

**NHS HEALTH SCOTLAND**

**GUIDANCE NOTES FOR APPLICANTS**



**Working for a fairer healthier Scotland**

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The purpose of these guidance notes is to assist you in completing your application.

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**Getting Started**

The guidance notes in this section are designed to help you complete your application form, please read them carefully before you begin and good luck with your application.

Completion of the online application form is the first stage in the recruitment process, and if you are successful in being appointed to the post you have applied for, it will form the basis of your employment record.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to be invited to attend an interview.

Only those applicants who can clearly demonstrate in their application form how they meet the **essential criteria** for the post as specified in the job description and person specification will be considered for interview selection.

Please ensure that you retain a copy of the job description and person specification for the post you are applying for as you will need this information to help you prepare if you are selected for interview. You should also take a note of the job reference number in case you need to speak to the recruitment team

By completing and submitting an application you are giving your consent for NHS Health Scotland to carry out the necessary pre-employment checks including reference checks, if you are successful in your application. These checks will only commence when a formal conditional offer of employment is made.

**Job Description, Person Specification and Portfolios**

Applicants should carefully read the job description and person specification for the post prior to completing the online application form.

The job description for the post you are interested in tells you more about the role you are considering applying for. The person specification outlines the skills, knowledge and experience we require plus details of essential/desirable criteria.

As many of our job descriptions are generic the portfolio (where applicable) details further the area of work.

**Shortlisting Panel and Interview Panel**

Throughout the process the panel assess each candidate on the criteria which is detailed within the Person Specification for the post being recruited to.

You will be advised of the outcome of your application only once the closing date has passed, as that is when the selection/appointments panel members will complete their short-list to select the candidates being invited for interview.

The short-listing panel will only see four sections of the form - **Personal, Education, and Employment & Assessment/Supporting Statement Information.**

Applications will be short-listed against the essential criteria from the Job Description/Person Specification. On the occasions where multiple applicants meet the essential criteria for the role, the desirable criteria may also be used during the short-list process.

You will receive an email communicating the outcome of your application at short listing.

**The NHS Scotland Application form**

As this is a national shared eRecruitment portal, the application form is standard across NHS Scotland.

When completing the online application form applicants should carefully read the instructions in each section of the form.

During completion you can save your application form at any time and come back to it to complete later if you wish. You will need your password to log back into the eRecruitment system.

**Important to Note: The application process will be automatically timed out after 30 minutes of inactivity, therefore, you are advised to save your application on a regular basis.**

If this is the first time you have applied to NHS Health Scotland for a vacancy on the online application system, you will be asked to create an account in our eRecruitment system. You can do this via an email address or social media account.

It is very important to ensure the email address you use is correct as this will be the primary method of contact.

As a first time user, you will have the option to upload your CV, this will only be used to help pre-populate some areas of the application form. NHS Scotland does not accept CV’s in addition to/instead of a completed application form. Your CV will not be visible at any stage of the Recruitment process.

If you are a returning candidate, you will be asked if you wish to copy your application from a previous post or create a new one. Simply select the application you wish to copy from and then you can go through and edit/update the information.

If you are not able to enter information on all the sections, for example Education details, then to show that you have not missed a section by mistake you must enter not applicable or N/A. You should check your application before submission to ensure that all the information you have provided is correct and you have not missed any important information.

When you submit an application you will receive an automatic response to the email address you provided.

NHS Health Scotland is unable to accept written applications and all applications must be submitted electronically via our online Application Form.

If you are unable to complete the online application then you should contact NHS Health Scotland Recruitment Team on 0141 414 2705/0141 414 2706 to discuss further.

**Closing date**

NHS Scotland vacancies will close at **midnight on the closing date and we are unable to accept late applications**.

The advertisement will clearly show the closing date. You will be notified by email of the outcome of your application once after shortlisting has been completed.

**Personal details – how we will communicate with you**

During the recruitment process the primary method of communication will be made via the email address that is provided on the application form. Therefore, it is very important that you have regular access to this account.

We may also contact you by telephone so please ensure you provide us with a suitable telephone number, where we can leave a message, if necessary.

**Recruitment Advert Details**

Please indicate where you saw the post advertised as this will help us to monitor our methods of recruitment and selection.

**Education and Qualification details**

This section details your qualifications gained or currently working towards. Also included in this section is school, college or university qualifications, plus any other qualifications, training or continued professional development (CPD) relevant to the post that you are applying for.

**Membership of Professional Regulatory Bodies**

Some posts in the NHS require that you have membership of a specified Professional Body. Please include the name and type of membership you hold, along with your registration number and renewal/expiry date.

**Employment**

When completing this section please start with your current/most recent employer and work back through your employment history. You should also include any part-time or temporary jobs.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student/parent/carer). You can also list any unpaid work including work placements and volunteering in your employment history.

**Role Purpose/Summary of Responsibilities**

Please tell us about the main duties and responsibilities of your current job.

**Employment History**

Tell us about your work history, including job titles, grades, your employers’ names and the dates of your employment.

Please *save* all periods of employment before continuing to the next page.

**Other details**

Please use this section if you want to include information on for example any training or voluntary work you have, or are, undertaking.

**Additional information**

Career breaks - please include information on any career breaks that you may have had.

**Curriculum Vitae (CV)**

Remember you can upload a CV to pre-populate parts of the application form, if you don’t have one, don’t worry.

**Assessment/Supporting Statement Information**

Please answer all three questions in this section of the application form as this your opportunity to detail how your skills, qualities and experience make you a suitable candidate for the job.

The last question allows you to provide any information which you haven’t already told us about. A useful tip is to prepare your answers to this section in a separate document and copy and paste your answers into the on-line form.

If you a current NHS Health Scotland employee, please ensure you fully complete this section and do not assume that those dealing with your application will know anything about you or your abilities.

**References**

References will only be taken up after a job offer following the interview process. This offer is referred to as a Conditional Offer of Employment and the successful candidate referred to as the Preferred Candidate.

We recommend that either before or shortly after completing your application form you contact your referee direct to advise that you have provided their details as your referee and if you are successful they will be receiving a reference request from NHS

Health Scotland.

**It is essential that you provide an email addresses for all referees and without this information you will be unable to submit your application.**

Your referees must include your present (or most recent) employer (this is normally your direct line manager) who is authorised to confirm your employment and the details given in your application.

The second referee should have close knowledge of your skills, knowledge and abilities, and who may offer opinion on your suitability for the post you are applying for (e.g. supervisor or previous employer). The details you provide should cover the last **3 years of your employment history.**

You must not use family members or friends as a referee.

If you have not been in employment for the past 3 years you can use a person of standing in the community, for example, a teacher, doctor, police officer, MP

If you have been in full-time education in the last three years, please provide a teacher or lecturer or the academic institution for confirmation.

If you have any gaps in employment over 3 months, please provide referee details to cover this period. If you are returning to work after an extended period and have difficulty in providing us with details of your last employer(s), please let us know.

If you are offered the post which you have applied for we will be unable to confirm an offer of employment until we have received satisfactory references.

**Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Health Scotland offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK.

All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

**Equal Opportunities**

**NHS Scotland Job Interview Guarantee (JIG) Scheme**

NHS Health Scotland is a Disability Confident Employer committed to good practice in employing disabled people.

NHS Scotland operates a Job Interview Guarantee (JIG) scheme which means if you have a disability, and meet the essential criteria outlined within the person specification for the post you are applying for**,** by opting into the scheme you will be guaranteed an interview. Please state whether you have a physical/mental health condition that has a **substantial** effect on your ability to carry out day-to-day activities and has lasted, or is expected to last for **12 months or more**.

Please inform us if you will require any special arrangements for the interview for example, wheelchair access, induction loop, etc.

**Equalities Monitoring**

This part of the form is optional and the information you provide in this section is not part of the recruitment and selection process.

This information is gathered for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

**Criminal Records checks**

**Changes to Disclosure and Rehabilitation Regime**

In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. The rules are complicated, so it is important you read the guidance below as part of making your application.

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:

* For posts in regulated work – Protection of Vulnerable Groups Scheme membership
* For all other posts which are subject to a criminal conviction record check – A Police Act check
* For posts not subject to a criminal conviction record check – A self-declaration

For more information on which category this post falls under please refer to the job pack, job description or person specification.

For more information on the rules visit:

https://www.mygov.scot/convictions-higher-disclosures/?via=http://www.disclosurescotland.co.uk/SummaryoftheChanges.htm

For more information on offences which **must always** be disclosed:

https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclsoure--revisedAlwaysDiscloseList--8February2016.pdf

For more information on offences which are to be disclosed subject to rules:

https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclosure--revisedRulesList--8February2016.pdf

**Data Protection legislation**

Your data will be stored by Jobtrain, the supplier of the on line job application system to NHS Scotland, and will be used by the NHS Health Scotland’s HR Recruitment Service and authorised NHS Health Scotland personnel involved in relevant stages of the recruitment process for the purpose of managing your application and for statistical and audit purposes. We will only use your details for that purpose and they will be retained, archived and deleted in line with our retention policy. Your details will not be passed to any other third party organisations.

**Declaration**

Please read and agree to the declaration on the last section of the application form. This section will also highlight any parts of the form which haven’t been completed. You can edit these sections on this page. Please remember to review your application prior to submission as once you submit, you will not be able to edit any details.

**Accuracy of Information**

The information that you provide to NHS Health Scotland on your application form must be accurate and complete. If NHS Health Scotland subsequently discovers that any information provided is inaccurate or incorrect then we reserves the right to withdraw an offer of appointment or, if the discovery is made subsequent to appointment, take disciplinary action up and to including dismissal.

**Further information**

For further information on any aspect of the NHS Health Scotland recruitment process contact:

**NHS Health Scotland**

**Recruitment Services**

**Meridian Court**

**5 Cadogon Street**

**Glasgow**

**G2 6QE**

**Telephone: 0141 414 2705/0141 414 2706**

**Email:** nhs.healthscotland-recruitment@nhs.net