Guide on how to complete the NHS Online Application Form

www.jobs.nhs.uk

You should look at the Job Description and Person Specification for the job you are applying for. There are links to these on the Job Advert page.

The Job Description describes the tasks and responsibilities of the job that you are applying for.

The Person Specification tells you what experience/qualifications/knowledge and qualities the Recruitment & Selection Panel, (the people who select the candidates and carry out the interviews), would be seeking from you. Some of these may be listed as ‘essential’ and some might be shown as ‘desirable’. If we receive a lot of applications for a post we may have to select people who meet the ‘desirable’ as well as the ‘essential’ criteria for interview.

So, to stand a good chance of being interviewed, you need to be sure that your skills and experience match the ‘person specification’, and you need to make this clear in your application.

You also need to pay attention to any special instructions that might be included or attached to the job advert.

PARTS A AND B

The application form is split into Part A and Part B. You need to complete both parts. The information you give in Part B will be used to decide whether or not you should be short listed for the job. The information you give in Part A will not be used for short listing, but will be kept separately for administrative purposes.

Part A

Q1 to 18

Mostly these questions are about you and your personal details.

Q19: UK Work Permit

If you are not a UK national, or from the European Community, you will need permission to work in the UK. If you are not sure what permissions are needed, then you should seek advice before applying.

If you don’t have the right work permit, then, for many types of jobs, you will not be considered. Usually the job advert will say whether or not people without work permits may be considered.
Q20: Details of any permit currently held

If you have a work permit for the UK, you should explain the nature of the permit here.

Q21 to 31: Ask about your personal details. Please note the following information.

As an Equal Rights employer, the NHS needs a workforce which reflects the community in which it serves. To ensure this policy is carried out effectively, we ask all applicants to provide information as requested on this page.

Please note, it will only be used for administrative and monitoring purposes and will be confidential and not used to discriminate against any individual applicant.

Health Condition

If you consider yourself to have a health condition or disability, please indicate on the application form. In accordance with our policy, any disabled applicant who demonstrates that they fulfil all the criteria ranked as ESSENTIAL on the Person Specification will be invited for interview.

Rehabilitation of Offenders/Protection of Children

Because the type of work carried out by this organisation, all successful candidates have to complete a police check, and you are not entitled to withhold information on a previous conviction. Any information given will be treated as confidential and will only be used in relation to the particular post applied for. The information that you have provided us with will have to be checked with the Criminal Records Bureau. The type of job that is advertised will determine the level of check which is needed.

Having a criminal record will not necessarily exclude you from getting a job within the Trust, but you do need to provide details when asked to do so.

Q41 to 55: Employment History

Start with your most recent employer first and work backwards. You can also include any part time or voluntary work or work placements that you have carried out.

Please describe your main duties and responsibilities here. You need to provide enough detail to allow us to understand that your skills and experience really match the ‘Person Specification’.

Q56: Supporting Information

This is your opportunity to tell us relevant information about yourself; to show us how you would be suitable for this job; and to convince us that you have the required skills, knowledge and experience required to perform well in the job.

Please use this space to provide any or all supporting information to go with your application. Supporting information can be anything that is not already covered by the questions on the form.

This could include:
• Further explanation of duties and responsibilities
• Further explanation of your skills, knowledge or experience
• Explanation of apparent gaps in your career profile
• Description of voluntary or unpaid work

This space can accept relevant information 'cut and pasted' from your CV. Please do not copy all of your CV into this space, as much of the information is already collected on the form.

Q57 to 101: Referees

Make sure you complete all the details fully. Think about whose names you can give as referees. Choose people who can say something useful in relation to the post you are applying for. If you are currently employed, at least one of the referees must be someone who has management responsibility and who has line managed you, or if you are a student, one of the referees must be your school or college tutor. Remember to ask these people if they are willing to be a referee.

Please do not send copies of references with your application form. If you do not want us to contact your current employer prior to interview, then please tick the box on the form.

Part B

Q1 to 18

The information you put in this part of the form will be used by the Recruitment Panel to decide if you are to be short listed for interview.

Q32 to 34: Additional Personal Information

Q35: Education & Professional Qualifications

You should put the most recent qualifications first.

Q36: Training Courses attended

You should list all relevant courses that you have done either in paid or unpaid work.

Q37: Professional Registration

Some types of NHS Jobs can only be done by people with professional registration in the UK. Jobs that require registration will state this in the advert text or in the Person Specification document.

The question can be answered with one of four options:

• Not required for this post – please select this option if the job does not require registration.
• I have current UK registration – please select if you currently have the necessary UK professional registration for the job.
• UK registration applied for – please select if you have applied for the necessary registration in the UK but have not yet received your registration details.
• **UK registration not yet applied for** – please select if you do not have UK professional registration at this time. You might find it helpful to add an explanation in the ‘Supporting Information’ box, (which is Question 53, further down the form), about why you don't have registration.

**Q38: Professional Body and Membership**

Please select the UK professional registration body and type of membership from the list. If the body does not appear in the list, please select ‘Other’ and then identify the body and membership type in the ‘Supporting Information’ below.

**Q39 to 40: Please select either Yes or No**

If your application is shortlisted, you will be contacted for an interview. If we are unable to offer you an interview, you will receive an email or letter to let you know. Please do continue to apply for future positions that you feel are suitable.
Frequently Asked Questions

Question    I can't find a job that a colleague / friend has told me is being advertised.
Answer     Some jobs advertised on the system are restricted to RBCH employees or local NHS employees therefore can not be viewed by all applicants. If you are an employee of the Trust try looking for the post via the Trust Intranet site and making a note of the job reference number - this can then be used to access the advert from any computer.

Question    I started the application form and now the job has disappeared before I could finish the form.
Answer     The post may have closed. Some adverts may be closed as soon as a certain number of applicants have applied for the post - they should be marked as such. Please ensure that you are aware of closing dates or the fact that a post may close early and complete the form appropriately.

Question    I started the application form and the system stopped me from progressing any further, now it won't let me start another application for the same job.
Answer     There are certain criteria required for some jobs and if you do not meet these criteria then NHS Jobs will not allow you to continue with your application. Please ensure that you meet the criteria of the post before commencing your application.

Question    I have submitted my application form online, have you received it?
Answer     You will receive a confirmation e-mail from NHS Jobs or will be able to see in the “My Applications” section when you log in to NHS Jobs.

Question    When / how will I hear about interviews?
Answer     The interview date may have been advertised and invite to interviews are usually sent via e-mail, through NHS Jobs. If you have specific enquiries about the status please contact the person whose name was given in the advert.