

How to complete your NHS job application

Before you apply

There are two main documents you need to read carefully before you decide to apply for a role:

- **Job Description:** this explains the role and lists the key responsibilities.
- **Person Specification:** this details the skills, knowledge and experience needed and is what will be assessed at both application and interview stage

Research: Having a better understanding of the job role will help you to complete your application more effectively. You should do your research about what the role entails as well as about the organisation. If you would like a discussion about the role, contact the Recruiting Manager whose details are in the job advert.

Completing the application

There are five key sections, please see our tips below:

Section	Tips for Completing
Personal Information	• Please ensure you provide all of the information requested. • Equality and diversity information is for monitoring purposes, with the exception of disability if you wish to be considered for the disability confident guaranteed interview scheme.
Educational and Professional Qualifications	• You should include all your qualifications even those you do not think are relevant or were obtained overseas • Subject/qualification – Please include the full title of the qualification as it is written on the certificate including the awarding body if applicable, i.e., GCSE, A-Level, Functional Skills Level 2, etc. • Place of Study – full name of school/college/educational organisation. • Grade/Result – Detail the results— For GCSEs and A-Levels specify the grade between 9-1; A-E grade. (Grades achieved prior to 2017 – GCSEs/O-Levels – grade A-E; CSEs are graded 1-3). • Please detail all other qualifications here, eg, Functional Skills, Key Skills, NVQ, HND etc. • Year obtained – state year. If you are currently studying for a qualification, if possible, put pending and the year you are due to achieve that qualification. • If you are shortlisted, you will need to produce evidence of any qualifications listed in the person specification.
Employment History	• Please provide a full job history - do not leave out any job roles, even if you feel they are not relevant or were overseas. • Relevant volunteering roles can also be detailed here. • There is a section at the end to detail if you have any employment gaps, i.e. unemployment, illness, travelling abroad etc. • You are asked to give a brief description of your duties and responsibilities for each role. You may want to use bullet points to enable easier reading by the shortlisting panel. This section also enables you to show how your current/previous roles meet some of the criteria for the role you are applying for.
References	• Please provide references from last three years with full details of how we can contact them if you are shortlisted. Let your referees know that you have detailed their information on the application form. • If you have any gaps in employment or training, we will need a character reference. This needs to be someone who knows you well, but isn't a family member and is in a professional role, e.g. doctor, teacher, business owner, religious leader.

Supporting Information

This section provides you with the opportunity to tell us why you are applying and about your talents and strengths and will be used to assess your suitability for the next stage in the selection process.

- It is recommended that you use the Person Specification as guidelines. The Person Specification is divided into different sections, within which are a number of criteria.
- In this section you need to show how your skills, knowledge and experience meet the criteria detailed in each of the sections. Describe how you meet each one, using examples of how you have carried these out previously. Examples can be taken from paid employment, voluntary work, hobbies, or your personal life. A good way to do this is to describe a situation, what the task was, what you did and what was achieved.
- Within the supporting information section, you need to demonstrate that you have read the published person specification showing how you meet the essential and (where relevant) desirable criteria for the post.
- Make sure to include your reasons for applying and take the opportunity to highlight your specific talents and strengths, as well as what you feel you can personally offer, what is unique to you and what sets you apart from your peers. Remember this is the perfect opportunity to sell yourself.

Examples

“Good written skills and communication skills” – I have excellent communication skills, for example, in my current role I write quarterly reports for the management team detailing activities that I have undertaken – this enables my managers to see the progress of the programme and its outcomes. I attend meetings and conferences and deliver presentations about my work, for example, I recently attended the Northern Challenge Network and delivered a presentation about the programme I co-ordinate – as a result awareness of the programme is raised and encourages more people to become involved in our services.

“Maintain confidentiality” – I understand the importance of maintaining confidentiality, for example, in my role at xxxxxx, I was responsible for maintaining students’ records and I therefore implemented the organisation’s policies and procedures to ensure that students’ personal details were kept secure and remained confidential at all times.

“Able to communicate across wide demographic boundaries in an appropriate manner” – In my role at xxxxxx, I co-ordinated a programme which offered people from diverse communities and cultures the opportunity to apply for funding to establish health and wellbeing programmes to benefit local communities. I delivered one to one support sessions in filling in the forms and how to run the programmes effectively. As a result, 31 new health and wellbeing programmes were set up to benefit local communities.

Top Tips

- Avoid using slang, jargon or acronyms. Avoid using lower case where there should be upper case, ie, names, beginning of sentences.
- In the Supporting Information section, you are allowed to use up to 1500 words - do not be afraid use the word allowance, if it is relevant.
- Read through the entire form when you have finished. Ask someone else to read through the form before submission. They may notice mistakes that you have not noticed. Do a spell and grammar check.
- Before submitting your form, read through the job description and person specification again to check that you are meeting the requirements of the role.

Websites:

<https://mft.nhs.uk/careers/search-apply/>

<https://www.jobs.nhs.uk/>