

# Guidance for Applicants

Welcome to the RUH



## Our Ambition:

The Royal United Hospital, Bath will be recognised for delivering the highest quality hospital care for the people of Bath & North East Somerset, Wiltshire and Somerset as assessed by patient safety and clinical outcomes and

## Our Core Values:

- We are dedicated to excellent care
- We demonstrate respect and equality for all
- We work together – a united approach to care
- We learn, plan, develop and improve continuously
- We are trustworthy
- We look after our environment

## Our Respect Behaviours:

- Treat others as you would like to be treated
- Listen to and support others and make time to do so
- Seek, acknowledge and value others' experience and contribution
- Acknowledge others' beliefs
- Be courteous and considerate to all
- Treat others fairly and equally
- Be honest and trustworthy and act with integrity
- Encourage others to treat all staff with respect
- Challenge the behaviour of staff who do not show respect to others

## **Are you the person we are looking for?**

All roles within the Royal United Hospital NHS Trust (RUH) require people with a diverse range of skills and abilities.

We need people who are effective in:

- Working as part of a team
- Using initiative and determination
- Planning and organising their work
- Communicating with others
- Anticipating and solving problems
- Embracing change
- Learning new skills and acquiring knowledge
- Customer relations.

## Having Decided to Apply

This guidance document is intended to provide you with information about the recruitment and assessment process and to help you successfully apply for a role at the RUH. You should take time to read all of it carefully before completing the application form.

## Introductory Notes for Applicants

### Equality & Diversity

The RUH is an equal opportunities employer and we welcome applications irrespective of gender, sexual orientation, marital status, colour, race, ethnic origin, disability or age. We actively pursue a policy of equal opportunities and welcome applications from all sections of the community, particularly ethnic and minority groups who are currently underrepresented.

### Positive About Disabled People

We support 'Positive About Disabled People' (Two Ticks scheme) which means we guarantee to invite to assessment or interview all applicants with a disability who meet the minimum criteria for a job vacancy, and to consider them on their skills and abilities.

If you have a disability you may need us to make reasonable adjustments to enable you to take part in our selection processes. For example, you may need assistance to complete the application form or require a copy in a large or different format, or require adjustments to our literacy and numeracy assessments if you have dyslexia. If this is the case please contact the recruitment officer for this post.

If you discuss this with us, we can take all reasonable steps to ensure that the necessary equipment and advice is available to allow you to participate fully in the selection process. Please note that consideration of reasonable adjustments for successful applicants with a disability will be made at the time of success at interview.

### DBS checks

All posts with the RUH will be subject to a DBS check at the appropriate level. Enhanced DBS Checks will be charged at £49, Standard DBS checks are charged at £31 and Basic checks are charged at £30. All costs will be recovered from employee's salary once they have started with the Trust. This can be over a period of 1 to 4 months, whichever is preferred.

If you have any questions relating to the level of DBS required for this application please contact the recruitment team.

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

If you have a Criminal Conviction then you will be asked to declare this as part of your application form as all posts at the RUH require a Disclosure and

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Barring Service (DBS) Check; if the post you are applying for is exempt from the Rehabilitation of Offenders Act then you will need to declare any spent convictions or cautions. If you do declare a conviction this will not be taken into account at the shortlisting stage, but we may need to discuss it with you if you are invited for an interview. Further information about DBS checks is available from the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/overview>

Having a criminal record will not necessarily prevent you from working at the RUH but you must declare it for us to be able to consider its relevance to the role for which you have applied. Honesty is very important to us so failure to disclose any convictions through the recruitment process may result in either dismissal or the withdrawal of an offer of employment.

## The Application Process

The first stage requires you to complete an application form; all applications should be made using the NHS Jobs system. It is important that you read the following notes before completing the form.

- ✓ All applications will be treated in the strictest of confidence.
- ✓ Make sure that you complete all sections of the application form.
- ✓ When completing your application please ensure you clearly demonstrate how you meet the person specification for the role by adequately completing the supporting information section of the application form.
  
- ✗ Incomplete forms will not be considered.
- ✗ Please **do not** send a copy of your curriculum vitae (CV), only send a completed application form. The more tailored your application to the post at the RUH, the more likely it is to be successful. If your application is very generic and does not refer to the post available at the RUH then it is very unlikely to be shortlisted.

Your application form will be reviewed by the recruiting manager against the person specification and job description. If you are successful you will be invited to attend an interview.

## The Application Form:

### Employment History

You should start with your current or most recent employment and work backwards. You do not need to include any jobs from more than ten years ago, unless the skills gained are relevant to the role and have not been demonstrated more recently. You should ensure that it is clear from each job when you worked there, what your main duties and responsibilities were and

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at what level you operated, and outline your reasons for leaving in each case. You should include both paid and unpaid employment.

This section also offers you the opportunity to demonstrate the relevance of your experience to the role for which you are applying and can be used to provide a useful context for the examples of your experience that you are asked to describe in the supporting information section of the form. If you consider it relevant, please include details of social activities, work undertaken in the home or voluntary or committee work, remembering to keep all information that you provide in the date order referred to above. Please read through the information you have given and ensure that there are no gaps between any of the dates that you have entered. If there are periods of time unaccounted for you need to give an explanation at the end of this section.

## Supporting Information

The purpose of this section is for you to provide examples of situations that you have been in to illustrate areas of competence. This information is essential for the short-listing panel as they need to match your application against the requirements for the role as stated in the person specification; this typically includes requirements concerning skills, qualifications or experience.

When writing your supporting information you must consider the essential and desirable criteria within the person specification. You then need to evidence with examples of how you meet the criteria. It is not sufficient for you to state that you have been doing a certain role for a period of time nor can it be assumed that the short-listing panel has knowledge about the skills and experience of each applicant.

Your examples of situations could focus on a specific one-off incident or the results of sustained effort over a period of time.

## References

In this section please complete the details of referees we can contact, with their title, initials, contact number and correct email address; which must be a professional / organisational email account not a personal account e.g. Hotmail, Yahoo. Your referees should be your current and last employer and should be a manager who can comment on your suitability for the role you have applied for. You must provide sufficient referees to cover the last three years. If you have not been in employment for some time you will need to explain the gaps in your employment and provide referees from people suitably able to provide a reference for example a teacher. References from friends, colleagues or relatives are not acceptable.

You should obtain your referees' permission before giving their names. It would also be helpful if you ask them to respond quickly to any reference request. We will not request any references until after the interview process has been completed.

## Previous employers are asked questions about:

- employment dates
- the duties you performed
- your reason for leaving
- sick days and absences
- your conduct
- your work performance.

## Interview Information

The Trust undertakes stringent pre-employment background checks prior to any confirmation of appointment. You will be asked to provide evidence of your identity, right to work in the UK and professional registration and/or qualifications (where relevant) at the interview stage. The email inviting you to the interview will have a 'Candidate Interview Check List' attachment which details the documents you should bring.

### *Identity Checks*

You will be asked to produce either two forms of photographic personal identification and one document confirming your address or one form of photographic personal identification and two documents confirming your address.

### *Eligibility to Work*

Any prospective employee must be able to prove their right to work in the UK under the Immigration, Asylum and Nationality Act 2006 (amended 2008). To confirm your right to work we must see an original, valid and current passport, national identity card, residence permit, registration certificate or document indicating permanent residence.

### *Professional registrations and qualifications checks*

The purpose of the registration and qualification checks is to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job. Please ensure you provide evidence of your registration and original qualification certificates that are appropriate for the role.

## A Guide to the Interview

Being prepared for your interview will help to give the best impression of you and help you feel more confident.

Competency-based interviews are used in an effort to make the interview process as standard and as fair as possible. We will ask a series of questions

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that are relevant to the competencies and skills required for the role you have applied for, for example:

- past behaviours and performance
- learning from past behaviours
- future adaptability to the new role
- knowledge and understanding of issues in relation to the role.

### What will the interview focus on?

Interviews will focus on the competencies for the role, but may also include other knowledge-based essential criteria, for example leadership, teamwork, conflict, motivation, creativity and technical skills related to the job specification. They will be focused on those competencies that are most important for the particular job. You may also be required to meet other, specific essential criteria. This could be an in-depth knowledge of a particular area or experience of working in a similar role previously.

### What should I expect in the interview?

Competency-based interview questions are slightly different to the style you may be used to. They will tend to focus on past situations and your behaviour in those situations.

Questions are likely to start with *'please give me an example of when.'* or *'please describe an occasion'*.

### Competency-based Questions and Sample Answers

Competency-based questions require you to demonstrate qualities such as 'leadership and planning' or 'organisation'. A useful framework to help you with answering these is:

**Context** - briefly, describe the situation.

**Action** - what you did, showing the skills in action.

**Result** - what the outcome was and how you improved the situation.

#### **Example:**

**Competency** - Candidate must hold Computer Literacy and Information Technology (CLAIT) or European Computer Driving License (ECDL) or equivalent and be proficient in the use of IT skills.

**Question** - Describe your IT skills and how you have used them effectively in the workplace.

**Context** - I obtained my ECDL in January 2007 and have since gained experience in using Microsoft Office and its associated software packages.

**Action** - I use word to produce weekly update bulletins and minutes of meetings. My typing speed is 80 words per minute. I also use Excel to create spreadsheets of tasks for the estates and facilities directorate.

**Result** - Previously these tasks had been paper-based and it was a time consuming part of my role to coordinate and manage the tasks required.

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Since completing my course I have now placed these onto a spreadsheet, which my colleagues and I now use and circulate to the directorate managers saving time and ensuring that no jobs are missed out.

## Helpful Tips

### Be on Time

Practise getting to the venue to see how long it will take and on the day set off in good time and aim to be early. If you are going to be late, ring in and let them know.

### Be Prepared

Research and learn something about the organisation, what changes are they going through, what achievements have they made? Look at the employers' website, general websites etc and research the role before you attend your interview. Prepare the questions you want to ask at the end of the interview.

### Image

Wear something smart and appropriate but will also make you feel comfortable. For example, you don't want to get distracted by clothing that is too tight, as it could hinder your performance. Remember to smile, make eye contact and sit up straight.

### Behaviour

Be confident, professional and polite.

### Write Down Questions and Practise Possible Answers

Writing down questions and practise answering them with someone will make it easier to remember when you get to the interview. Use the third person when talking about the role.

Avoid sounding as though you assume the role is yours.

### Answers

Make sure you listen properly to the question and keep your answers clear and focused. If you are unsure ask the panel to clarify what they are asking, to re-phrase or if you can come back to that question at the end.

### Post Interview

You will be contacted by the Recruiting Manager and advised whether you have been successful. If you are verbally offered a role, the recruitment team

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will then send you a conditional offer by email. Offers of employment with the Trust are always conditional upon satisfactory pre-employment checks which consist of:

- identity check
- right to work check
- referencing
- professional registrations and qualifications (where appropriate)
- health clearance
- disclosure and barring criminal records check

### DBS check

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If you have any questions relating to the level of DBS required for this application please contact the recruitment team.

The recruitment team will also contact you to arrange a pre-employment check meeting. During this meeting you will be asked to complete Occupational Health forms, a Disclosure and Barring Service online application and a form to enable us to set you up on payroll.

If any other of the documents are missing for your pre-employment checks the recruitment team will advise you on the documents you need to provide.