Job Application Process/
Confirming Appointment Procedure
Candidate Guidance

Please read this document carefully before completing your application form
Thank you for your interest in South Tyneside and Sunderland NHS Foundation Trust. Please find below some information which you may find useful in deciding if this post is the right one for you and an outline of what happens once you have submitted your application.

All communication relating to the recruitment process will be via the e-mail address that you submitted on your application form. All interview and/or assessment invites will be made via NHS Jobs and you should check your email to see if you have been short-listed. It is essential, therefore, to ensure that all email addresses are correct at the time of application and inform us immediately of any changes.

The Trust actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates and is committed to the fair treatment of its employees both current and future regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disabilities or offending background.

The Trust selects candidates for interview based on their skills, qualifications and experience, as outlined on the essential criteria on the person specification.

BEFORE APPLYING ....

How do I decide if the job is the right one for me?
Please review carefully the Job Description and Person Specification for the position. Ask yourself why you are interested in the job and whether you meet all of the job requirements as outlined as essential on the Person Specification. If you don’t, you won’t be eligible for employment in the position. If you would like further information about the job beyond that detailed in the advert, please contact the Recruiting Manager noted on the advert.

Salary
The salary for the position will be indicated on the advert. This will be in line with NHS Conditions of Employment. Please refer to the NHS Employers website for further information.

How long will I have to submit my application?
In order for your application to be considered, your completed form must be submitted before the specified closing date. Our policy is not to accept any applications after this date unless a position is re-advertised. Adverts do close early, even if there is a published deadline.

Please note that if no closing date is shown, the vacancy will close to new applications when a sufficient number have been received.

Can I send my CV?
We don’t accept CVs instead of a completed application form. We use application forms to ensure all the information we need to assess your suitability for the role is included, therefore it is important that you complete it fully.

GETTING STARTED....

Completing the Application Form
Prior to completing the application form, you are advised to familiarise yourself with the advertisement, job description and person specification.

- Job description outlines the main duties of the post
- Person specification provides the key skills required for the post under essential and desirable.
If you do not demonstrate in your application that you meet the essential criteria then unfortunately you will not be short listed for interview.

Qualifications and Professional Registration
You are only required to complete the professional clinical registration section if this is applicable to the post you are applying for.

You must ensure you list on your application form qualifications that are listed as part of the person specification - any omission may prevent you being short listed. Include all training courses attended, even if they are not work related, as they may be relevant to the post.

Employment History/References
If you are successful at interview, the Trust, as part of the recruitment process will seek to confirm a 3 year employment/training/education history. Therefore, when completing the reference section of your application form, please give the address, telephone number and work email address of each of your current/previous employer and/or educational establishment that cover the last 3 years – colleagues and friends/family are not permitted as referees. If you are currently a professional student due to qualify, please also provide the details of your mentor. Failure to complete this section may result in your application not being processed.

Please ensure that e-mail addresses are correct - employment referees must have employment email accounts as personal email accounts (e.g. Hotmail etc.) cannot be accepted.

If you are applying for a consultant position with the Trust, one of your referees must be the Medical Director of your current NHS employer or from your most recent NHS employer if you are not currently employed by the NHS.

If you are a GMC registered doctor, you must also provide contact details for your Revalidation Officer.

Please note, if you currently work for the NHS, we may request your employment history/reference using the Pre-Inter Authority Transfer (IAT) process within ESR. This will transfer information regarding your employment e.g. employment dates, current job title, absence etc. as well as mandatory training information.

Supporting Information
This section is your opportunity to sell yourself. You can include any information here that has not been covered elsewhere on the form as well as demonstrating why you would be suitable and how you meet the person specification.

You can include, among other things, details about:

- Your duties and responsibilities;
- Your skills, knowledge and/or experience which is relevant to the post;
- Identify any employment gaps;
- Voluntary work you have accomplished;
- Research, publication and/or presentation experience.

Positive about Disabled People/Interview Guarantee Scheme
You may have seen the Disability Confident-Employer logo. This shows that the Trust participates in this national scheme, part of which is to guarantee an interview for disabled people who meet the essential criteria as outlined in the Person Specification. You will need to evidence that you meet the essential criteria within your application form.
To be eligible for the Interview Guarantee Scheme you must have a disability or long term health condition that puts you at a significant disadvantage in either obtaining or keeping a job. The disability could be physical, sensory or mental and must have lasted, or be expected to last for at least twelve months. You do not have to be registered as a disabled person to apply under this scheme. To apply, simply complete the application form as you would normally and ensure you complete the section within the Monitoring Section as fully as possible.

**Step into Health**

South Tyneside & Sunderland NHS Foundation Trust commits to honour the Armed Forces Covenant and support the UK Armed Forces Community. We recognise the value serving personnel, regular and reservists, veterans and military families contribute to the Trust and our country.

We welcome applications from regulars that are shortly to leave the forces, reservists, veterans and military families.

To demonstrate our commitment to UK veterans and spouses of serving personnel, the Trust will guarantee an interview to anyone who has served in the UK Armed Forces or is a spouse of a serving member whose application meets the essential (minimum) criteria for the post as set out in the person specification for the job role. To be eligible for the Veteran and Spouses of Serving Armed Forces Personnel Guaranteed Interview Scheme you must have served with the UK Armed Forces or be a spouse of someone currently serving and be able to provide evidence of service.

To apply, simply complete the application form as you would normally ensuring that you correctly answer the application questions regarding the Armed Forces Covenant/Step into Health in order that we can identify that you meet the required criteria and wish to be considered under the Trust’s Guaranteed Interview Scheme.

**Declaration**

On completion of your application please check that you have included all the required information and that you have ticked the declaration box prior to submission.

**AFTER APPLYING …**

**Shortlisting**

After the closing date for a job vacancy, applications are forwarded to the Recruiting Manager. No personal information or monitoring information is provided to the Recruiting Manager at this stage. Applicants declaring a disability, or who wish to be considered under the ‘Step into Health’ criteria will be clearly marked. As a Disability Confident Employer/Step into Health/Armed Forces Covenant Employer, this means that if an applicant has declared a disability and/or meets the criteria for ‘Step Into Health’ and they meet the essential criteria they will be invited to interview.

We shortlist in an objective and systematic way - we assess each candidate’s application against the same person specification. The panel will read through each application and will note which criteria each candidate meets.

Candidates must meet all the essential requirements of the post to be selected for interview. Desirable criteria will be used to produce a manageable number of candidates.

The shortlisting exercise should take place within one week of the closing date. If you have not heard anything within 6 weeks of the advert closing, you should assume that you have not been successful. If you are planning to apply for other jobs it may be helpful to ask for feedback on why you were not shortlisted. It could be something simple that you have
overlooked. Please contact the Recruiting Manager on the telephone number on the advert for feedback.

Interview
If you have been shortlisted you will be notified via your NHS Jobs account. This notification will invite you and outline the date and venue for the interview and any other details which are relevant – you will need to ensure that you confirm your interview slot.

The panel is usually made up of two or three Trust staff with the Recruiting Manager taking the lead role.

The length of interview will depend on the job. In general it will last between 15 minutes and one hour. All candidates will be asked the same set of questions and responses will be scored consistently against the essential criteria for the role. Some panel members may take notes throughout, so don’t be put off by any lack of eye contact. Following interview, you will be given the opportunity to ask questions of your own at the end of the interview.

Selection Tests/Presentations
A test is not always needed - it will depend on the type of job you are applying for. You will be notified within your invite to interview if a presentation/test is applicable. When a test is used it could take place either before or after your interview. Tests are used to measure specific criteria such as presentation skills or the ability to process work accurately. They could include presentations, IT skills assessments, accuracy tests or observational workshops.

Interview Outcome
A member of the interview panel will tell you when they intend to make a decision and confirm how they can contact you e.g. mobile phone. You will be informed as to whether you have been/not been successful.

Interview Feedback
Unsuccessful candidates can request feedback following an interview. It is important for candidates to be aware of their strengths and weaknesses in an interview situation, particularly if they intend to apply for further Trust jobs. If you are not offered feedback but feel that it would be useful, contact the telephone number on the advert for feedback.

IF YOU ARE OFFERED EMPLOYMENT WITH THE TRUST...

Conditional Offer Letter
If you are successful, you will receive a conditional offer of employment letter via the NHS Jobs system. You will receive a notification of the letter being forwarded via your account in the same way that you will have received a system notification regarding your invite to interview.

This conditional offer will outline the basic terms and conditions of the post being offered and explain that the post is subject to completion of pre-employment checks in line with NHS Employment Check Standards.

Pre-Employment Checks

- Qualifications and Professional Registration
  You must be able to provide original documents of qualifications and professional clinical registration for validation.
• **Identity**
  You must be able to provide identification documents containing your photograph and current home address. A list of acceptable documents will be clearly outlined in your conditional offer of employment letter.

• **Work Health Assessments**
  A work health assessment refers to a variety of processes undertaken by the Trust to health screen staff in order to assess whether they are capable and fit to undertake a particular role. Its primary purpose is to help prevent work-related illnesses, injuries and the spread of disease or infection. You will be required to complete a Work Health Assessment Questionnaire which is to be returned direct to the Occupational Health Department at the Trust.

• **Disclosure and Barring Service (Criminal Records Check)**
  Under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) and (Amendment) Order 1986 there are occasions where convictions, although normally ‘spent’ can be taken into account. As the Trust undertakes caring for societies most vulnerable people, you must disclose any conviction, caution, reprimand or final warning, or any pending court appearance and include all spent convictions.

  **Failure to reveal information that is directly relevant to the position being sought may result in the offer of employment being withdrawn.**

  Information provided in this section will be discussed with the candidate only if the matter is considered relevant to the post.

  The Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly and not to discriminate against any person on the basis of a conviction or other information revealed.

  The decision rests with the Director of Human Resources as to whether or not to employ a person or place a worker whose DBS disclosure reveals a conviction or other information. The Director of Human Resources will make a decision based on all the relevant information including:

  - the nature of the offence
  - the age at which it was committed
  - its relevance to the post in question
  - whether the applicant has a pattern of offending behaviour
  - whether the applicant’s circumstances have changed since the offending behaviour
  - the circumstances surrounding the offence and the explanation(s) offered by the convicted person

  All Positive Disclosures returned to the Trust will be fully investigated by the Human Resources Department whilst ensuring confidentiality is maintained.

  Under no circumstances will the appointing panel be made aware of the Positive Disclosure during any stage of the recruitment process.

  Possession of a criminal conviction does not automatically make an applicant unsuitable for employment but some offences (e.g. involving violence or sexual abuse) are likely to preclude an applicant from having access to patients.
The Trust has authority to ask exempted questions in relation to an applicant’s criminal record as defined under the Rehabilitation of Offenders Act 1974.

- **Right to Work**
The Immigration, Asylum and Nationality Act 2006 (amended in February 2008) makes it a criminal offence for employers who knowingly employ illegal migrant workers and reinforces the continuing responsibility on employers of migrant workers to check their ongoing entitlement to work in the UK.

The Trust risk breaking the law if they do not check the entitlement to work in the UK for all prospective employees, before they start employment.

You will be asked to produce a number of original identity documents to be validated as part of the pre-employment check process.

- **Employment History/References**
The Recruitment Team will seek to confirm a 3 year employment/training/education history from the information provided on your application form. You may be contacted for further information.

**OTHER INFORMATION…**

**Re-employment of ex Trust Employees**
The Trust is committed to providing patients with the highest quality healthcare and recognises that individuals, who have previously been employed and dismissed from that employment, have been deemed inappropriate or incapable of working for the Trust. The Trust will therefore not re-employ any ex-employee whose employment was terminated on the grounds of the individual’s misconduct or incapability.

Applicant details will be checked before shortlisting, to validate the reason for leaving the Trust and where the records show that the reason was termination of employment for any of the reasons detailed above; the applicant will not be shortlisted. In certain circumstances, consideration may be given to re-employing staff who have been previously dismissed on capability grounds due to ill health.

**Re-employment of individuals who have received a public sector exit payment**
Applicants should note that the Trust will comply with its duty under The Public Sector Exit Payment Regulations 2016. For more information please refer to: