

## GUIDANCE FOR COMPLETING THE NHS SCOTLAND APPLICATION FORM



### General guidance

- If you have any questions or would like some assistance in completing the form, please call 0845 3000 831. Please have the job reference number to hand if possible
- **Remember you do not need a printer to complete your application form** – you can submit it electronically by emailing it to [nhsggcrecruitment@nhs.net](mailto:nhsggcrecruitment@nhs.net) You can also type your name instead of signing it if you are submitting it this way.
- If you are using the 'hard copy' version of our application form, please use black ink and write clearly in BLOCK CAPITALS. This makes the form much easier to read and clearer when we photocopy it
- The job reference number can be copied from the job advert
- The job location will be on the job advert
- Leave the candidate number section blank, as is generated by Recruitment Services
- The people who look through your completed form (short listing team) to see if you have the skills and abilities needed for the job, will only see 'Part C' of the form. They will only see your candidate number and all personal details will be anonymous
- Please do not send in a CV instead of, or as well as, the application form. We do not consider CVs during the selection process as the process is anonymous
- Please fill in all sections of the application form. It may seem like we are asking a lot of unnecessary questions but by filling in your application form fully, you are giving yourself the best chance to be shortlisted for your chosen post. If some parts are not relevant, write 'not applicable' or 'N/A' in that space
- If you need more space to complete any section, please use extra sheets of paper. Do not put your name or any identifying information on any extra sheets of paper as it needs to remain anonymous. Secure it to the relevant section, and we will add a candidate number to it when we receive it
- Please sign and date at the bottom of page one when you have fully completed your application. Remember if you are submitting your form electronically, you can type your name instead of signing.
- When you have completed all of the form, please send it to:

**Recruitment Service**  
**NHS Greater Glasgow and Clyde**  
**Tara House, 5<sup>th</sup> Floor**  
**46 Bath Street**  
**GLASGOW**  
**G2 1HJ**  
**e-mail: [nhsggcrecruitment@nhs.net](mailto:nhsggcrecruitment@nhs.net)**

## PART A

### Personal Details

- This gives us your contact details such as name and address. Under 'title' you would put either Mr, Mrs, Ms, Dr etc
- We may need to contact you at some time throughout the recruitment process. Please let us know the most suitable method of contacting you, for example, email or phone call and the most convenient time. If possible provide a telephone number with an answering machine service to enable us to leave a message.

### Work Permit

- It is important that this section is completed accurately. If you are unsure please contact the Recruitment Service on 0845 3000 831.

### Working in the UK

- It is important that this section is completed accurately. If you are unsure please contact the Recruitment Service on 0845 3000 831.

### Health

- Please list in this section the number of occasions you were off work in the past year because of illness. If you would like to discuss this for further clarification please call the Recruitment Service on 0845 3000 831.
- If your sickness absence record changes between you submitting your application, and gaining an interview, please keep a note of this and mention it at your interview – this is VERY important as failure to disclose an accurate sickness absence record could affect your application.
- It is important that this section is completed accurately as incorrect information could result in an offer of employment being withdrawn.

## PART B

### Footnotes and Declarations

- You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified. If in doubt please call the Recruitment Service on 0845 3000 831.
- Normally you would be exempt under the Rehabilitation of Offenders Act 1974 from disclosing 'spent' convictions or cautions, however this is not the case when applying for jobs within the NHS. You must disclose any convictions or cautions. Shortlisting managers do not have access to this information. Only if you were being called for interview would the manager see this information.
- Please also note any driving offences (including any driving or parking tickets) as these are also included as convictions and will show up on your disclosure document.
- Please note that having a conviction will **NOT** automatically disqualify you from getting a job with us. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction your employment may be terminated.
- Remember to read, consider and sign the declaration at the bottom of page 2.

## PART C

### Qualifications Achieved

- Please tell us of any qualifications you have. This can include school standard grades, GCSEs higher, or work based qualifications such as SVQs or NVQs
- Also remember to write down any 'non formal' qualifications or certificates that you think are **relevant to the job** you are applying for, Qualifications do not have to be formal i.e. Degree, personal development/Remploy course is just as important
- Even if you have no formal qualifications and left school before completing 'O' grades or 'Standard' grades do not leave this part blank – write in studied up until 'O' or 'Standard' grade and did not complete exams
- Any qualifications – HNC/D, SVQ, computer skills – ensure you describe later in your statement of support what the course entails – do not assume the manager knows what it is.

### **Qualifications Currently Studying**

- Please tell us about any qualifications you are currently studying

### **Membership of Professional Regulatory Bodies**

- Please tell us about any membership of professional bodies e.g. Nursing & Midwifery Council

### **Present Post Section**

- If you are currently out of work, please write this in the 'job title' space
- Please write your start date in month/year format MM/YYYY
- Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others. There is not a lot of space here so continue on a separate sheet if you need to.
- If you have been a lone parent and not worked or been a full time carer, volunteer or have had a period of looking for work, still put information in to this section

### **Employment History Section**

- This is where you write down all the jobs you have done previously starting from your most recent backwards.
- Remember that if a job you have done in the past supports or is similar to the job you are applying for, please tell us more about it in your 'support of application' statement on page 6 of the application form – use a separate sheet if you need more space.
- Any work experience or trials will also count as employment history
- Even if your last job was 20 years ago it is still relevant – do not think it will be out of date

### **References Section**

- Referees are people who know you at work. Please give the full names and addresses of 2 referees, one of whom must be your present or most recent line manager and can confirm your job details.
- You should check that the people you have put on your form are happy to be referees.
- Ideally 2 employment referees would be best and should cover a minimum of 2 years work experience, however if you cannot get these for any reason i.e. not worked / company closed, then we can accept character references.
- Please fill out your referee address fully (including postcode), and where possible include an email address for your references – this can make the process considerably quicker.
- Your referees **will not** be contacted unless you are a 'preferred candidate' after interview. A preferred candidate is someone who is the preferred choice for the job, subject to satisfactory checks where appropriate.

## **Disability**

- We are a 2 Ticks Employer and NHS Scotland operates a Job Interview Guarantee (JIG). All candidates who indicate they have a disability and meet the minimum criteria outlined within the person specification/job description will be guaranteed an interview.
- If you are disabled and wish to participate please tick Yes.

## **Driving Licence**

- You only need to complete this if the job requires you to drive. Please check the job description or person specification for the job to confirm if you will require a driving licence.

## **Statement in support of your application**

- This is one of the most important parts of the form so please ensure you include as much relevant information as possible. **You should use your statement to demonstrate where you fit the competencies of the role as listed in the job description and give examples which demonstrate your knowledge and skills in those areas.**
- This is your first chance to tell the panel why you are the best person for the job so take advantage of it. Remember the panel who shortlist won't know who you are so make sure you give them all the information asked for in all sections of the form. You could also describe how something you have done in a non-work setting (for example, planning and leading a group outing) shows planning skill and some leadership qualities.
- Even if you apply for multiple positions, you can save your personal details to make the process easier, but please ensure that your statement of support is specific to each job you are applying for.
- Include all relevant information regarding your current role or if you have been looking after children or completed a work trial, ensure you mention that you did x, y and z.
- Do not make a statement without backing it up e.g. I have experience of customer service should read I have experience of customer service as I have worked as a waitress and dealt with members of the public every day.
- Please remember that any voluntary or non-work experience (for example, caring for a family member) can be just as relevant as paid work, so remember to include anything in this category that would be relevant to the job you are applying for.
- Ensure you mention all of your previous experience if it adds to the application
- Skills, experience and knowledge – do not just mention I have good typing skills – say I have good typing skills and type at 40 words per minute or I have experience of using Microsoft Word instead your statement should read I have experience of using Microsoft Word to generate memos, letters or reports.
- Ensure that your Statement of Support is different and relevant to each role you apply for

## **Where did you see the advert section**

- Please try to remember where you heard about this job, and tick the relevant box. The information you give will help us ensure we are advertising as effectively as possible.

## **Signature**

- Please sign and date at the bottom of page one when you have fully completed your application. If you are submitting your form electronically, you can type your name instead of signing.

## **Equal opportunities monitoring**

- This section is detached from the rest of the application form when it is returned to the Recruitment Team for processing. It is never circulated beyond the recruitment team and the information given is stored separately in a secure database. Once the information has been entered into the database the paper copy is sent for confidential shredding. The application form itself is only retained for 12 months. The questions we ask, although seemingly intrusive, are used to ensure that as an organisation we can demonstrate that our recruitment process is entirely fair. The information is collected by NHS Scotland and is used to provide as accurate a picture of the NHS workforce in order to determine its needs. If you feel uncomfortable providing some or all of the information please just tick the no declaration box.

### **Before submitting your application**

#### **General Information**

- Check for accuracy and spelling mistakes
- Ensure Health information has been completed
- Ensure Declaration and Footnotes Section has been completed
- Ensure you retain a copy of your application before sending to Recruitment
- If you haven't heard within 6 weeks of the closing date for the post you should assume that you have not been shortlisted but do phone us to ask for feedback
- If successful in gaining an interview you will receive a letter which will give you approximately 10 days notice

**Please send the completed form to the following address:**

**Recruitment Service  
NHS Greater Glasgow and Clyde  
Tara House, 5<sup>th</sup> Floor  
46 Bath Street  
GLASGOW  
G2 1HJ  
e-mail: [nhsggcrecruitment@nhs.net](mailto:nhsggcrecruitment@nhs.net)**

#### **USEFUL INFORMATION**

##### **Where to find jobs:-**

- Job Centre Plus
- Website – [www.nhsggc.org.uk](http://www.nhsggc.org.uk)
- SHOW – [www.jobs.scot.nhs.uk](http://www.jobs.scot.nhs.uk)
- Remploy
- Vacancy Bulletin – if you contact Recruitment Service and provide email address this can be sent to you every week. Alternatively you can send your request to [Advertising.NHSGG&C@ggc.scot.nhs.uk](mailto:Advertising.NHSGG&C@ggc.scot.nhs.uk) to be added to our distribution list.

##### **Vacancy Bulletin**

- All our jobs will list the skills, experience and qualification required
- Entry level posts – for the majority of these posts no formal qualifications are required