

Information for Candidates

Trust 'Values and Behaviours'

In 2010 the Trust launched the 'Salford Royal Way' with four principles that aim to safeguard the highest standards to our patients. Within the principles are agreed 'shared aims, shared goals and shared values' which were identified by Salford Royal employees. We want everyone who works at Salford Royal to share a set of values and come to work clear on what we value.

As an applicant for employment at Salford Royal it is important that you understand our 'Values and Behaviours' as you are required to provide examples within the application form of where you have met them either in your working or personal life. Also 'Values and Behaviours' will be part of the selection process.

Short listing, references and attending interviews

If you have not received notification that you have been short listed for an interview within 4 weeks of the closing date your application has been unsuccessful.

References will be sought following offers of employment. 2 references are requested, wherever possible from the two most recent employers also from a previous employer if you have been in your present employment for 18 months or less. They should cover a minimum of three years of employment and/or training. Please do not include relatives. If you find it difficult to source appropriate referees please do not hesitate to contact us for advice.

If you are called for interview ensure that you know where the interview is to be held and arrive early. The Trust does not reimburse expenses incurred when attending interview.

Equal Opportunities

The Trust is committed to a policy of equal opportunity. All employees and applicants for jobs will be considered on their merits and will not be discriminated irrespective of gender, marital status, sexual orientation, social class, race, ethnic origin, colour, nationality, national origin, religion, disability, age, or gender re-assignment or is disadvantaged by working conditions or requirements which are not relevant to job performance. The Trust undertakes monitoring of its workforce and that of its applicants and in order to ensure its effectiveness, we ask that you complete and return the monitoring form enclosed with your application form. Please note that this form will **not** be seen by any members of the interviewing panel.

Rehabilitation of Offenders Act 1974

Please be aware that because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any information given will be completely confidential.

Disclosure and Barring Service (DBS)

Many posts within the healthcare environment will be subject to a DBS Disclosure. This is a document containing information held by police or government departments referring to a person's criminal record and child protection information which is provided by the DBS. Prior to confirmation of an offer of appointment successful applicants will be required to complete an electronic Disclosure Application Form. The cost of the DBS which is currently £48.43 (including Administration Fee) will be reclaimed by arrangement from your first month's salary.

Data Protection Act 1998

Personal details of the applicant will be entered into a recognised filing system as defined in the above Act and that information will be processed in regard to your application for employment and for monitoring purposes. By applying for a post with the Trust you agree to these actions.

Parking

Please ensure you have change for the pay station. Upon entry to the main car park, you will receive a ticket and on returning to your car to leave the car park you should pay at the nearest pay station. Once a payment is made the ticket will release the barrier and allow you to leave the car park. Parking for disabled people is clearly indicated. Disabled people with a Blue Badge may park FREE of charge.

Successful Candidates

If you are appointed, you will receive a provisional offer of employment which will be subject to a satisfactory medical clearance and other pre-employment checks. You should not resign from your current post until you receive confirmation of your appointment. Following clearance, you will receive a confirmation of offer and a start date will be negotiated.

Disabled Candidates

The Trust welcomes applications from disabled candidates and will endeavour to provide any assistance or special facilities required. Candidates who require such arrangements or require information regarding disabled access should contact the HR Admin/Recruitment Services Office Tel 0161 206 5184 prior to their interview.

Right to Work/Limited Permission to Work

In accordance with the Asylum and Immigration Act 1996, if you are not a member of the European Economic Area/European Union, you are not legally entitled to work in this country. The Trust is an accredited Border and Immigration Points Based Sponsor for Tier 2 shortage occupation positions and if sponsorship is agreed the Trust will by arrangement reclaim any sponsorship fees incurred from your salary.

For further information please refer to www.ukba.homeoffice.gov.uk/workingintheuk/tier2 .

Enquiries

If you require any further information, please contact the HR Admin/Recruitment Services Offices on 0161 206 5184/0161 206 5647 between 9.00am to 4.00pm Monday to Friday.

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