

JOB APPLICATION

Guidance Notes for Applicants

The application form plays a vital role in the selection process, both in deciding whether or not you will be shortlisted for an interview and as a basis for the interview itself. It is therefore important to address the Person Specification by relating it to your experience, knowledge, skills and abilities, which are relevant to the job.

The following advice should help you to complete the application form as effectively as possible.

THE JOB DESCRIPTION

- The job description details what sort of duties you would be expected to carry out
- Ask yourself why you are interested in the job
- Would it be a good career move – perhaps to broaden your general work experience or to support the sort of work you might want to undertake as a career

THE PERSON SPECIFICATION

- The person specification will list the skills, knowledge, qualifications and experience required. You should provide evidence that you have these on your application form
- Explaining your present and previous jobs to someone else may help to uncover “hidden” skills, that you take for granted
- Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests/care for family

YOUR EMPLOYMENT HISTORY

- Write out your career history: do not go into too much detail but make sure that you explain the main responsibilities of the most relevant jobs that you have had
- Check that the dates are correct and in the right order and make sure there are no gaps.
- **Clearly write the name and address of all previous employers, stating clearly why you left their employment.**
(Use an extra page if there is not enough room for you)

DO A ROUGH DRAFT FIRST

- Write out the form in rough to avoid mistakes and repetitions
- This also gives you the opportunity to ensure that your form is well organised and relevant

OTHER INFORMATION SECTION

- This is where you make your case for the job
- You should refer to the person specification and try to provide evidence of how you meet each requirement
- Your form should be written in a concise, well-organised and positive way
- Specify your own responsibilities rather than those of your organisation or Company

COMPLETE THE FORM

- Type it or use black ball-point
- Ensure it is clearly presented to create a good impression

SIGN THE FORM

- This can sometimes be overlooked – please make sure you sign the form

SEND THE FORM IN ON TIME

- Send your completed form to the address as specified on the application form and/letter
- If there is a date/time by which you must return the form, please make sure you send it so that it is received on time

Always keep a copy for your own records

You will need to bring the following with you:

- Passport or Birth Certificate for European Union Citizen,
- For Non-European Union Citizen, your passport must contain the following status:
 - Indefinite leave
 - Exceptional Leave to Remain
 - Covering letter from the Home Office confirming status
 - Work Dependent Stamp Holders
- Students must bring in their passport, College enrolment letter and Student ID Card,
- Two (2) Proofs of your current address, within last 3 months.
- Two (2) passport sized photographs (one to be retained on your file and one for your ID Badge)
- Proof of National Insurance Number, (NI Card/Letter/Payslip/P45/P60).
- Contact names and business addresses, including e-mail addresses of two referees at management level for current and previous employers.
- Employment/Background History for the past five years, (Updated CV).
- Enhanced Disclosure from the Disclosure and Barring Service (DBS), a fee will be charged for DBS checks.
- Immunisation details and test results of MMR, Varicella, TB, and Hepatitis B vaccination.
- Relevant Certificates of training, including all certificates of Specialist Training undertaken and mandatory 12 monthly training.
- Driving Licence (if available).
- Original/Certified Registration certificates, professional qualifications, memberships of professional bodies.
- Proofs of professional indemnity cover (RCN / RCM/ Unison Membership).
- NMC Pin Card and Statement of Entry for qualified/trained nurses.

Please make sure you bring originals of all requested documentation when you come to register as we are required to verify all documents.

It is our company requirement that you are able to read, write, speak and understand the English language.

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