

NOTES FOR APPLICANTS

Please ensure you read these notes before completing your application

Application Process

You are required to complete the application form in full. Please refer to the specific instructions on the application form for details on each section.

Closing date

In exceptional circumstances the post may be closed early. Please, therefore, apply and complete your application as soon as possible.

Offers of Employment

Any offer of employment made will be subject to clearances that are satisfactory to the Trust.

These are

- References
- Right to Work in the UK
- Occupational Health Screening
- DBS/CRB Clearance
- Identification Checks
- Qualifications
- Professional Registration

References

The Trust requires at least 2 references from recent employment. One of these should be your current or most recent employer. Members of your family are not acceptable. Your referees should cover at least 3 years of training/employment history. A reference is requested in order to confirm your employment history, eg dates of employment. The reference will also ask for an assessment of your attendance and punctuality, your relationships with others, your ability to work alone or without supervision, and your attendance such as recent sickness.

We will contact your referee by e-mail, failure to include e-mail addresses or accurate e-mail addresses may delay the recruitment process. Where possible you should also provide telephone number and a fax number.

Please be aware that if you are successful at interview your referees will be contacted immediately in order to expedite your appointment.

The reference will be given to the Recruiting Manager for them to make a decision.

An offer of employment may be withdrawn due to an unsatisfactory reference. This may be due to any of the following reasons:

- Mismatch of information regarding dates of employment
- Mismatch of information regarding reasons for leaving employment
- Very high unexplained levels of absence (not related to a disability)
- If all elements of the reference are 'poor'

Right to Work in the UK

You will be asked to provide proof that you are able to work in the UK without restriction. Should restrictions apply, please advise us immediately.

The Trust holds a Sponsorship Licence to sponsor applicants under Tier 2 (Skilled Workers category with a job offer). This Points Based Sponsorship system replaces the Work Permit application process.

The Trust can issue a Certificate of Sponsorship to applicants who have been offered employment. Once in possession of the certificate number, applicants should apply for Leave to Remain.

The issuing of a Sponsorship Certificate does not guarantee that applicants will succeed in obtaining permission to enter or stay in the UK. The applicant is responsible for paying the fee for the Leave to Remain application. Further information is available at <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/general/>

Occupational Health

You will be required to complete a confidential Health Questionnaire once you have been offered the post and, if necessary, you may also be asked to attend our Occupational Health Department for a confidential health interview to check your fitness in respect of employment.

Disclosure and Barring Service (DBS)

Post's are subject to a DBS Disclosure check. The DBS check has replaced the Criminal Records Bureau check (CRB).

As part of your pre-employment checks you will be asked to complete and return a Disclaimer form. This asks you to declare any convictions or cautions you have received from the police and any regulatory body. You should include both spent and unspent convictions.

If you are successful at interview you will also be asked to complete a DBS application form which is checked against national police records and informs the Trust if you have received any cautions or convictions.

NHS organisations are exempt from the Rehabilitation of Offenders Act; however, having a 'positive' disclosure does not necessarily mean the Trust will not employ you. Your manager will discuss the matter with you in full and a decision will be made as to whether to continue with your employment.

It is important that you declare any convictions on your application form and on the fitness to practice form. If you do not declare a conviction or caution, and your DBS disclosure shows it, the matter would be more serious and your employment could be terminated.

Identification Checks

Should you be shortlisted for interview you will be asked to bring relevant documents to confirm your identity. Identification should be:

- Two pieces of photographic ID, eg passport /driving licence, plus one piece of identification to verify your address, eg utility bill (not mobile phone bill)

or

- One piece of photographic ID, eg passport /driving licence, plus two pieces of identification to verify your address, eg utility bill (not mobile phone bill)

Qualifications

If shortlisted for interview you will be asked to bring with you certification confirming you meet the qualifications set out in the person specification.

Infection Control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

On entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Equal Opportunities

Northern Lincolnshire and Goole NHS Foundation Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Integrated Equalities Statement and Framework. All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, Human Resources Department or trade union/professional associations. Copies of the Integrated Equalities Statement and Framework are available to download from the intranet

Confidentiality/Data Protection

Any matters of a confidential nature, including particular information relating to patients, their treatment and diagnosis, individual staff records, details of contract prices and terms, must under no circumstances be divulged or made available to any unauthorised person(s). It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998

What Happens Next?

After the closing date all applications will be forwarded to the Appointing Panel who are responsible for the recruitment of the position. The Appointing Panel will consider the applications and select candidates for further assessment. This is achieved by comparing the completed application form against the person specification.

Once the short listing has taken place we will contact candidates who have been selected for further assessment. Please note if you apply online via the NHS Jobs website in most cases you will be sent a message via this website. We, therefore, strongly advise you to check your e-mail address is entered correctly and check your inbox regularly.