

A Guide to Completing your Application Form

We are delighted that you are considering applying for one of our roles at the NHS Business Services Authority. We want to make the process as straight forward as possible, and as such have produced this guide which we hope you find useful.

Good luck and we look forward to receiving your completed application.

Key points

- Please read the Job Description and Person Specification fully before completing your application form: you should ensure that the examples you provide are relevant to the role being advertised.
- We will be assessing how well your application matches the Person Specification for the position you are applying for. Please be sure that you are able to evidence how you meet the essential and desirable criteria.
- Please include as much relevant information as possible: this will help us in understanding your knowledge, experience, and suitability for the role. If you need to use all the space provided to share information, then please do so.
- When completing the 'Supporting Information' section, it may be helpful for you to use the headings in the Person Specification to lay out your supporting information and describe how you meet each section. For example, your headings may be: Personal Qualities, Knowledge and Skills, Experience, Qualifications and Core Capability Level.
- Please complete all areas of the application form to ensure that all necessary information is recorded.
- You will see that some fields are marked with an asterisk (*). These fields are mandatory and therefore must be completed. Should you miss any mandatory fields then the system will not let you submit your application.
- You will be offered the opportunity to use any previous application forms you have completed when starting a new application. We would advise you to adapt your application form for each role, especially the supporting information, to showcase how you meet the person specification.
- Some roles will allow for a CV to be uploaded alongside the application form. In this case, you must remove all personal data and any potential identifiers such as name, address, educational institutions etc. This allows us to fulfil our commitment to removing unconscious bias throughout the recruitment process.
- Any applications received after the closing date will only be accepted at the recruiting managers discretion if there are extenuating circumstances.

Starting your Application

Prior to completing your application, you will be required to provide information about your current employment and immigration status. NHS Business Services Authority welcome applications from job seekers who require sponsorship however the approval of this will be dependent upon meeting eligibility criteria. Please ensure to select the statement which most closely represents you.

If you have previously applied for a job with us, the Applicant Tracking System may have retained your recent applications. You will be presented with a choice to use a recent application or to begin with a blank form. If choosing to use a recent application, please ensure all information is checked and amended to be relevant to the new role for which you are applying.

You will be required to go through each section of the application form and fill in your details. To start a section, press 'Start Section', use the 'Open' button to enter each section and ensure to 'Mark Section as Complete' to save your responses.

Application Questions

Educational and Professional Qualifications

In this section you will add your education & professional qualifications. Adding your qualifications allows the recruiting manager to see that you meet any set criteria for the role. You may also need to have evidence of this should you be successful in being offered the role e.g. certificates. You will be able to add up to 11 qualifications: if you have more than this, please ensure to add the ones which are most relevant to the role including any specified within the Job Description and Person Specification.

Relevant Training Courses

This section allows for details of any relevant training courses which may not have led to a formal qualification to be added. You can add up to 7 training courses: please ensure you include details of courses currently being attended as well as those that are complete. If you have no relevant training courses, please leave blank and press 'save & next'.

Membership of Professional Bodies

Use the drop-down box to select your membership status of any professional body relevant to the role for which you are applying. Please refer to the Job Description and Person Specification to see which membership is required for the position: if no membership is listed here and you have no other relevant membership relating to the post, select 'not required for this post'. If you do have a membership, please ensure to include details of the Professional Body and your membership level.

NHS Service

This section is only applicable to those who currently or have previously worked for the NHS across any trust or organisation. If not applicable to you, leave blank and move onto the next section.

Employer/Activity History

Please provide details of your current or most recent employer in the first instance. It is recommended that you bullet-point your responses ensuring that the examples you provide relate to the role you are applying for as much as possible.

For previous work history, please include all details including training schemes etc., starting with your most recent former employment first and working backwards. Using the 'add another' button will allow you to work backwards.

Please ensure that you complete all details e.g. dates and the reason for leaving. Again, it is recommended that you bullet-point your responses.

Gaps in Employment

This section requires a brief overview of the reasons for any gaps in employment as shown in the previous section. This is to allow the recruiting manager to fully assess your employment history: this will not negatively impact your application.

Supporting Information

Use this section of the application to demonstrate how you match each of the set criteria and ensure you address all points as fully as possible. Here you can showcase your skills (direct and transferrable), abilities, and experience and how they relate to the job you are applying for so ensure you provide as much relevant detail as possible. You can also include relevant skills and experience gained outside the workplace such as at home, socially or within the community.

Ensure that your content is applicable to the role you are applying for. To support you, use the person specification to lay out your additional information and how you meet each section. You may wish to use each heading as your guide and make sure that you are demonstrating to the Recruiting Manager that you have read the Job Description and researched the organisation. This is your opportunity to show you want the role, that you have done your preparation/research and can demonstrate your suitability.

You may find it easier to write this section in an application such as Word in the first instance to help you monitor word count and refine your answer fully prior to populating this section of the application form.

Further Questions

Please use the drop-down boxes to answer the questions in this section. References are to be provided in the next section of the application form so you may wish to leave this section until the end and fully check your application form to ensure all information has been provided.

Armed Forces

At the NHS Business Services Authority, we work closely with our well-established Armed Forces Network and the information in this section is used for monitoring purposes.

Referees

To ensure that the recruitment procedure is completed as quickly as possible, please provide the appropriate information in relation to your references. Please ensure that you have your referees' permission to put their name forward before adding them as a referee.

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.
- If you have been unemployed and not in full time education, please provide contact details of a person of standing within the community such as a Health Care Professional, Teacher, Solicitor etc who is able to provide a character reference (this should only be used in exceptional circumstances).

Please provide up to date email addresses 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. Please note that in line with guidelines from the Department of Health, if you are successful at interview, your appointment will be subject to us receiving satisfactory references.

Unfortunately, we cannot accept references from family or friends.

Relationships to employees or members of the NHSBSA

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.

Equal Opportunities

This section of the application form will be detached from your application form and will not be used as part of the selection process, nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, we can check that we are complying with the Equality Act 2010.

Declaration

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

Data Protection Legislation

We will use the information that you provide within your application to carry out the tasks we need to process your application in relation to the job you are applying for.

Your application form will be kept on our records for 12 months from the closing date of the vacancy in accordance with the retention period for the ATS. Please see our Privacy Policy for further information.

If you need further assistance with completing your application form, please contact HR Shared Services on 0191 283 8950.

Good luck with your application and thank you again for considering the NHS Business Services Authority.