

Applicant Guidance Document



We've got space for you

Why work for the Great Western Hospitals NHS Foundation Trust?

The Great Western Hospitals NHS Foundation Trust is a major provider of hospital and community healthcare services to the people of Swindon, Wiltshire and parts of the surrounding counties. We have a turnover of £280 million and a workforce of over 5,500 and are working hard to develop fully integrated services that deliver high quality services underpinned by excellent customer care.

Against a challenging financial backdrop, we have recently established an ambitious strategic transformation programme - one which is designed to help us meet the healthcare needs of the local population now and in the future.

As part of this transformation we have formulated a new vision for our Trust and we are looking for exceptional candidates to join us to help us to deliver this new vision. Our staff are the people who will define whether we will achieve our vision, they are our greatest asset and the strongest ambassadors for what we are trying to achieve.

Our new vision is deliberately ambitious because we want to be the best for everyone who uses our services whether in hospital, in the community or at home and also for every one who works with us.

Our Vision

'Working together with our partner in health and social care, we will deliver accessible, personalised and integrated services for local people. We will provide high quality care whether at home, in the community or in hospital empowering people to lead independent and healthier lives.'

Our Values

Our values are central to everything we do in our day-to-day work. For us, having the technical skills to do the job is the straightforward part, the part that makes the biggest difference to patient experience and the quality of care we provide is the values you hold which guide the work you do.

The importance of recruiting staff with the right values is clear from recent scandals elsewhere in the NHS which emphasise the importance of dignity and compassion in everything we do.

We're looking for employees who can identify with our STAR values of Service, Teamwork, Ambition and Respect. These values are the foundation of everything we do - the way we act, the way we speak and the way we treat patients and colleagues. Our values represent who we are.



Our Values

Service Teamwork Ambition Respect

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The Recruitment Process

All of our vacancies are advertised on NHS Jobs; please [visit the jobs site](#) for a full list of our vacancies. On the website you will find details of our current opportunities along with job descriptions and person specifications for each job and details of closing dates.

Application

If you would like to apply for one of our positions please apply online via NHS Jobs. If you experience any problems when applying online, please contact a member of our recruitment team on 01793 604983 or recruitment@gwh.nhs.uk.

The application form is split into seven sections;

1. Personal information

The information provided within this section will not be used for shortlisting but will be kept separately for administrative purposes, monitoring and reporting.

2. Monitoring information

The information provided within this section will not be used for shortlisting but used for monitoring purposes only.

3. Qualifications/training

Please ensure that you provide information on the education and professional qualifications you have gained and/or are currently studying, in order of most recent. If you are invited for an interview, you may be asked to produce original certificates as proof of the qualifications held.

4. Employment history

In this section please ensure you provide your full employment history in order of current or most recent first. Your employment history may include all job placements, work experience, voluntary work and training. Please give a brief description of your duties and responsibilities for each role.

5. Supporting Information

The supporting information section of the application form is extremely important. This is your opportunity to promote yourself and to provide evidence to the selection panel that you have the competencies they are seeking. When completing your application, please ensure that your supporting information demonstrates how you meet the essential / desirable requirements of the person specification, as this is how your application will be assessed.

6. References

It is important that you provide, as a minimum, references covering at least three years employment (either paid or unpaid voluntary work), or any training. If you are or have been employed, these should include your two most recent employers, your line manager or someone in a position of responsibility. If you have never been employed you may provide a referee as a person in a position of responsibility. The referees will need to be able to comment on your work experience, competences, personal qualities and suitability for the post. Please provide full contact details including their title, initials and correct email address; which must be a professional / organisational email account not a personal account e.g. Hotmail, Yahoo.

In order to reduce the possibility of delays in receipt of references, you are advised to contact your referees in advance to clarify that they are happy to provide a reference and confirm their correct contact details.

7. Submit

Before submitting your application, ensure that you proofread and fully check each section for errors. Once you are happy with your application, click submit.

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What happens next?

We will contact you about your application via email, therefore it is important that you regularly check your NHS Jobs account / e-mail further to submitting your application.

Due to the high number of applications we receive, some of our vacancies may expire prior to the advertised closing date, and we therefore recommend that you submit your application at your earliest convenience in order to ensure that it is considered.

All applications are sent to the recruiting manager for short-listing straight after the advert closes.

Shortlisting

At the shortlisting stage, the recruiting manager will review each application form against the job description and person specification. Those applicants that closely match the job description and person specification will be invited to interview.

The invite to interview will be sent to you via NHS Jobs and will contain details of the date, time, location and who will interview you. It will also have details of documents you will need to bring with you.

Interview

The interview process may differ depending on the role that you are applying for. The interview process for all posts will include a face-to-face interview where you will be asked a series of questions to review your skills and experience against the job description and person specification. Some may also include assessments such as a presentation, literacy and/or numeracy test or a drugs calculation test. Details of what elements your interview process will consist of will be included in the invite to interview that is sent to you.

At interview you will be required to provide a number of documents in order to comply with the Trust's Pre-employment checks.

Professional registration and qualification

For some posts you will require qualifications and/or registration with a professional body. This will be stated in the person specification or on the job advert. If these are required please bring proof to your interview.

Proof of identity

For all posts you will be asked to produce verification of identification. There are two combinations of documents that you can provide;

- Two forms of photographic personal identification and one document confirming your address.
- One form of photographic personal identification and two documents confirming your address.

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Right to Work

For all posts you will be asked to bring along proof that you are entitled to work. For British or EU nationals this will be your passport and birth certificate. For all non EU applicants this will have to be your passport showing your current immigration stamps along with police registration documentation.

Disclosure Barring Service (formerly known as CRB)

The Disclosure Barring Service (DBS) has been established by the Government to facilitate the safe recruitment of employees who work with children and vulnerable adults. It gives access to criminal record checks by providing a central point where information can be obtained through a process called Disclosure. The majority of posts within the Trust require a satisfactory disclosure from DBS. A copy of our policy is available online.

If you are successful following interview you will be given the disclosure form to complete. A letter will be sent to you explaining the documentation required. These documents are to be submitted with the form and verified with the nominated officer. It is important that this is promptly returned.

Many posts in the Trust are exempt from the Rehabilitation of Offenders Act. This means you must disclose details of any cautions and criminal convictions that you have had, whether or not they are time spent. Disclosure of criminal convictions will not automatically exclude you from employment with the Trust, but we must be made aware. Failure to do so could result in the subsequent termination of your employment if you are appointed.

If you are successful following interview you will be notified by the recruiting manager and then sent an offer letter; unsuccessful candidates will normally be notified by telephone.

Job Offer

If you are successful following interview you will receive an offer letter from the Recruitment Team. All offers are subject to the following mandatory pre-employment checks as set out by NHS Employers and the UK Border Agency;

- Occupational Health Clearance
- Employment References
- Disclosure and Barring Service (DBS) Disclosure (depending on the position)
- Right to Work
- Verification of Identity
- Evidence of National Insurance Number

In order to reduce the possibility of delays please provide all documentation as soon as possible and return to the Recruitment Team.