

# East Cheshire NHS Trust

## Applicant Pack



## **Guidance for Applicants**

**Thank you for your interest in working with East Cheshire NHS Trust. The following information is intended to help you complete the online application form.**

Attached to the Job Advertisement are a Job Description and Person Specification. The Job Description describes the duties and responsibilities of the post while the Person Specification identifies the criteria of the post holder required to carry out the duties of the post. The Person Specification will also highlight which criteria are essential or desirable and whether these will be assessed through the application form, at interview, presentation or test.

To understand more information about us, visit our **website**:  
<https://www.eastcheshire.nhs.uk/> and dedicated **Careers** site:  
<https://www.careersateastcheshire.nhs.uk/> or see our socials



Visit our Facebook page: [Careers at East Cheshire NHS Trust](#)



Follow us on Twitter: [@CareersECT](#)

Our vacancies receive a high number of applicants, and even though a closing date is given, the post may close when a sufficient number of applications have been received. It is recommended that you apply as soon as you can as the post may have closed by the time you revisit the site.

### **Stage 1 - Completing the form**

Our recruitment process is based on selecting the candidate who most closely fits the requirements set out in the Person Specification. The decision to shortlist for interview will be based on the information you have provided on your application form demonstrating how you meet the Person Specification.

If you are successful with your application and currently or previously worked for the NHS, we will be contacting your previous employer to obtain a copy of your employment history. By submitting your application form, we accept that you are agreeing for these records to be obtained.

Please note that applications are accepted by completion of our on-line application form. We cannot accept CV's.

### **Personal Details**

Please complete in full as these details will be used as your main contact details. This part of the application form is not included as part of the short-listing process as this is an anonymised process and is kept confidential.

## **Application questions: Education and Qualifications**

You should provide information on all qualifications you have gained, showing the most recently achieved first.

## **Application questions: Employment History**

You should provide complete information on your employment history including periods out of employment for example during a career break or if you were training and or education.

## **Application questions: Supporting Information**

You should utilise this section to draw attention to your skills and experience and show how they are relevant for the post you have applied for using the Job Description and Person Specification. You should ensure that it is relevant and concise but clearly demonstrates your experience to date.

## **References**

Please ensure you provide full contact details for any referees provided including their work email address. Employment references should be directed to the place of employment and be obtained from your line manager. Your references must include your two most recent employers and details should be provided to verify the previous 3 years of employment. Students should give the name of Head teachers or Tutors as appropriate. We cannot accept personal references from friends or family but in the cases where a personal referee may be necessary this should be a member of some standing in the community who have known the individual for at least 3 years, for example a doctor, lawyer or teacher.

## **Monitoring information**

The details within this section of your application form will be used for monitoring our recruitment process and will not be seen by the interview panel. The information you give us will be treated in the strictest confidence. To meet the Trusts commitment to promoting equality of opportunity, it is our policy that individuals will be recruited, trained and promoted according to ability and job requirements only. As such we welcome applicants from all sectors of the community.

## **Stage 2 –Interview**

If you are short listed, the Recruitment team will contact you via your Trac Account and email address to confirm an interview date and venue. This will be the email address you used to register with Trac. You will also be informed of any additional assessment included at the interview such as a presentation and or test.

If you have not heard from us within 3 weeks of the closing date regrettably you should assume that your application has not been successful.

If you are invited to interview and have any special requirements please contact the Recruitment team who will be pleased to assist you.

You should confirm your attendance at interview as soon as possible by confirming your attendance through your Trac Account. Please arrive promptly for your interview and let the Recruitment team know if you are unable to attend.

**Please take with you to your interview the requested original identification and qualification evidence including photocopies of each document.**

## **Stage 3 – Offer of employment**

A verbal offer will initially be made followed by a written conditional offer letter which is dependant on the satisfactory completion of pre-employment checks. You will be asked to sign and send back the conditional offer letter along with other documentation as instructed to you within the offer letter pack.

Once the pre-employment checks are complete, an unconditional offer letter will be sent to you along with your contract of employment. Please see further details of the pre-employment checks within this pack.

## **General information**

### **Disability**

We are an equal opportunities employer and welcome all applications irrespective of age, disability, gender, sexual orientation, race or religion. The Trust is a Disability Confident Leader and as such, applicants with disabilities will be offered an interview providing they meet the minimum criteria for the post (outlined in the Person Specification).

Please enter the information onto the Monitoring information form. We will treat your information in confidence and ensure it is only passed on to people who need to know to support you in your daily role.

### **Rehabilitation of Offenders Act 1974**

The Recruitment of Ex-offenders statement is available within this pack.

***Thank you for the interest shown in working for the East Cheshire NHS Trust  
and we wish you every success with your application.***

## **Pre-employment checks - notes for Applicants**

The successful candidate will be required to satisfactorily complete a series of pre-employment checks, details of which will be sent to the successful candidate as part of the offer letter pack. The offer of employment will be conditional until the following checks have been satisfactorily completed:

- Identity and Qualification check
- Right to Work check
- Reference check covering the last 3 years.  
*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 line managers or tutors that cover the last 3 years. Failure to complete this section may result in your application not being processed. Please note once a verbal offer has been made the referee's given on your application form will be contacted by email.*
- Occupational Health check - if required for the post
- Professional Registration check - if required for the post
- DBS (formally the CRB) check if required for the post, further information regarding the storage of DBS information is available within this pack.
- Overseas Police check – if the post requires a UK DBS check we may ask you to obtain an overseas police clearance certificate, this would be required if you have spent more than 6 consecutive months in an overseas country during the last 5 years. Further information regarding the storage of DBS information is available within this pack.

These checks are guided by and follow the NHS Employers Check Guidelines; further information on these can be accessed using the following link:

<https://www.nhsemployers.org/topics-networks/employment-standards-and-regulation>

Independent advice can be sought externally on the above checks.

Completion of the above pre-employment checks is anticipated to be completed within 4 weeks of the conditional offer letter being issued to you. Satisfactory completion of these checks will be confirmed in writing with an unconditional offer letter and contract. This letter will also detail the start date of your employment.

If you are successful with your application and currently or previously worked for the NHS, we will contact your previous employer to obtain a copy of your employment history. If you have registered with the DBS Update service by submitting your application form, we accept that you are agreeing for both of these records to be checked and obtained.

## **Processing your Data**

The below information is given in line with the new European framework for data protection laws – GDPR – General Data Protection Regulation. This replaces the previous 1995 data protection directive.

We take our obligation to preserve, protect and manage confidential and personal information seriously, respect for individuals' personal data is critical to the Recruitment process. This information sheet explains how we use the personal information we collect about you in the course of the recruitment process.

Additional information regarding this can be found within the NHS Jobs Privacy Statement and Acceptable Use Policy both available on the NHS Jobs Home Page [www.jobs.nhs.uk](http://www.jobs.nhs.uk) and East Cheshire NHS Trust Privacy Notice for Staff available on request by contacting the Recruitment Team using the contact details below.

### **Why we collect data?**

The data we collect from you is obtained for a specific, explicit and legitimate purpose and is limited to what is necessary to carry out a safe compliant Recruitment process. This is to ensure we meet national recruitment safe practice guidelines, NHS Employers Check Standards and Home Office and DBS policy.

### **How your data will be used / processed?**

The data you provide will be used for the purposes of your consideration and appointment (where applicable) to a position with East Cheshire NHS Trust.

Trac has an interface to the Electronic Staff Record System (ESR) which is a payroll and human resources system used by East Cheshire NHS Trust. If you are successful in obtaining a position at East Cheshire NHS Trust the data you submit to Trac will be transferred to ESR for the purposes of: establishing the human resources and payroll record; completing the recruitment process or parts of the process on ESR; or for reporting purposes such as equal opportunity monitoring.

No automated decisions, such as computerised candidate shortlisting, are made on the basis of the information we collect.

### **Who it will be shared with?**

Your data will be shared with only those who are concerned with the recruitment process where appropriate at the different stages of the recruitment process including shortlisting, interview, pre-employment checks and on boarding.

### **Third Parties**

We may also provide information to third party service providers who process information on our behalf. This is to process certain pre-employment checks such as occupational health and DBS checks we required. As part of our agreements with them, these third parties are required to process such data securely under the General Data Protection Regulation.

We may sometimes be required to disclose information about you to third parties, under a legal requirement. We will act responsibly and take account, where possible, of your interests when responding to these requests.

If you are concerned about these arrangements to disclose or share personal data with third parties, please contact us using the contact details below.

### **Information about others**

If you provide us with information about other individuals, for example details of a referee or personal contact, you must ensure they've agreed to this.

### **Retaining your records**

We retain your personal data in line with the Records Management Code of Practice for Health and Social Care 2016.

### **How can you update information if you have already submitted your application?**

Please contact the Recruitment Team at East Cheshire Trust should you need to update your personal details on [ecn-tr.recruitment@nhs.net](mailto:ecn-tr.recruitment@nhs.net)

### **What do you do with my data if I am unsuccessful or withdraw from a position following interview and conditional offer?**

If you are unsuccessful and or withdraw from a position following interview or a conditional offer being made, all copies of personal I.D and or sensitive Occupational Health information will be confidentially destroyed. All other information will be stored in line with the Records Management Code of Practice for Health and Social Care 2016.

### **What will you do with my Equality and Diversity information?**

Under the terms of the Equality Act 2010 all Public Sector Employers, including the NHS, are obliged to ensure that employees are not discriminated against, harassed or victimised on the grounds of a number of Protected Characteristics.

Equality and Diversity information for employee's is retained with ESR, this enables the recording and reporting of data to help organisations demonstrate compliance with equality legislation. It also assists in comparing the experiences of staff in the Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES), and in determining action where necessary.

### **Contacting us**

If you have any questions please contact us at:

Recruitment Team, HR Services  
East Cheshire NHS Trust, Macclesfield District General Hospital, Victoria Road, Macclesfield  
SK10 3BL

Tel: 01625 656510 Email: [ecn-tr.recruitment@nhs.net](mailto:ecn-tr.recruitment@nhs.net)

## **RECRUITMENT OF EX-OFFENDERS**

The statement below outlines the Trusts policy on the recruitment of ex-offenders. Please read this carefully when completing your application form and making your declaration under the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 (as amended) section of the application form.

This statement on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and a copy of this code is available on request.

### **POLICY STATEMENT**

Where applicable to the role the Trust will use the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust. The Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities of dependants, age physical/mental disability or offending background.

The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or appropriate disciplinary action under the Trust/s disciplinary policy.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us. This will be dependent on the nature of the position and the circumstances and background of your offences.**

## **Overseas Police Checks**

*Applicable where the role is subject to a DBS check*

NHS Employers are required to carry out overseas Police checks when recruiting staff from abroad. These applies to candidates applying for a role eligible for a DBS check and have spent more than 6 months overseas, during the last 5years.

All overseas police checks must be in accordance with that country's justice system and UK requirements. The CPNI – Centre for the Protection of National Infrastructure provide guidance to applicants on how to access a Criminal Records check from overseas countries.

Their web address is: <https://www.cpni.gov.uk/employment-screening>

Additional information can also be sought from DBS using the following link:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

The information provided by overseas authorities must be made available to the Trust before any unconditional offer of employment can be made.

Please note even when an applicants has never lived in the UK, a DBS (Disclosure and Barring Service) check will still be required where the position meets the criteria for a disclosure. This is in addition to the requirement for an overseas Police check.

If you require any further information please contact:

The Recruitment Team on 01625 656510 or by email [ecn-tr.recruitment@nhs.net](mailto:ecn-tr.recruitment@nhs.net)

## **Secure storage, handling, use, retention and disposal of Disclosures and Disclosure information**

### **General principles**

East Cheshire NHS Trust complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

East Cheshire NHS Trust also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage & Access**

Disclosure information generated as part of the Recruitment process is always kept securely in a lockable, non-portable, storage containers with access strictly controlled and limited to

those who are entitled to see it as part of their duties. This is retained within the legislative timeframes, please see below.

### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties.

We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made we do not keep Disclosure information for any longer than 6 months as required by DBS. Throughout this time the conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning.

While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the decision taken.