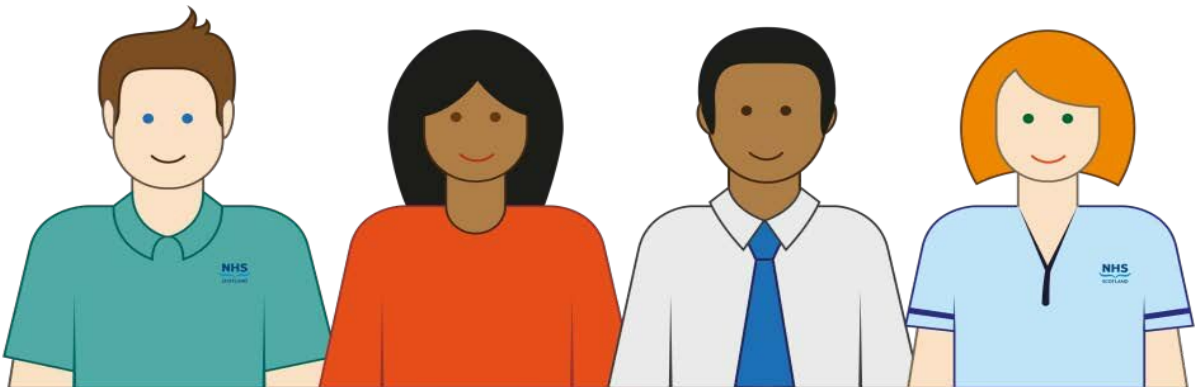


APPLICATION GUIDANCE

NHS Lothian APPRENTICESHIPS



Careers

NHS
Lothian

Earn

Learn

Progress

Have you got a
passion for
working in
healthcare?

Are you
between 17 –
24yrs of age?

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

Subject

Type of Qualification

Intermediate

If other qualification type, please specify

Intermediate 2

Grade/Result

B

Expected/Obtained

Save + Cancel x

If you have an Intermediate level qualification please ensure you indicate which level

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

EMPLOYER DETAILS

Job Title

Grade

Date From

Date of Starting Grade

Employer

To Date

Present / Previous Employer

This is my present employer or This is a previous employer

Role Purpose / Summary of Responsibilities

Optional

IF THIS IS YOUR CURRENT OR MOST RECENT ROLE

Notice Period

Salary

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.

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



Never leave any of this section blank

Equal Opps

JOB INTERVIEW GUARANTEE

The Equality Act 2010 defines disability as follows: "any physical or mental impairment which has a substantial and 'long-term' negative effect on your ability to do normal daily activities". NHS Scotland is "Positive About Disabled People" and as such we provide job opportunities for disabled people. NHS Scotland operates a Job Interview Guarantee (JIG), which means that if you have a disability and meet the essential criteria outlined within the person specification, you will be guaranteed an interview. However some disabled people prefer not to take this option so please tick your preference if you are a disabled candidate.

Do you have a disability and want to participate in the guarantee scheme?

Please specify any special requirements you require if attending for interview, eg. Induction Loop, Wheelchair Access, Signer

EQUAL OPPORTUNITIES

If you are currently an employee of this NHS Board, will getting this job be a promotion?

Please select

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

Get someone to check over your application before submission

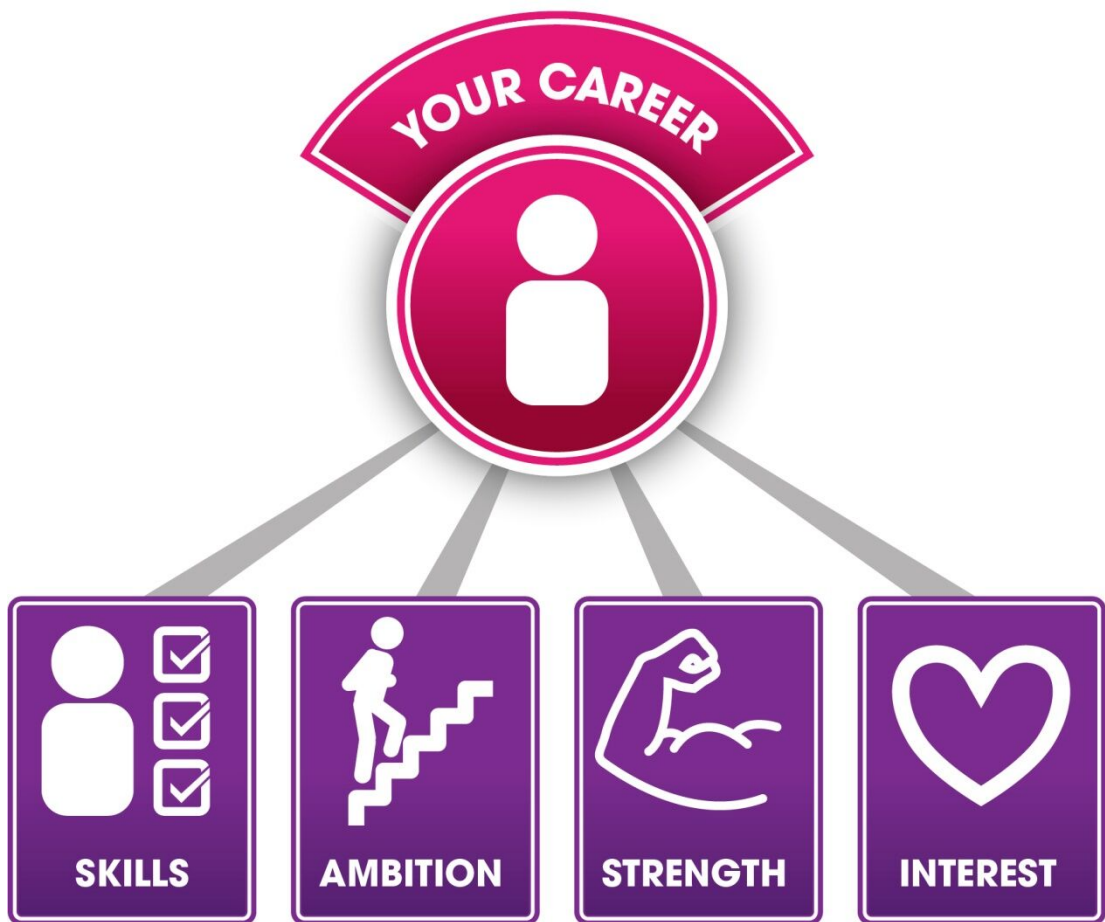
Take your time to complete – the closing date is detailed online

USE THIS OPPORTUNITY TO SHOW THE READER THAT YOU ARE THE PERSON THEY WANT!

Type your assessment on a word document and save and copy over to the application

Always check spelling & grammar

Never leave any sections incomplete



NHS Lothian Opportunities

Apprenticeships@nhslothian.scot.nhs.uk

Workplacements@nhslothian.scot.nhs.uk

 [@NHS_Lothian](https://twitter.com/NHS_Lothian) [@yourNHSfuture](https://twitter.com/yourNHSfuture)

