

## GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM

### Introduction

If this is the first time you have applied for a NHS Lanarkshire job via our online system, you will be asked to create an account. You can do this via an email address or social media account. This account will be your Candidate Portal where you will be able to view and access the status of all applications within NHS Scotland

Please make sure the email address submitted is correct as this will be our primary method of contact.

If you are a returning candidate, you will be asked if you wish to copy your application from a previous job. Simply select the application you wish to copy from and then you can go through and edit/update the information.

NHS Lanarkshire no longer accepts CV's or written applications; all applications must be submitted via our recruitment system. If you delete or withdraw your application, you will not be able to re-apply for this job.

You will receive an automated email acknowledging receipt of your application on submission. You will receive further emails communicating the outcome of your application at shortlisting. Please regularly check your inbox and your junk mailbox if you haven't received any correspondence from us within 4 weeks. You are able to reply to any automated emails received; these will be re-routed to the Recruitment Administrator managing the job.

These notes are designed to help you complete your application form and to make the most of your application. Please read them carefully before you begin.

### Closing Date

NHS Lanarkshire vacancies will close at midnight on the closing date. You will not be able to submit an application after the closing date has passed.



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## **Preparing to Apply**

These notes are designed to help you complete your application form and to make the most of your application. Please read them carefully before you begin.

The information you provide us with in your application form will be used to decide whether you are shortlisted and invited to attend an interview. The panel will shortlist against the essential criteria of the post as specified in the Job Description and the Person Specification so please clearly demonstrate this criteria in 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 invited to interview.

Please note the application will time-out after 30 minutes of inactivity. Please regularly save your application.

Once you have submitted an application, you are not able to make any amendments. If you chose to withdraw or delete your application, you are not able to re-apply for this specific post again.

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## **Personal Details**

### **Personal Details**

Insert your surname, forename, title and full home address. Please note, our primary method of communication will be email.

### **Other Details**

NHS Lanarkshire has a legal obligation to ensure that it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Further guidance on current immigration rules is available on the Home Office website at <http://ukba.homeoffice.gov.uk/workingintheuk/>

### **Advert Details**

Please indicate where you saw the advertisement for this post. This allows us to monitor our methods of recruitment and selection.



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## **Education**

To ensure you have not missed a section, if you do not have any education details to submit, please enter N/A.

### **Qualifications**

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).

***In accordance with the Equality Act (2010), it is no longer necessary to detail the dates these qualifications were gained.***

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

### **Membership of Professional Regulatory Bodies**

Some posts require that you have membership of a specified Professional Body. Include the name and type of membership you hold, along with your registration number and renewal/expiry date.

### **Other Details**

please answer the question if relevant to the job description.

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## **Employment**

Please start with your current/most recent employer and work back through your employment history.

### **Employer Details**

This section will help us build an accurate picture about the type of work and responsibilities you are currently 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 employer. Please also note if this is your current employer.

### **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.

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## Equal Opportunities

### **Job Interview Guarantee (JIG) Scheme**

NHS Lanarkshire 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**, you can opt into the scheme and 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 could you inform us if you will require any special arrangements for the interview e.g. Wheelchair access, induction loop, etc.

## **Equal Opportunities**

We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive and compare the profile of people who apply with those appointed. Therefore, this form asks you for your ethnic origin, gender, disability, religion, sexuality and age.

The information you provide in this part of the form is confidential and is not used in the selection process. It will be separated from the rest of the form when we receive it.

**If you prefer not to answer any of the questions below, please select the option 'prefer not to say'.**

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## Referees

Please provide full, accurate details of your referees who will be contacted if you are deemed the preferred candidate for the post. If the information is inaccurate, it may lead to a delay in your start date. Your referees cannot be family or friends.

**Your first referee must be your current (or most recent) line manager.**



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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 this post (e.g. supervisor or previous employer).

The details you provide should cover the last 3 years of your employment history, if the two referees provided do not cover 3 full years, please provide additional referees to cover this period. 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 an internal candidate to NHS Lanarkshire, you are only required to provide details of your current line manager.

Our recruitment team will confirm with you before contacting your referees if conditionally offered the post.

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### **Assessment / Supporting Statement**

Before completing this section, we recommend you look back to the job description and person specification. Please note there is a clearly stated word limit for each question.

Please answer the three questions on the assessment form, detailing how your skills, qualities and experience make you a suitable candidate for the job. You may wish to prepare your answers on a separate document and paste into the application form. If you are having difficulty saving this page, copy and paste your answers into notepad before pasting into the application form to remove any hidden formatting.

You may wish to read the NHS Lanarkshire's vision and values prior to answering the second question <https://www.nhslanarkshire.scot.nhs.uk/about-us/corp-strategy/>.



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## **Declaration**

Please read and agree to the declaration on the last page.

This page will also highlight any sections which haven't been completed. You can edit these sections on this page.

Please review your application prior to submission as once you submit, you will not be able to edit any details.

If you delete or withdraw your application, you will not be able to re-apply for this vacancy.

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NHS Lanarkshire has a duty to protect public funds it administers and to this end will use the information you have provided within your application for the prevention and detection of fraud. It will also share this information with other Bodies responsible for auditing or administering public funds for these purposes. More detail will be made available on NHS Lanarkshire's intranet in due course. Further information is available from <http://www.audit-scotland.gov.uk/work/nfi.php>

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