

# NHS GREATER GLASGOW AND CLYDE

## GUIDANCE NOTES FOR APPLICANTS



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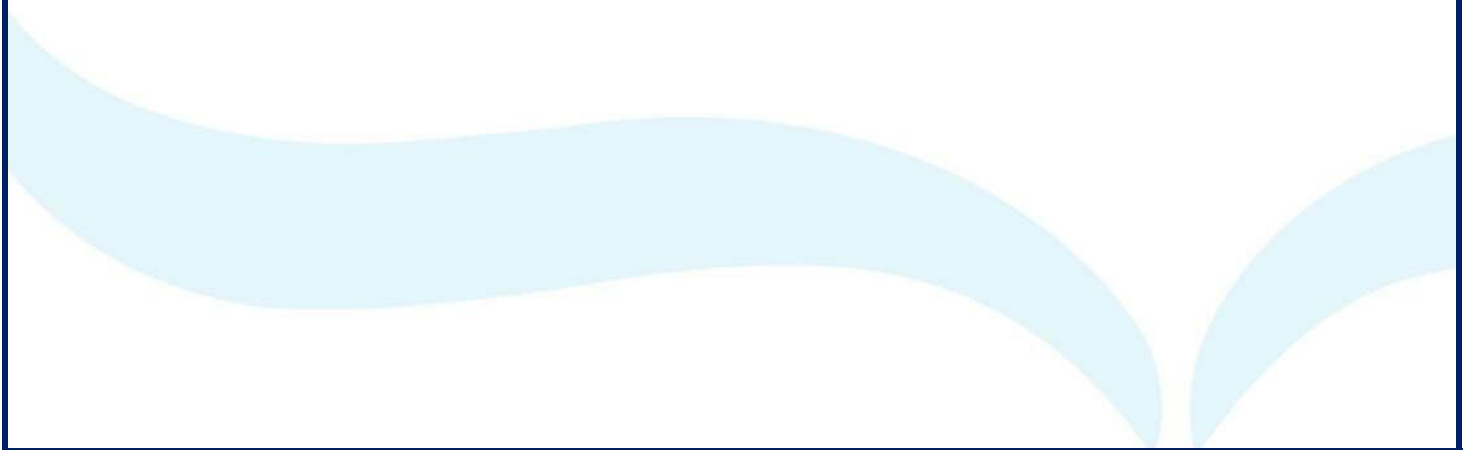
[www.nhsggc.org.uk](http://www.nhsggc.org.uk)



## 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:

<b>Section</b>
<b>Guidance On Completing Your Application:</b>
<b>Getting Started</b>
<b>Job Description and Person Specification</b>
<b>The Shortlist and Interview Panel</b>
<b>The NHS Scotland Application form</b>
<b>Asylum and Immigration Act 1996</b>
<b>Equal Opportunities:</b>
<b>NHS Scotland Job Interview Guarantee (JIG) Scheme</b>
<b>Equalities Monitoring</b>
<b>Data Protection Legislation</b>
<b>Declaration &amp; Accuracy of Information</b>



# 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.

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 Greater Glasgow and Clyde Recruitment Service.

By completing and submitting an application for the post you wish to apply for you give your consent for NHS Greater Glasgow and Clyde 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.

## 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 Greater Glasgow and Clyde employees the panel may also include members external to NHS Greater Glasgow and Clyde 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 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, 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 panel complete the shortlist to determine which candidates they wish to interview and then the results are updated to NHS Greater Glasgow and Clyde Recruitment Service who will then be in touch with candidates selected for interview to schedule interview invites and inform candidates who have been unsuccessful in their application.

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

### **Job Description and Person Specification**

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.

### **The NHS Scotland Application form**

This is a standard electronic application form used to apply for jobs in NHS Scotland

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

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 eRecruitment system.

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

If this is the first time you have applied to NHS Greater Glasgow and Clyde for a vacancy via our 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. **Please make sure the email address submitted is correct as this will be our primary method of contact.**

If you are registering as a new candidate you will also be able to upload your CV if you have one. This is used to help pre-populate some of our application form **only**.

**Please Note:** NHS Scotland does not accept CV's in addition to/instead of a completed application form. Your CV will not be visible to the Interview Selection panel 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. 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 response to the email address you provided.

NHS Greater Glasgow and Clyde 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.

If you are unable to complete online application forms due to a disability, please contact the NHS Greater Glasgow and Clyde Recruitment Service to discuss your requirements.

## Closing date

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.

You will be notified of the outcome of your application once shortlisting has been completed.



## 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. **Please note, our primary method of communication will be email.** 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.

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

## 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.

### **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)**

You can upload a CV to pre-populate parts of the application form. This is the only reason we ask for a CV. It will not be visible to the interview selection panel during shortlisting or interview. Don't worry if you don't have a CV as its not a mandatory requirement that you upload a CV.

#### **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.

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 Greater Glasgow and Clyde 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 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 Greater Glasgow and Clyde.

**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 the details given in your application.

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 Greater Glasgow and Clyde'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.

### **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 Greater Glasgow and Clyde 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 Greater Glasgow and Clyde 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 e.g. Wheelchair access, induction loop, etc.

## **Equalities Monitoring**

This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only a limited number of people within our NHS Greater Glasgow and Clyde Human Resources function can access this information 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/HigherLevelDisclosure--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 Greater Glasgow and Clyde's HR Recruitment Service and authorised NHS Greater Glasgow and Clyde 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 Greater Glasgow and Clyde, on your application form must be accurate and complete. If NHS Greater Glasgow and Clyde subsequently discovers that any information provided is inaccurate or incorrect then NHS Greater Glasgow and Clyde 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 Greater Glasgow and Clyde recruitment process contact:

**NHS Greater Glasgow and Clyde  
Recruitment Services  
West Glasgow Ambulatory Care Hospital  
Dalnair Street  
Glasgow  
G3 8SJ**

**Tel: 0141 278 2700  
Email: [NHSGGrecruitment@nhs.net](mailto:NHSGGrecruitment@nhs.net)**