

Guidance Notes for Applicants

Thank you for your interest in working with us at Central London Community Healthcare NHS Trust.

Guidance on our recruitment and selection procedure is outlined below. We advise you to read this carefully as it provides advice on how your application will be dealt with and outlines the details and documents that are essential to include in order to be considered during our recruitment process.

Documentation

Job Description

This describes the main duties and responsibilities of the job advertised.

Person Specification

This sets out the education/qualifications, experience, knowledge, skills/aptitudes and physical requirements, which are required to do the job. We will shortlist applications solely on the extent to which you demonstrate in your application that you meet the criteria indicated in the person specification.

Completing your application form

Ensure you read through all the documentation very carefully. Before you apply you may wish to contact the named person on the advert for an informal discussion about the post. When completing the form ensure you answer the specific questions in the application form and try to be concise in your answers as applicable to this sessional interpreter post. When filling in your employment history, put your current or most recent work first and work backwards.

Supporting Information

This section is where you demonstrate your suitability for the post you are applying for. We will be assessing your application against the criteria listed in the person specification. Rather than repeating your career history, look at the skills and experience outlined in the person specification and provide evidence that you possess them, preferably by giving specific examples. For example, for the criteria "Awareness of how equal opportunities can be applied in service delivery" explain what you understand by the term, and, if possible, state how you have applied the principles of equal opportunities in the past. Do not just state: "I am aware of how equal opportunities can be applied in service delivery".

Make sure that the information is relevant and concise. This information will be matched against the relevant criteria contained in the person specification of the post. CVs submitted separately are not acceptable and will not be considered unless they are specifically requested.

Referees

Referees nominated in your application form should know you sufficiently well to confirm the information that you have given and can comment on your ability to do the job. In the first instance these should be an employer (or someone you worked for on a self-employed basis) but in principle they can also be from the academic sector. As the referees must be able to assess your work, at least one of them must be your current or most recent employer or academic teacher.

References will be obtained where possible before interview. Therefore we recommend that you seek these individuals' approval before quoting them as referees and ensure that they will be available to provide a reference in a timely manner when they are contacted and asked to do so.

Interviews

After the post has closed, applications will be sent to the recruiting manager/selection panel who will assess these against the person specification and decide who they want to interview. This is known as shortlisting. If your application is shortlisted you can expect to receive an email, within two weeks of the closing date, inviting you to attend an interview. This will be sent via the e-mail address you supplied on your application form. **It is therefore essential to regularly check your emails to see if you have been short listed.** Once you have received an invitation to interview you should confirm your attendance, as soon as possible, by email.

Please note that CLCH NHS Trust does not routinely reimburse travel and/ or other expenses for interview.

Verification of Qualifications

Candidates are advised they will be required to provide original documentation of any relevant qualification which forms part of the recruitment criteria for any position. You will be required to provide, at interview, original documentation of any relevant qualification(s) which you include as part of your application details. These will be checked and verified by the Trust and copies held on file. Please note that any significant discrepancies regarding their qualifications will result in the immediate cessation of your application, immediate withdrawal of any formal job offer or immediate termination of any subsequent employment undertaken.

Verification of Identity and right to work in the UK

You should note that during the recruitment and selection process you will be asked for and required to submit original documentation as verification of your identity and right to work in the UK. All candidates invited to interview for a post within the NHS are required to submit original documentation as verification. These will be requested at interview and will be photocopied, checked and verified by the interviewing manager and HR department and retained on file. A list of acceptable documentation is detailed below. Candidates should be aware that any discrepancies in verification of their identity will result in the immediate cessation of their application, immediate withdrawal of any formal job offer or immediate termination of any subsequent employment undertaken.

Candidates will need to provide **original documents** of any of the following combinations:

- 2 forms of photographic personal ID from **List A** and one confirming their address **from List B**

or

- 1 form of photographic personal ID and 2 documents confirming their address from **List B**
or
- If no photographic personal ID is at all available then 4 documents from **List B** must be provided with 2 confirming their address, plus a passport sized photograph of themselves endorsed on the back by a person of standing e.g., lawyer, doctor, bank manager, civil servant who has known them for a minimum of 3 years together with a signed statement from that person.

List A	List B
<ul style="list-style-type: none"> ▪ Current UK/EU national Passport ▪ Passport of non-EU national containing visa or UK residence permit showing immigration status of the holder in UK ▪ Current UK/EU photo card driving licence ▪ National ID Card or other validation document relating to immigration status and permission to work 	<ul style="list-style-type: none"> ▪ Full UK Birth Certificate ▪ Residence Permit issued by Home Office to EU nationals on inspection of own-country passport ▪ Adoption Certificate ▪ Marriage/Civil Partnership certificate ▪ Divorce/Annulment Papers ▪ Police Registration Document ▪ Certificate of Employment in HM Forces ▪ Most recent Tax Notification Form issued by HM Revenue and Customs (HMRC) ▪ Current Firearms Certificate ▪ Recent Utility Bill e.g. gas electricity, phone but not mobile phone ▪ Current Local Authority Tax Bill ▪ Current old style full driving licence, not provisional ▪ Bank, Building Society or Credit Union Statement or Passbook with current address ▪ Most recent mortgage statement ▪ Current local council rent card or tenancy agreement ▪ Current benefit book or original notification letter from Dept of Work (DWP) and pensions confirming rights to benefit ▪ Confirmation from Electoral Register search that person lives at claimed address ▪ Court Order ▪ Application Registration Card (ARC) issued to people seeking asylum ▪ GV3 form issued to people who want to travel to UK without valid travel documents ▪ Home Office Letter IS KOS EX or KOS EX2 ▪ Building Industry Sub-contractor's certificate issued by HM Revenue and Customs (HMRC)

Criminal Convictions

For posts in the NHS that are exempt from the Rehabilitation of Offenders Act you will be required to declare any criminal convictions, cautions, warnings, reprimands or bind overs even if they are considered spent if you are invited to interview. An explanation of these terms is available at: <http://www.crb.homeoffice.gov.uk>. You must download the criminal convictions declaration form from the application pack on the GRIP website. You need to complete this form prior to interview and give it to the recruiting manager at interview. Failure to do so may result in your application not being progressed further than interview stage. In addition, if you are successful in your application, appointment to these posts will always be subject to a satisfactory Criminal Records Bureau disclosure. If you have any queries please contact the HR Department on 020 7798 1333/1334/1336 (9am-5pm Monday-Friday).

Successful at Interview

The Trust does not make any offer of employment without having received satisfactory references. We will apply for references before your interview, unless you have indicated on your application form that we do not have permission to do so. If you indicate on your application form that you do not want us to contact your referees prior to interview then we will seek your permission to approach referees after the interview has taken place, but before an offer is made. Offers made are subject to satisfactory Criminal Records Bureau disclosure (if applicable). All information provided on a candidates application form will be checked and verified. Any offer of employment may be withdrawn if a prospective employee knowingly withholds information or provides us with false or misleading information. You will receive a formal offer in writing from the Human Resources Department, but you may receive a call from the recruiting manager in the first instance. Your Offer of Employment letter will contain details of the Trust's starting procedures and information regarding our Employee Health services.

Unsuccessful at Interview

If you are unsuccessful at interview you will receive notification by email, normally within three days of the interview date. This email will contain the contact details of the Interview panel chair in case you wish to obtain feedback about your interview.

Thank you for the interest shown in working for Central London Community Health Care NHS Trust and we wish you every success with your application.

Further information regarding the recruitment process can be obtained from GRIP NHS Language Services, Tel: 020 7009 4039/4131 (9.30am-5.30pm Monday-Friday).