is collected for monitoring purposes only and will help the Trust analyse the profile and make up of applicants and appointees to jobs in support of our equality and diversity policies.

This section of the application form is not made available during the shortlisting process.

Please note that for posts that require a Standard or Enhanced Criminal Records Bureau check any declarations that you have made regarding Criminal Convictions will be disclosed to the interview panel. If you have a spent or unspent conviction, caution, reprimand or warning and this has been declared on your application you will be asked to discuss it at interview. Please note that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

Qualifications:

Please include all relevant educational and professional qualifications. The details you enter in this part of the form will be held in the HR Recruitment department and will be made available to the shortlisting panel. It is important that where posts specify a qualification as essential on the person specification that you ensure you declare these on your application. If you are shortlisted please note that you will be asked to verify your credentials by presenting original certificates and proof of professional registration at interview.

Employment History:

The NHS Employment Check Standards requires that applicants provide details of their **full** employment and/ or training history, with **any gaps** in employment explained in the field provided.

All job offers will be subject to validation of employment and/ or training history, usually via references and other methods as appropriate. Please list your current/ most recent role first and then work your way backwards. Be as accurate as you can with dates of employment as well as your reasons for leaving. If you are a student or were most recently a student, please provide details of the academic institution at which you studied.

Your employment history will be used by the shortlisting panel to help determine your suitability for the role you have applied for. Once a job offer has been made, in combination with the references that you have provided, they will allow the Trust to check accuracy of employment history and training and provide assurance of your qualifications, integrity and track record.

Additional Information:

In addition to your employment history and qualifications, your supporting statement is an important part of the application form as it gives you the opportunity to demonstrate your skills and experience. Your application will be assessed against the person specification, which lists all the skills, knowledge and experience that are essential and desirable for the post. Think how you can use your own skills, experience and knowledge and relate them to the criteria listed on the person specification. Give examples of how and where you have used your skills, experience and knowledge to demonstrate evidence of your competency.

Do not forget to include any relevant skills or experience gained via non-paid employment e.g. voluntary or community work.

References:

As part of your application you will be required to provide satisfactory references covering recent employment history and/or training. References will normally be required in writing (and will be requested electronically by email) using a standard pro-forma. Referees will be asked to comment on work and professional/ clinical competence and personal qualities.

If you are currently/ have recently been employed your referees will need to be your line manager (clinical line manager if you are a healthcare professional) from your most current/recent post.

Please ensure that you provide the correct referee details on your application form as well as correct work related email addresses and contact number as failure to do so could result in the delay of obtaining references. Please **DO NOT** give personal email addresses for your referees i.e. yahoo; hotmail etc. **Only** Company emails can be used. Your referees must be or have been your line manager, or above. Friends and colleagues are not acceptable.

If you are a **student** please provide contact details of a teacher at your school, college or university. Please note that for newly qualified nurses, references will usually be sought from a University Personal Tutor or Course Leader and your sign-off Mentor or Placement Supervisor.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should provide references from your most recent employers, ideally your line manager or someone in a position of responsibility who

can comment on your work experience, competence, personal qualities and suitability for the post. We may also need to verify the period for which you have been unemployed. If you have undergone training to return to work then the academic institution should be contacted. Personal references such as friends and relatives are not acceptable.

*If you cannot give referees as outlined above please state clearly why you are unable to, so that we consider all circumstances. Referee details will be cross checked against the employment history provided and at interview the recruiting manager may request alternate/ additional information where the ones provided do not meet the above criteria. Where a candidate is unable to provide references as outlined above, the recruiting manager will make an informed judgement and seek references from the most appropriate / suitable person available.

In order to reduce the possibility of delays in receipt of references you are advised to contact your referees in advance to clarify that they are happy to provide a reference and to inform them that they might be receiving a reference request in the near future.

If you do not wish your referees to be contacted prior to the interview, please indicate this on the application form by selecting 'no' to the question asked on the form 'Can the referee be contacted prior to the interview?'

Submit and Declarations:

Once you have completed your application, read through your application form and check for errors or omissions before submitting to us. Please be advised that any offer of appointment may be subsequently withdrawn if it becomes evident that you have knowingly withheld information, or provided false or misleading information.

SHORTLISTING AND INTERVIEW STAGE

If you are shortlisted for interview you will be given a minimum **five working days notice** and all communication with you will be via your NHS Jobs Account. For certain posts within the Trust, attendance at an assessment centre is a mandatory selection requirement e.g. Band 2/3 Health Care Assistant You will be advised via the interview invite what additional selection methods will be used in addition to a traditional interview.

You will be required to bring the following **ID documents** with you to your assessment centre/ interview; please bring with you to interview your **original** documents you have selected plus photocopies and hand them to the panel.

1. Valid Passport
2. Full UK Driving Licence (if you hold one with counterpart)
3. UK Birth Certificate (only if you have one proof of address)
4. Marriage Certificate (if applicable)
5. 2 proofs of your current address (e.g. current utilities bill, bank statement, credit card statement – issued within the last 3 months)

Qualifications / Professional Registration

Please bring proof of your professional registration and any relevant qualifications (e.g. NMC, GMC, CPSM, ENB certificates) where applicable, to the interview. These will be validated by the interview panel

We aim to advise all interviewed candidates of the interview outcome within two working days of the interview taking place. Successful candidates will also have the

outcome confirmed via a conditional offer letter which will be sent to the email address indicated on their application form.

OFFER STAGE

The Trust is committed to providing a safe environment for all patients that come into contact with our staff at the point of service delivery. The Trust will achieve this by;

1. The application of best practice in recruitment and selection.
2. The rigorous use of Trust procedures for all pre-employment checks including criminal records.

If you are shortlisted and successful at interview please note that all offers of employment are subject to the satisfactory receipt and completion of the following pre-employment checks.

References

Satisfactory references for recent employment history (i.e. current/most recent line manager and previous line manager)

Work Health Assessment Form

Receipt of and the completion and submission of the Work Health Assessment form
Candidates are not permitted to work without the submission of this form, so that Occupational Health can advise on necessary adjustments as required.

Declaration Form

Before you can be considered for appointment with Chelsea and Westminster Hospital Foundation Trust we need to be satisfied about your character and suitability. The Declaration form requires all applicants to provide information for the purpose of assessing their application and appointment, and for enquiries in relation to the prevention and detection of fraud.

Disclosure and Barring Checks (DBS)

If the post you have been offered has been identified as providing a regulated activity within the terms of the Protection of Freedoms Act 2012 **or** is an eligible position as per the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 you will be required to have an enhanced/ standard criminal records bureau check before starting work.

Right to work in the UK/Work permit

You will be required to provide proof of your right to work in the UK, either through production of a current UK/EU passport or documentation endorsed by the Home Office confirming your right of residence in the UK, once all pre-employment checks have been completed and prior to your start in your new post.

Starting Salaries

Under Agenda for Change Terms and Conditions relating to starting salaries new starters will usually commence at the bottom of the pay spine. However the Trust recognises there may be occasion to acknowledge relevant experience outside the NHS, when determining the starting pay of a new entrant. The minimum will be stated on the conditional offer letter pending such confirmation.