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# Making the most of your application for a NHS Tayside Physiotherapy Position

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# Guidance notes

# Your application is important. Our decisions about shortlisting you for interview is based solely on the information provided in your application. Please read these guidance notes carefully. They are intended to help you make the most of your application.

# An overview of our application process

In all cases, we ask that you complete your application using the NHS Scotland recruitment platform ([Jobtrain](%22%20%20%22https%3A//apply.jobs.scot.nhs.uk/Home/Job)). The information you provide through the recruitment platform is the only information that will be considered when reviewing your application. Please do not attach/ send a CV or any other documentation. These will not be considered by the shortlisters.

The application contains 5 sections.

1. About you
2. Supporting Information
3. Application question
4. Equal opportunities
5. Review and Submit

Our shortlisting process is anonymous so the personal information provided in part 1 is not provided to the shortlisters. The information provided in the “other details” part of this section are provided to the shortlisters; regulatory body membership, driving licence, education, higher education, other training/qualifications and employment. Part 2 asks you to provide your referees, these are not disclosed to the shortlisters at this stage. Part 3 asks you a series of questions pertaining to the post. Part 4 is a section on equal opportunities, this information is not provided to the shortlisters. The final section, part 5, allows you to review the entire application before submitting.

As soon as you have submitted your application, you will be sent an automated acknowledgment email. If you are shortlisted for an interview, you will be contacted via email with the details of interview. If you were unsuccessful during shortlisting an email will be sent advising you of this. No feedback will be provided for those unsuccessful at the shortlisting stage. Please ensure you check your emails regularly including any junk folders.

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# Completing the online application

Our roles are advertised on the NHSScotland Jobs website. If you wish to apply for a particular role, click on the appropriate link. You can then set up your account or login into your existing account and begin your application. If you already have an account, you can use the same login details as before.

# Other Details

# You will be asked if you are a UK/ ROI national or are you/family member an EU/EEA/SWISS national? If you select no, please ensure you answer the question related to visa entitlement to work in the UK or EU settlement scheme.

# Education

# When completing the education section, it is essential your expected or obtained physiotherapy qualification is stated in the higher education section. You do not need to include any qualifications gained at high school (e.g Advanced Highers, Highers or A levels).

# Employment details

Complete the employment section as fully as you can providing an employment history, starting with your current/ most recent job. If you have no previous job e.g. because you were at university, please ensure that this is evident in your application form. If you have no previous job experience, please put ‘No previous job’ in the employer field.

# References

We need

* at least **two references** and
* The referees you provide must cover the last 3 years of your employment history.

Please note your employment referee should be the person in your organisation who is authorised to confirm your employment and the details given in your application (normally your direct line manager). If you do not have 3 years of employment history, please provide a suitable character reference from someone (no family or friends) who have known you for at least 3 years.

We won’t take up references until we have offered you the role. Your appointment (or continued appointment) is subject to satisfactory references.

# Application Questions

This is a very important part of your application which will help us assess your motivation for applying for the role and your reasons for wanting to work in NHS Tayside.

**Please don’t include your name or personal details here.** This section will be seen by the shortlisters and your application is anonymous in the initial stages.

We use this section to assess whether you have the relevant experience, knowledge, skills and personal qualities for the role. Give concise and specific examples to show how you meet each of the essential/ desirable criteria. You can include relevant skills, knowledge and experience from paid work, study, community or voluntary work, or other experience. Avoid generic statements such as ‘I am good at working as part of a team’. We need specific evidence to show how you demonstrate this.

As there is a time limit for completing these questions and also a word limit, we recommend you prepare your answers on a separate document (eg. Word) and use the word count function before copying and pasting into the Application form.

The shortlisters will grade the information provided against whether you have demonstrated the essential and desirable criteria for the post. As a minimum requirement you must demonstrate you achieve **all** of the essential criteria in order to be shortlisted. Depending on the number of applicants, the shortlisters may choose to only interview a selected number. This will be based on the shortlisting scores.

You don’t have to complete the application in one go. You can review and change your form up to the point you submit it. Once you have submitted your application form, you **cannot** amend it any longer. It is useful to download and save any additional documents attached to the vacancy e.g the person specification in case you need it for interview preparation – you won’t have access to this document once the closing date has passed.

# Submitting the form

The submit button will appear only when all sections have been saved and confirmed as completed. You continue to have access to your application once it has been submitted by logging into Jobtrain, although you will not be able to make any amendments. You can withdraw or delete your application via the Jobtrain portal. Our vacancies close at midnight on the day specified. As soon as the closing time has passed no further applications can be considered and you will be unable to submit via Jobtrain.

# Criminal convictions and the Rehabilitation of Offenders Act 1974

It is essential that those appointed have a certain standard of conduct and probity. Applicants are therefore asked to complete a criminal convictions declaration during part 5 of the application. This is not viewable to the shortlisting panel.

We wish to make informed decisions about how relevant any convictions are to the role you have applied for and to ensure a safe working environment for our staff and those we provide services to. A conviction will not necessarily stop you from being appointed by NHS Tayside. The Physiotherapy service manager, along with the HR team, will consider how relevant the conviction is to the role you have applied for and whether we can proceed with your application and confirm any offer of appointment.

We keep information about criminal records strictly confidential. It will not be passed to the shortlisting panel and it will only be seen by those who need to see it in order to make a decision on your application.

# Adjustments for candidates with a disability

NHS Tayside are a disability Confident Employer. This means that we welcome and support candidates with a disability. If you require reasonable adjustments during the application period, please view the following information. If you have been invited to interview and require reasonable adjustments please contact the hiring manager. There contact information can be found on the job advertisement.

# Equality and diversity monitoring

NHS Tayside has a longstanding commitment to making meaningful progress on equality and diversity. As part of this work we monitor candidates’ equality and diversity data across all stages of the recruitment process. The data you provide will only be used anonymously for this monitoring and it is not shared with the shortlisting panel.

# Declarations and data protection

The application process asks you to complete a declaration that you have completed the application in full and the information you have supplied is truthful and accurate. If we become aware of any inaccurate information, your application or any offer made might be withdrawn. If you have already started work with us you might be dismissed.

We take our data protection responsibilities very seriously. The information you provide will be held securely and access restricted to those dealing with your application. Your personal data and the data used for equality and diversity monitoring will be anonymised.

# Any questions?

If you have any questions about the position you are applying for please contact the named person in the job vacancy for further information.

# Applying for more than one role

You may apply for more than one role at the same time, but you will have to complete a new application for each role. This is to make sure that we have a record of each application in the system, and also because different applications may have different key skills and may be assessed by different shortlisting panels.

If you use the same login details for each application, you will find that some sections, for example your personal details, will automatically be carried over into the new application.

# Top tips and reminders

* Print out – or download and save on your computer – these guidance notes and any additional document attached to the vacancy. These will not be available to view in later stages of the process.
* Save regularly – the system may time-out if you haven’t saved, even if you have been entering data. You may lose any unsaved work.
* The submit application button won’t appear until all sections have been saved and completed.
* Your response in each application question should address the essential and desirable criteria related to the post. Give clear, specific examples.
* Do complete your application in good time. Posts may close prior to the closing date based on volume of applications.
* We do not accept late applications.