

NHS Improvement

# Completing your Application Form

Guidance notes for Candidates

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### ***General points***

- Please note the closing date for the vacancy as late applications will not be accepted.
- CVs are not accepted.
- Fields marked with an asterisk (\*) are mandatory and therefore must be completed.
- Please note that any false or incorrect information you give as part of your application may result in an offer of employment being withdrawn, or if in post, dismissal.
- To enable us to evaluate your application quickly, please ensure that you complete all sections of the application form and include a brief supporting statement telling us how your skills and experience relate to the job you are applying for and why you would be a great person for this role.
- Please note that the coding of the application form may not support existing rich text formatting of text you copy and paste (e.g. bold text, underlined text, and bullet points will not translate into the final version) so please keep to plain text formatting; e.g. include blank lines between paragraphs, where bullet points are used we recommend using “-“ and ensuring you press return between each bullet point.

### ***Personal details***

Please ensure that you enter your National Insurance number and indicate whether you require a Certificate of Sponsorship (for immigration purposes). As an employer, the NHSI has responsibilities under the Immigration, Asylum and Nationality Act 2006 not to employ individuals (aged 16 or over) who are subject to immigration control. NHSI may apply to sponsor candidates requiring Tier 2 Visas where there are resident skill shortage areas. These will be subject to completing the Resident Labour Market Test and satisfying all Home Office requirements.

Your personal details will not be displayed to, and shall not be viewable by, the individuals responsible for shortlisting.

## ***Equal opportunities***

NHSI is an equal opportunities employer.

Please complete the equal opportunities monitoring form in full if you are comfortable to do so. This will enable us to monitor our recruitment process in conjunction with our equal opportunities policy and to comply with the requirements of the Equality Act 2010. The information you give us will be treated as strictly confidential and used for statistical purposes only. This form will be separate throughout your application process.

As a Disability Confident Employer we are committed to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria for the post and to consider applicants on the basis of their ability to do the job. Whether you disclose any disability is up to you, but please note that if you do not wish to disclose that you have a disability, then we cannot guarantee you an interview under this scheme.

## ***Declaration of convictions***

If applying for a role where (in the normal course of their duties) successful applicants will have access to persons in receipt of health services (e.g. NHS service users), those applicants must declare information about **all** convictions, including those which, for other purposes, are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

This is because, in order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of health services. If the post you have applied for falls within the above category, it will be exempt from the normal 'spent convictions' provisions of the Rehabilitation of Offenders Act, by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975 (as amended).

If the role does not (in the normal course of duties) involve access to persons in receipt of health services, then any 'spent' convictions would not need to be disclosed.

Depending upon the position you are applying for, we may be required to obtain a Disclosure from the Disclosure and Barring Service. If you are successful at interview stage, your appointment will be subject to a satisfactory Disclosure being obtained. Please note that a criminal record will not necessarily prevent you from being employed by NHSI.

## ***Relationships to employees or members of NHSI***

Please declare any relationship to any current NHSI employees. Being related to an NHSI employee does not necessarily prevent you from being employed by NHSI.

## ***Declaration***

Please ensure that you complete the declaration at the end of your application form.

## ***Education and professional qualifications***

Please provide full details regarding your education and any further education you have undertaken including the grades that you achieved. If appointed, you will be asked to provide proof of your relevant qualifications. Please make sure you can access these documents quickly if necessary as we will need to see the originals.

## ***NHS Service***

Please let us know if you have worked for the NHS before, so we can ensure any applicable previous service is recognised.

## ***Details of current or most recent employer***

As a brief description of your current duties, you should include those duties which are particularly relevant to the post for which you are applying.

## ***Details of previous employment***

Please include all details of your previous work history including training programmes etc., starting with your most recent former employment first and working backwards. Please ensure that you complete all details e.g. dates, salary, leaving reason, taking care that the dates are accurate as these will be validated if/when we take references from your previous employers.

## ***References***

To ensure that the recruitment procedure is completed as quickly as possible, please provide the appropriate information in respect of your references. References must be from a current representative of your previous employer or their HR department. It is your responsibility to ensure that you have contacted your referees to let them know that they will receive a reference request.

Your referees must include:

- your current or most recent employer
- details of your employers covering at least the last three years. If you are a student, please provide contact details of a teacher/lecturer/tutor at your school, college or university.

Email addresses should be supplied wherever possible as reference requests will be sent via email. If you do not want us to approach your referee/s before your interview, please indicate by ticking the box provided. Normally we will approach your referees as soon as we make you an offer. If you do not want us to do this, please let your interviewer know. Please note that we cannot accept references from family or friends.

**Thank you for applying for this position. We look forward to receiving your application.**