



Application Guidance and Information for Candidates

Michelle Sheppard, HR Resourcing Manager, November 2017





About Barnsley Hospital NHS Foundation Trust

Barnsley Hospital NHS Foundation Trust is a 500 bed district general hospital, built in the 1970's and serves a population of over a quarter of a million people in the Barnsley area. In 2005 the hospital gained Foundation Trust status.

Operationally, we have 3 Clinical Business Units (CBU's), each CBU is led by a team made up of a Clinical Director, General Manager and Associate Director of Nursing, who are supported by a Matron and Service Manager together with HR, Finance and Data Analyst Teams.

For further information about the trust please visit the trust website at:

<http://www.barnsleyhospital.nhs.uk/work-for-us/barnsley-hospital/>

Join the Team

We strive to recruit the best possible staff to serve our community, the dedication and skill of our employees creates and maintains a fantastic reputation, guided by our Trust values and vision where were developed by our team and outline what it means to work here.

As a member of our staff, we offer development opportunities, benefits and a working culture that embraces change, diversity and a constant goal for improvement. We are always on the look out for great people who can help deliver our vision.

Recruiting for Values

The Trust uses the VBR (Values Based Recruitment) approach to help attract and select employees whose personal values and behaviours align with the values of the Trust.

This process is in line with the Francis Report which emphasised the need for a culture shift in the NHS and the importance of a common set of values.

Evidence suggests that values based recruitment is a good recruitment practice and staff with the right values are more likely to:

- Work efficiently in teams to deliver excellent patient care
- Enhance the patient experience
- Experience greater job satisfaction

Please refer to our candidate guidance and information of Values Based Recruitment for a full understanding of the approach that has been adopted since 2015.



Completing your Application Form

Always complete your application form as if you were providing your personal details and employment history to a stranger for the first time. Please ensure you complete all sections that are relevant to you.

Ensure that you read the job description and person specification for the position that you are applying for. It is important that you can demonstrate in your application that your knowledge, skills and experience meet the essential and where possible desirable criteria in the person specification. It is also important that you can provide evidence that you can undertake the duties in the job description and provide examples.

Qualifications

On your application, list your qualifications with the most recent first; where there are specific qualification requirements, it is important that these are identified on your application form. All qualifications are verified by HR should you be successful.

Employment History

Start with your most recent employer first, also include any work experience or voluntary work which is relevant to the position you are applying for. Where there are gaps in your employment history please complete the relevant sections on the application and provide reasons for the gaps.

References

Ensure you complete full details of your referees, this is a 3 year period to the date of your application, your first referee should always be your most recent employer, please also provide up to date contact details, in particular, email address as the HR Recruitment Team request the references via the NHS Jobs system. If you have been in full time education, provide details of your school or college tutor/lecturer. Also make sure your referees are aware that you intend to submit your application and that you have provided their details.

References are sought once a conditional offer of employment has been made.

Criminal Convictions

Please read the following in conjunction with the 'Guidance on the recruitment of ex-offenders for applicants' which can be found on the NHS Jobs website when you apply.

We undertake not to discriminate unfairly against applicants on the basis of a criminal conviction. Unless an appointment is prohibited by law, a criminal conviction will not automatically debar you from appointment but is dependent upon the context and circumstances of the offence.



Information that you provide within your application may be discussed with you at interview, please note that any information will be treated confidentially and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Overseas Qualifications

If you have gained a qualification overseas and unsure about its equivalence please contact the HR Recruitment Team.

Professional Registration

Some positions do require professional registration with a UK professional body, e.g. Nurses must be registered with the NMC. The person specification will indicate whether it is a requirement of the role, Please complete this section of the application form fully, providing your registration status. Registration will be checked and verified at interview stage.

Please pay attention to any instructions provided in the advert regarding your application, before submission, complete a spellcheck and proof read for accuracy.

Right to work in the UK

Barnsley Hospital has a duty to ensure that all its employees are eligible to work within the UK; candidates are required to provide one of the following combinations:

Two forms of photographic personal identification and one document confirming the current residing address.

One form of photographic personal identification and two documents confirming current residing address

For further guidance please contact the HR Recruitment Team, contact details are at the bottom of this document.

Supporting Information

This is your opportunity to provide clear examples of why you meet the person specification and for you to demonstrate that you are suitable to be shortlisted for the position.

Disability Confident Employer

Barnsley Hospital is a “Disability Confident Employer” and is committed to interview all disabled applicants who meet the essential criteria for a job vacancy. If eligible, candidates are encouraged to apply via the Guaranteed Interview Scheme section on the application form.





Candidates are also encouraged to contact the HR Recruitment Team if they would like assistance with completing their application form; off-line applications are also available for those who are unable to apply on-line.

Monitoring Information

In accordance with the Equality Act 2010 certain data is required to comply with legislative requirements. In addition, it is important to ensure the Trust's workforce is diverse and represents the community it serves. Please note that this information will only be used for monitoring purposes and will be kept confidential by the HR Department in accordance with Data Protection legislation.

Data Protection Act

The Data Protection Act requires us to provide you with certain information and to obtain your consent before processing sensitive data about you.

The information supplied within your application form and equal opportunities monitoring form will only be used for the purpose of determining your application for this position. Once a decision has been made concerning your appointment, the information will not be retained for longer than necessary.

All information will be kept securely and in confidence, and access to it will be restricted to the HR Department and other persons who need to see it as part of the selection process and who are authorised to do so.

Equal Opportunities

Barnsley Hospital NHS Foundation Trust is committed to promoting equality of opportunity and fair treatment to all applicants regardless of race, nationality, ethnic origin, gender, marital status, mental or physical disability, religion or belief, sexual orientation, age or offending history.

The information that you provide on your equal opportunities monitoring form will not be used in any way in determining whether you should be invited to interview or made an offer of employment.

Declaration

By signing the declaration within the application you are confirming that the information you have provided is to the best of your knowledge, accurate and correct. Submitting your application electronically will be taken as your signature.

Where it is found that a person has intentionally or recklessly provided inaccurate or misleading information or withheld information relevant to their position, then any offer of employment may be withdrawn or it may lead to the termination of employment and referral to the appropriate professional body.



If your circumstances change between signing the declaration and taking up the position with the trust, you are required to inform the Trust of these changes.

Closing Dates

Please ensure you submit your application form before the closing date.

Communication

Any communication regarding your application including invite to interview will be sent to you via NHS Jobs so please ensure your email account is valid, there is also the facility for you to request text alerts regarding updates on your application status.

And finally.....Contact Details

If you have any queries or require any clarification, please do not hesitate the contact the HR Recruitment Team on 01226 432721, alternatively email barnsley.recruitment@nhs.net.

Follow us on Facebook @ www.facebook.com/barnsleyhospitaljobs

Good Luck in your job search!

HR Recruitment Team

Barnsley Hospital NHS Foundation Trust