**RECRUITMENT GUIDANCE NOTES FOR APPLICANTS APPLYING FOR:**

**NHS NATIONAL SERVICES SCOTLAND AND NHS PUBLIC HEALTH SCOTLAND POSTS**



**Contents**

The purpose of these guidance notes is to assist you in completing your application. These guidance notes are structured for ease of reference as follows:

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**Guidance on Completing Your Application**

**Getting Started**

The guidance notes in this section are designed to help you complete your application form and to make the most of your application. Please read them carefully before you begin. 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.

Applicants should 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 and the person specification outlines what skills, knowledge and experience we require.

It also contains our shortlisting criteria, i.e. the essential criteria for the role and what is desirable, and you should refer to both when preparing to complete your application..

Please ensure that you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview. Please also retain details of the **job reference number** for the post you are applying for – you will need this if contacting NHS National Services Scotland Recruitment Service.

The NHS National Services Scotland Recruitment system is referred to as **Jobtrain**. To apply for a vacancy, you must create an account with Jobtrain.

By completing and submitting an application for the post you wish to apply for you give your **consent** for the employment board to commence pre-employment checks, including reference checks, if you are successful in your application. Pre employment checks will commence when a formal conditional offer of employment is made.

NHS Scotland vacancies will close at **midnight on the closing date**. You will not be able to apply for a vacancy after the closing date has passed.

To ensure your application form is submitted in time make sure you are aware of the closing date for the post you are interested in applying for. This is shown on the Recruitment Advertisement. **Please note adverts can close early if there are high volumes of applications.**

**It is important that you complete ALL sections of the application form. CVs are not accepted as an alternative to completing the NHS Scotland Application form. If you submit an incomplete application form then you are unlikely to be shortlisted for interview.**

For further information and guidance on the application process see the ‘How to Apply’ section on the NHS Scotland Careers website **– https://www.careers.nhs.scot/how-to-apply/**

**The NHS Scotland Application form**

All candidate applications are invited via the NHS Scotland Recruitment system called Jobtrain. This means that to apply for a post you must complete the NHS Scotland Online Application Form which you can access when you log into the National Recruitment Platform.

**Job train - General Help and Support**

**For Help with Login, Password reset or Technical issues please visit http://jobseekersupport.jobtrain.co.uk/support/home**

**or contact (+44)0161-850-2004 (Monday-Friday 09:00-17:30 UK local time)**

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| When you click the button ‘**Apply for job’** on the recruitment advert, you will be asked to create an account using an email address or social media account. **Please make sure that your e-mail address is correct as this will be the primary method of contact throughout the recruitment process.** |

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

For **returning candidates**, you will be asked if you wish to copy from a previous application or create a new one. If you prefer to copy, please make sure that you go through each section to ensure that the information is up-to-date.

You are able to **save your form at any time** and come back to it to complete later if you wish. Just remember your password so you can log back into our **jobtrain.**

**Please note the application will timeout after 30 minutes of inactivity. Please save your application regularly.**

If you are not able to enter information on all the sections, for example Education details. To show that you have not missed a section by mistake you can enter not applicable or N/A.

Once you have **submitted an application** you will receive an automatic acknowledgment to the email address you provided.

NHS National Services Scotland is unable to accept written applications; all applications must be submitted electronically via our online Application Form. Further instructions on how to apply are contained within each vacancy advert.

Before submitting your application please make sure you read the **Declaration section**. This section will highlight any parts of the form which haven’t been completed and it also covers the following important information:

Criminal Convictions Declaration - NHS Scotland is exempt from the 1974Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003.

Accuracy of Information - False or misleading information can cause disqualification of the application and dismissal from employment if appointed to the post.

General Data Protection Regulation (GDPR) and Data Protection Act 2018 – Your data will be stored by Jobtrain and will be used only by NHSGGC authorised staff for the purpose of processing your job application, making recruitment decisions and for statistical and audit purposes. It will be retained, archived, and deleted inline with the NHS Scotland retention policy and will not be passed to any third party organisations without your permission.

If you are unable to complete online application forms due to a disability, please contact the NHS National Services Scotland Recruitment Service to discuss your requirements. nss.wfrs@nhs.scot

**Recruitment Advert Details**

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

**Education and Qualification details**

This section is about your qualifications gained or currently working towards. This section should include, school, college and/or university qualifications as well as any other qualifications, training or continued professional development (CPD).

Please save each individual qualification before moving to the next section.

**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**

Please complete each part of this section fully. Please start with your current/most recent employer and work back through your employment history. Please also include any part-time or temporary jobs.

This section will help us build an accurate picture about the type of work and responsibilities you are currently or have been previously involved in.

Please give the job title, the job grade, the date of starting on this grade, and the full name and address of your present/previous employer. Please also note if this is your current employer.

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).

Please note that you can list unpaid work including work placements and volunteer work in your employment history.

**Role Purpose/Summary of Responsibilities**

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

**Career breaks**

Please include information on any career breaks that you may have had.

**Assessment/Supporting Statement Information**

Please answer all three questions in this section of the application form as this will allow you an opportunity to detail how your skills, qualities and experience make you a suitable candidate for the job. The last question is anything else which would aid us in shortlisting your application which you haven’t already told us. **Please note:** These fields are character limited. Questions 1 & 2 allow a maximum of 500 characters and Question 3 allows a maximum of 250 characters.

You may find it helpful to prepare your answers to this section in a separate document and copy and paste your answers into the on-line form.

If you already work for NHS National Services Scotland please ensure you fully complete this section and do not assume that those shortlisting your application will know anything about you or your abilities.

**References**

References will only be taken up if we propose to offer you the job which will be after the interview. 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 National Services Scotland.

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| **Email addresses for all referees are crucial and you will be unable to submit your application without this information.** |

Your referees must include your present (or most recent) employer. Please identify the person in your organisation (this is normally your direct line manager) who is

authorised to confirm your employment and complete the reference request.

Please also identify a second referee who may 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** and you should **not** use family members or friends. If you do not have 3 years of employment history, please provide other suitable character referees such as someone of standing in the community who has known you for at least 3 years (for instance a teacher, doctor, lawyer, police officer, MP etc). 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 require advice on this, please contact NHS National Services Scotland’s Recruitment Service

If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Please note 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.

**Personal details- How we communicate with you**

All our communication to candidates will be made via the email address provided on the application form. Please ensure that the email address provided is an account that you will have regular access to.

Insert your surname, forename, title and full home address. This section should be fully completed so we know who you are and how to contact you. It is important that your e-mail address is included as all our correspondence with you will be via email during each stage of the Recruitment process. **Please note, our primary method of communication will be email.**

We will also contact you by telephone so please ensure you provide us with your telephone number.



**Equal Opportunities**

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

NHS National Services 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**.

When completing the Equal Opportunities section of the online application form, you can use this section to inform us if you will require any special arrangements for the interview e.g. Wheelchair access, induction loop, etc.

**The Shortlist and Interview Panel**

The panel sometimes referred to as the **Selection or Appointments Panel** are the group of people who complete the short-listing and interview stages of the recruitment.

Within the panel the line manager of the vacancy will usually act as Chair and will ultimately be responsible for decisions. There must be a minimum of 2 panel members however depending on the vacancy the panel may consist of up to 3 or 4 people, usually for more senior posts. Panel members will usually be more senior to the grade of the post being recruited to.

As well as NHS National Services Scotland employees the panel may also include members external to NHS National Services Scotland where appropriate to the post.

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** **by email** 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. Unsuccessful candidates can request feedback following the interview by contacting the NSS Recruitment Team at nss.wfrs@nhs.scot

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

The shortlisting process is **anonymised shortlisting** which means the panel will not have access to some of the personal information you provided in your application. This helps us ensure shortlisting is carried out with a fair and consistent approach, ensuring that the person specification is referred to and personal information such as name, address, age, gender etc is anonymised to the hiring manager and interview panel members involved in selecting candidates for interview. This ensures the candidate’s application is shortlisted based on their skills, knowledge, qualifications and experience.

**Applications will be short-listed against the essential criteria** from the Job Description/Person Specification. If multiple applicants meet the essential criteria for the role the desirable criteria may also be used to short-list.

The NHS National Services Scotland Recruitment system is referred to as **Jobtrain**. The panel will update jobtrain with shortlisting and interview outcomes. When jobtrain is updated, candidates will get **automatic email communications** at various stages of the application process.

The panel complete the shortlisting to determine which candidates they wish to interview. Candidates will receive an email from jobtrain confirming if they are **shortlisted** or not. If an applicant is shortlisted, they will be invited to log into jobtrain and select an **interview slot**.

The hiring manager will then issue the candidate with a Teams interview invite if virtual, or if in person, the jobtrain invite will advise on the location/time. Please refer to the notes and attachments section on the invite for further information and details of **documents to be sent prior to interview**.

Following the interview, the hiring manager will contact the successful candidate directly.

**Pre – Employment Check Stage**

If you are invited for interview and are successful in being offered a job, after your interview you will receive via the Jobtrain system what is referred to as a **Conditional Offer of Employment**. At this stage you are the **Preferred Candidate**. Please note you should not hand in your notice to your current employer at this stage.

The standard pre-employment checks cover the following aspects:

* A 2nd Stage Application Declaration
* An Identity Check Document verification appointment, normally in person, at the NSS Building. This will also include a Right to Work in the UK check. Our Recruitment team will advise on the arrangements for this stage.
* Qualifications & Professional Registration/Membership of NHS Regulatory Bodies check if applicable
* Reference Checks
* Occupational Health Check
* Disclosure Scotland Protecting Vulnerable Members (PVG) membership &Disclosure check , and if applicable, evidence of Overseas Criminal Record check
* Driving licence, only if required for the purpose of carrying out the duties of the job

**Right to work in the United Kingdom**

A right to work check is carried out for all successful candidates to determine whether an individual has the legal right and permission to work in the UK. Anyone who is a Non-British and non-Irish will need permission from UK Visas and Immigration (UKVI) to work in the UK and may also need entry clearance before travelling here. The UK Home Office Visa and Immigration governs the way individuals from outside the UK and Republic of Ireland right to work, train, or study in the UK.

**UK Visa and Immigration: Certificate of Sponsorship**

Applications from job seekers who require current Skilled Worker or Health and Care Visa sponsorship in the UK will be considered alongside all other applications subject to meeting the essential criteria as detailed in the Job Description and Person Specification for the post.

Before making your application you should check the eligibility criteria for UK Visa and Immigration via **www.gov.uk/government/organisations/uk-visas-and-immigration**

To obtain a Skilled Worker/Health and Care visa or entry clearance, you will need to meet certain requirements and demonstrate that you have the right the work in the UK via:

•the UK points-based immigration system

•the EU settlement scheme

•a biometric residence permit

The current UK https://www.gov.uk/government/publications/the-uks-points-based-immigration-system-policy-statement/the-uks-points-based-immigration-system-policy-statement was introduced in January 2021 which provides a route for both European Union and non-European Union nationals to work, train or study in the UK if they meet the eligibility criteria.

It applies to everyone from outside of the UK excluding Republic of Ireland passport holders and European Union nationals who were already in the UK by 31 December 2020 and have settled or pre settled status under the https://www.gov.uk/settled-status-eu-citizens-families

**Accuracy of Information**

The information that you provide to the employing board, on your application form must be accurate and complete. If the employing board subsequently discovers that any information provided is inaccurate or incorrect then the employing board 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.

**Benefits**

When you work with NSS, you’ll get the opportunity to avail of an excellent benefits package with training and support to expand your skills and progress your career.

Please see more about the full suite of benefits in the HR Benefits Brochure.

**Further information**

For further information on any aspect of the NHS National Services Scotland and NHS Public Health Scotland recruitment process please contact:

**NHS National Services Scotland**

**Recruitment Services**

**Gyle Square**

**1 South Gyle Crescent**

**Edinburgh**

**EH12 9EB**

**Email:** nss.wfrs@nhs.scot

