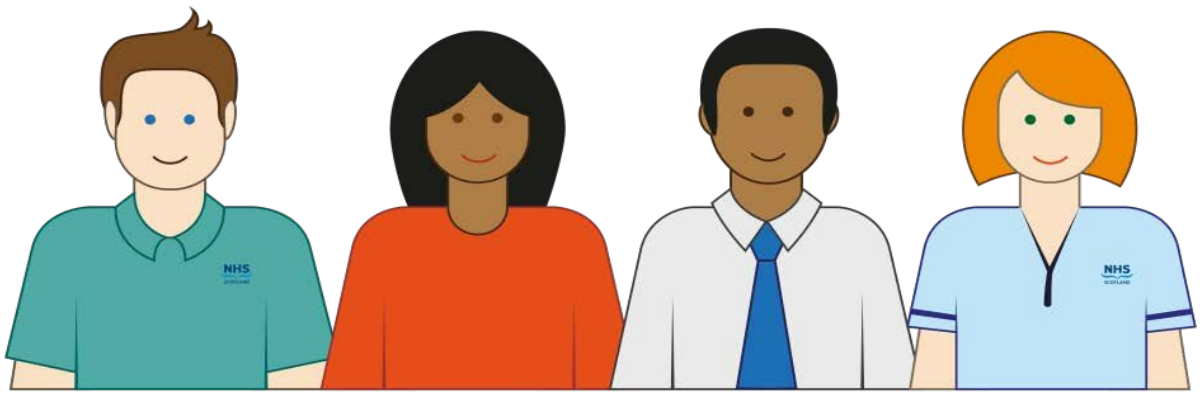
Careers | NHS Lothian

Earn | Learn | Progress

APPLICATION GUIDANCE

NHS LOTHIAN APPRENTICESHIPS



Careers | NHS Lothian

Earn | Learn | Progress

Are you between 17 – 24yrs of age?

Have you got a passion for working in healthcare?

Do you hold the NHS Lothian Values?

Do you want to earn whilst you learn and progress your career?

Then keep reading on as we want to hear from you!

Find the vacancy

Website:
https://apply.jobs.scot.nhs.uk/

Filter Region to: Lothian



Look for Key Words:
Apprenticeship

The Vacancy Details

1. Find the vacancy which takes your interest and click 'more' then:

Read the information provided in full taking note of the key points.
Take down details of the informal contact in case you need to ask any questions. This is a great way to find out more about the role and let them know you are interested!

2. Look over all attachments included & read in full:

Person Specification which tell you who we are looking for and the minimum criteria for application
Job Description tell you what the role entails and if this is the job you want.
FAQ containing all the vital information about the programme that you need about what you can expect but also what we expect from you!

3. Is the career route for you? Great !

Click on the link:
'Apply for Job'

The Application

Create an account

- Use an email address you have easy access to. This email address will be the one used for all communication for your recruitment process.

Personal Details

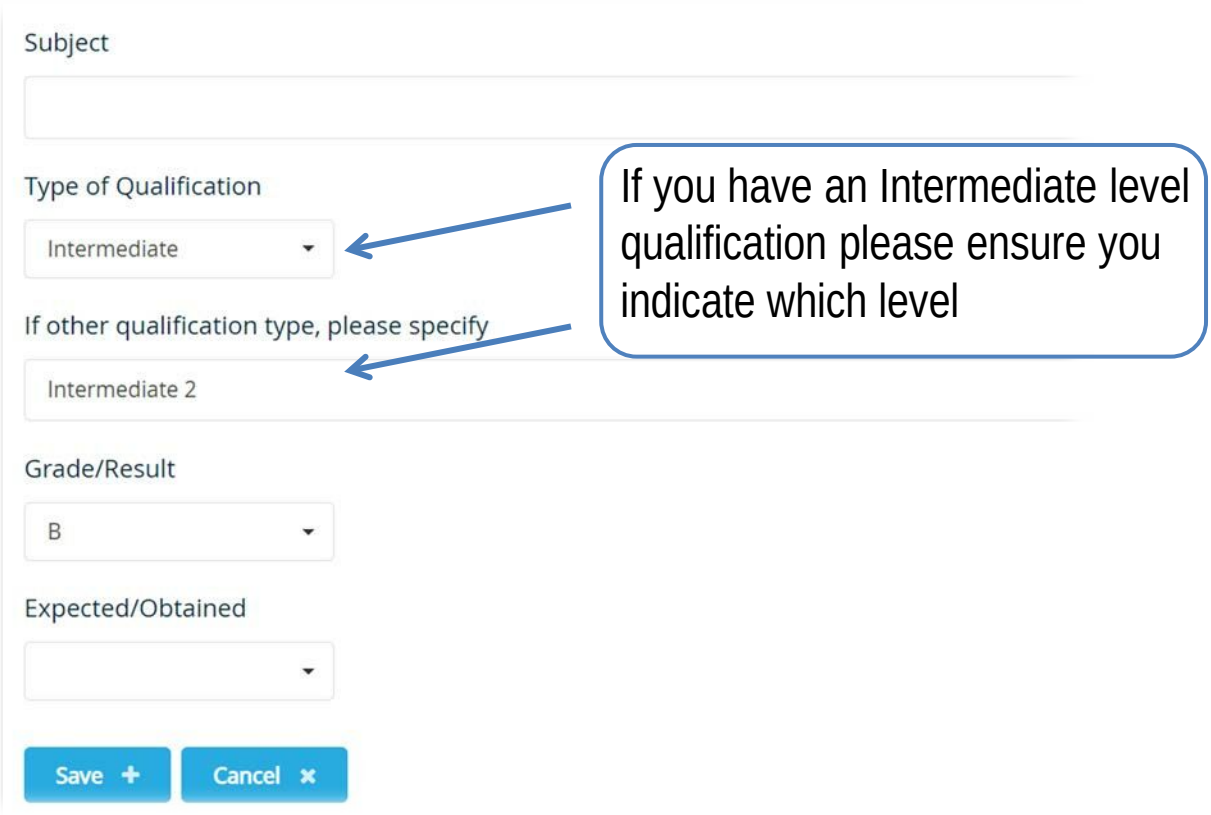
- Complete all mandatory fields with your current and most up to date details. Your mobile number will also be used as a form of communication.

Convictions

- Read and indicate you have read the declaration

The Application

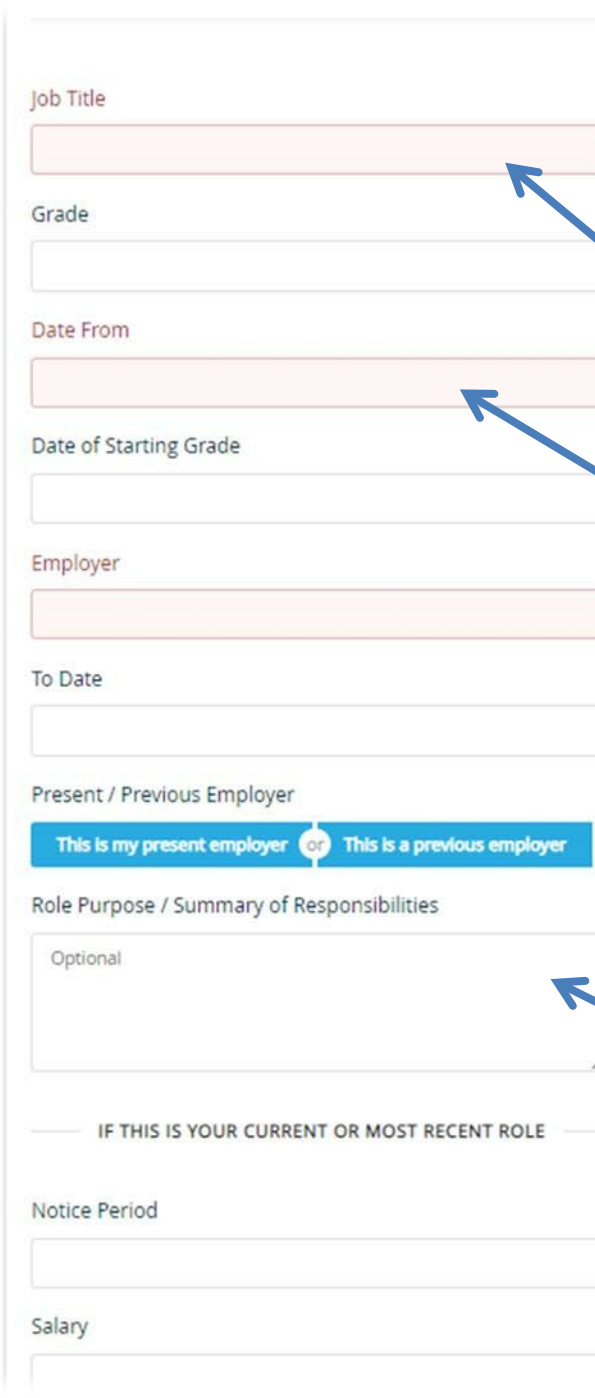
Qualifications



Qualifications Received – List all those you have gained to date with the grade indicated. Remember to ensure that you have the minimum requirements indicated in the person specification

Expected – list all the courses you are currently studying, when you will achieve these and predicated grade if possible

Employment Details



If no previous work experience – training/programme/school/ volunteering

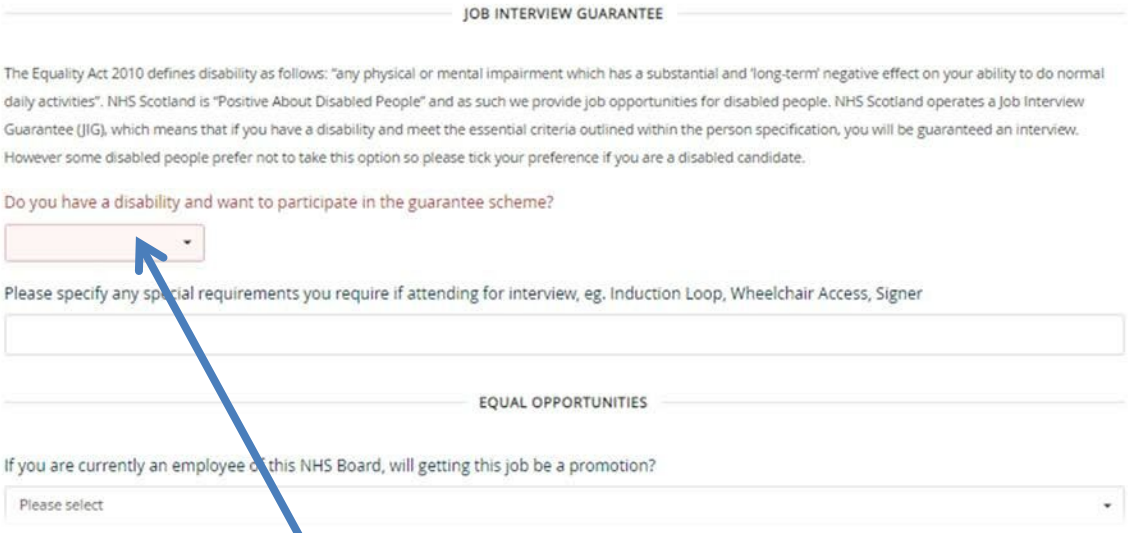
Ensure dates go recent to oldest in sync

Enter most recent position including dates – does not have to be current.

<u>Always</u> give an overview of the main roles and responsibilities you had within this position.

! Never leave any of this section blank

Equal Opps



If you would like to participate in the guarantee scheme then please let us know. If you meet essential criteria then you will be guaranteed an interview. Please do let us know if there are any adaptations we can make for you to ensure we support you through your recruitment process in the best way possible

! All information provided in this section is strictly confidential as with all information provided

References

- A referee must be your most recent or current employer, in line with the information provided in the previous section. If you have not been employed then this must be your guidance teacher or a teacher in the senior management team.
- The second referee must be someone who has known you for over 3 years but not a family member or close friend. This can be another teacher if at school or another past employer.
- Ensure that you give an email address which the referee can be contacted on as well as mobile number.
- Make sure you have permission before applying from the referee and that they are happy to be put forward.
- We only contact referees if you have a successful assessment day.

Assessment

Why do you think you would be suitable for this role?

- Show your understanding of the role – you will get this from the information retrieved from the advert documents
- What have you done in the past that can be transferred over to this role?
    - Previous job roles
    - Work experience
    - employability programmes
    - volunteering
    - Awards such as Duke of Edinburgh?
- What transferrable skills did you gain from these? Remember these are skills which include:
    - Teamwork
    - Communication
    - Active Listening
    - Problem solving
    - Leadership
    - Empathy/Compassion

Assessment

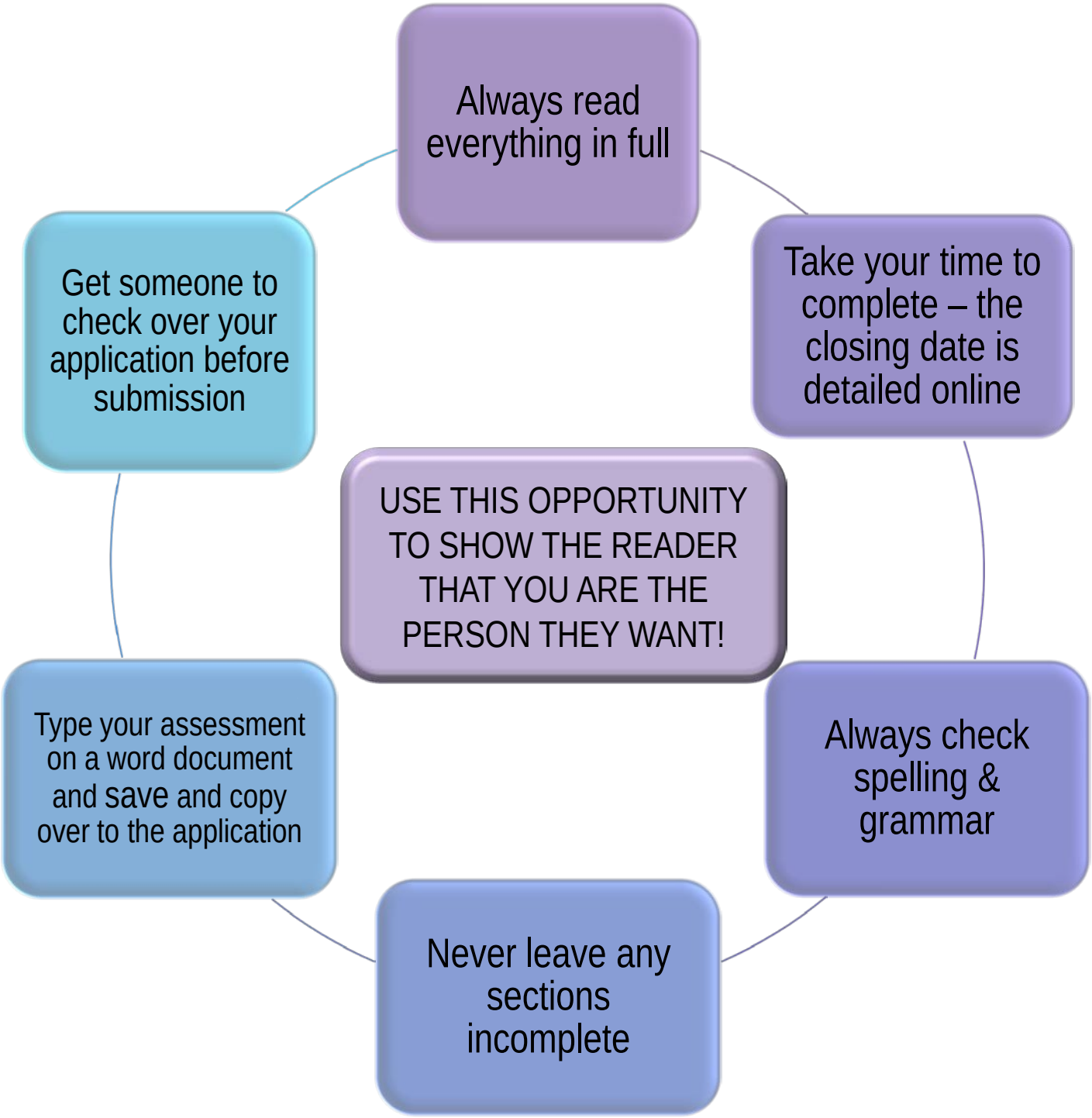
Why do you want to work for the NHS?

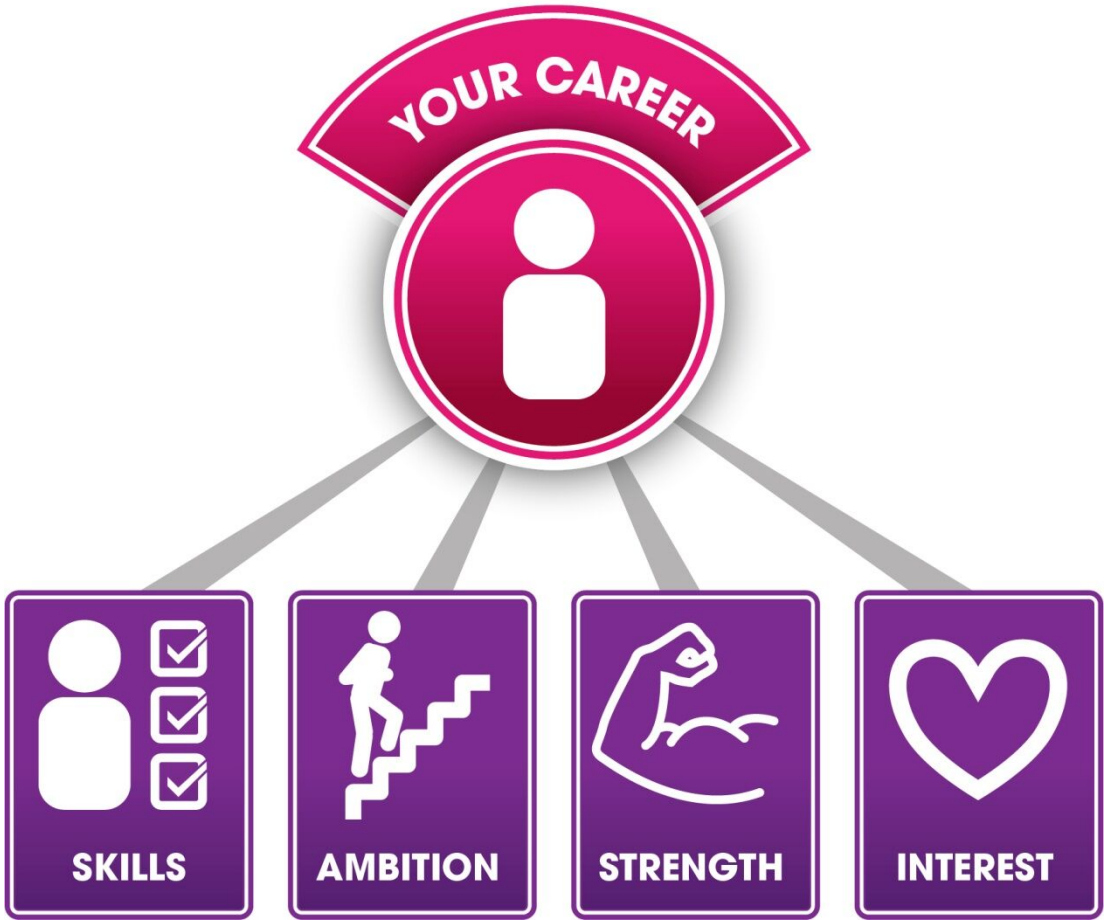
- We want to know why you have chosen the career pathway and your passion for working in healthcare
- Show your understanding of the NHS Lothian Values. Don't just list them tell us why you feel you hold them and what have you done to evidence this.

Is there any other relevant information that will assist us in shortlisting your application

- Never leave this area blank
- Tell us why you want to undertake this Apprenticeship and your career goals.
- Use this area to round up your application and show us why we MUST shortlist your application!

Top Tips.....


Always read everything in full
Take your time to complete – the closing date is detailed online
Always check spelling & grammar
Never leave any sections incomplete
Type your assessment on a word document and save and copy over to the application
Get someone to check over your application before submission
USE THIS OPPORTUNITY TO SHOW THE READER THAT YOU ARE THE PERSON THEY WANT!



NHS Lothian Opportunities

Apprenticeships@nhslothian.scot.nhs.uk
Workplacements@nhslothian.scot.nhs.uk
@NHS_Lothian @yourNHSLfuture

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