General Conditions of Employment

(Please read prior to attending your interview)

Post
Details of the post are available on the job description and advert

Base
As per advert. However the Trust may reasonably request that you re-locate your base to work at another Trust site, with consultation, in accordance with the needs of the service on either a temporary or permanent basis.

Band and Salary Scale
The banding is as per advert and in line with Agenda for Change. Paid monthly in arrears at one twelfth of the annual rate by bank credit and subject to statutory deductions.

Staff taking up a new appointment on Agenda for Change will normally enter the band at the minimum salary. If you have previous and continuous NHS experience equivalent to the post you are applying for, the Trust’s normal practice is to take this into account when agreeing the appropriate starting salary. Evidence of previous service may be requested.

Progression through all incremental pay points is conditional on individuals demonstrating that they meet locally agreed performance requirements as measured at the annual appraisal review. When progression has been agreed, staff will move to the next band point on their pay band.

Hours
As per advert. If the post is part time the working times and days should be agreed with the recruiting manager. We accept applications for flexible working.

Pension
All posts are pensionable for employees over the age of 16. Subject to eligibility you will be automatically enrolled into the National Health Service (NHS) Pension Scheme, or National Employment Savings Trust (NEST).

Additional Employment
Employees are not to engage in any agency work for the Trust unless working through NHS Professionals. Any other secondary employment should be discussed with the recruiting manager.

Leave Entitlement
Annual leave is as agreed in the NHS Terms and Conditions of Service Handbook;

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Annual leave and general public holidays</th>
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<tr>
<td>On appointment</td>
<td>27 days + 8 days</td>
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<tr>
<td>After five years service</td>
<td>29 days + 8 days</td>
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<tr>
<td>After ten years service</td>
<td>33 days + 8 days</td>
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</tbody>
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The annual leave year is from 1 October to 30 September. Annual leave for part time staff is pro-rata to the entitlement above.

For medical and dental staff please refer to the relevant terms and conditions.
References

The Trust will require references that cover at least the last three full years employment or training. One referee must be your current or most recent line manager or training provider. The Trust reserves the right to contact any previous employer regarding your suitability for the post, however only with your prior knowledge. The Trust will only request references if you are the successful candidate.

Identity Check

Your identity needs to be confirmed before the Trust can make a firm offer of employment. You will be required to bring the relevant documentation to your interview (as detailed in the Identity Check Standard document). Your application cannot proceed unless you are able to satisfy both the Trust’s and the NHS’s statutory requirements.

Immigration Status

In order to comply with immigration regulations, you are required to produce your passport (or another equivalent document as detailed in the Identity Check Standards) at your interview.

Rehabilitation of Offenders

Please ensure that you have declared any convictions, cautions or bind-overs, disciplinary action or unresolved issues, pending or current and that the information disclosed on your application and declaration forms is correct. Failure to disclose information regarding convictions may result in dismissal or disciplinary action.

Criminal Record clearance – Disclosure and Barring Service (DBS)

If you are a successful candidate and it is deemed relevant to your role, you may be required to complete a DBS clearance via a web link which would be sent to your e-mail address. This request would either be for a standard or enhanced disclosure dependent on the post and area of work. Information received from the DBS may not automatically prevent you from employment with the Trust. Some posts also require a check of the Barred list.

Occupational Health Declaration

If you are a successful candidate you will be sent a pre-employment Health Declaration for completion. This will be used to determine whether you have any health conditions that may be relevant to the role you have applied for. If so you will receive an appointment to speak to our Occupational Health advisors who will determine your fitness to commence in post together with any reasonable adjustments that you may require for additional support.

Qualifications

If the Person Specification indicates any qualifications as essential criteria, then copies of certificates, proving these qualifications, should be presented at your interview. The Trust reserves the right to ask for evidence for any qualifications you have indicated you hold on your application.

Following the interview

If you are a successful candidate there are a number of recruitment formalities that will need to be finalised before any formal offer of employment can be made. Your referees will be contacted (via e-mail therefore it is important that they are notified of this in advance, you will be asked to complete a health declaration form, your identity will be checked (if this has not already been checked at interview), and if applicable you will be sent a link to your e-mail address to complete a Disclosure and Barring Service check.
Your human resources support services contact will aim to keep you informed of any unexpected delays and will provide a direct telephone number to call them to discuss your application and appointment. Similarly you will be issued with the line managers contact telephone number to discuss starting details. Prior to joining the Trust you will need to make an appointment to visit the tailors to measure you for your uniform (if applicable), details will be notified in the offer letter.

A final offer will be confirmed once all recruitment checks have been satisfactorily completed and received.

Please contact the Human Resources Support Services team at CRHFT.HumanResources@nhs.net or telephone (01246) 513177 if you have any queries on the above information or if you wish to check progress following your interview.