Guidance for Applicants

Thank you for your interest in working with East Cheshire NHS Trust. The following information is intended to help you complete the online application form.

- Attached to the Job Advertisement are a Job Description and Person Specification. The Job Description describes the duties and responsibilities of the post while the Person Specification identifies the criteria of the post holder required to carry out the duties of the post. The Person Specification will also highlight which criteria are essential or desirable and whether these will be assessed through the application form, at interview, presentation or test.

- Our vacancies receive a high number of applicants, and even though a closing date is given, the post may close when a sufficient number of applications have been received. It is recommended that you apply as soon as you can as the post as may have closed by the time you revisit the site.

Stage 1 - Completing the form

Our recruitment process is based on selecting the candidate who most closely fits the requirements set out in the Person Specification. The decision to shortlist for interview will be based on the information you have provided on your application form and how closely this matches the Person Specification.

If you are successful with your application and currently or previously worked for the NHS, we will be contacting your previous employer to obtain a copy of your employment history. By submitted your application form, we accept that you are agreeing for these records to be obtained.

Part A

Personal Details
Please complete in full as these details will be used as your main contact details. This part of the application form is not included as part of the short-listing process as this is an anonymised process and is kept confidential.

Monitoring information
The details within this section of your application form will be used for monitoring our recruitment process and will not be seen by the interview panel. The information you give us will be treated in the strictest confidence. To meet the Trusts commitment to promoting equality of opportunity, it is our policy that individuals will be recruited, trained and promoted according to
ability and job requirements only. As such we welcome applicants from all sectors of the community.

Part B

Education and Qualifications
You should provide information on all qualifications you have gained, showing the most recently achieved first.

Employment History
You should provide complete information on your employment history including periods out of employment for example during a career break or if you were training and or education.

Additional information
You should utilise this section to draw attention to your skills and experience and show how they are relevant for the post you have applied for using the Job Description and Person Specification. You should ensure that it is relevant and concise but clearly demonstrates your experience to date.

References
Please ensure you provide full contact details for any referees provided including their work email address. Employment references should be directed to the place of employment and be obtained from your line manager. Your references must include your two most recent employers and details should be provided to verify the previous 3 years of employment. Students should give the name of Head teachers or Tutors as appropriate. We cannot accept personal references from friends or family but in the cases where a personal referee may be necessary this should be a member of some standing in the community who have known the individual for at least 3 years, for example and doctor, lawyer or teacher.

Stage 2 – Interview
If you are short listed, the Recruitment team will contact you via your NHS Jobs Account and email address to confirm an interview date and venue. This will be the email address you used to register with NHS Jobs. You will also be informed of any additional assessment included at the interview such as a presentation and or test.

If you have not heard from us within 3 weeks of the closing date regretfully you should assume that your application has not been successful.

If you are invited to interview and have any special requirements please contact the Recruitment team who will be pleased to assist you.

You should confirm your attendance at interview as soon as possible by confirming your attendance through your NHS Jobs Account. Please arrive
promptly for your interview and let the Recruitment team know if you are unable to attend.

Please take with you to your interview the requested original identification and qualification evidence including photocopies of each document.

Stage 3 – Offer of employment

A verbal offer will initially be made followed by a written conditional offer letter which is dependant on the satisfactory completion of pre-employment checks. You will be asked to sign and send back the conditional offer letter along with other documentation as instructed to you within the offer letter pack.

Once the pre-employment checks are complete, an unconditional offer letter will be sent to you along with your contract of employment.

General information

Disability
We are an equal opportunities employer and welcome all applications irrespective of age, disability, gender, sexual orientation, race or religion. The Trust is a Disability Confident employer and as such, applicants with disabilities will be offered an interview providing they meet the minimum criteria for the post (outlined in the Person Specification). In order to facilitate applications from all members of the community the Trust is able to offer services including Braille Applications and Interpreting Services.

Please enter the information onto the Monitoring information form. We will treat your information in confidence and ensure it is only passed on to people who need to know to support you in your daily role.

Rehabilitation of Offenders Act 1974
The Recruitment of Ex-offenders statement will be attached if this is relevant to your role.

Thank you for the interest shown in working for the East Cheshire NHS Trust and we wish you every success with your application.