

## Education and Development



# Applying for NHS Jobs Online



Hull and East Yorkshire

*We Care*

[www.hey.nhs.uk](http://www.hey.nhs.uk)

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## Introduction

Are you aware that there are more than 300 different careers in the NHS, and doctors and nurses are only two of them! Some involve working and caring for patients whilst others are part of the enormous support network that is essential for helping to deliver healthcare.



Not all NHS jobs are based in hospitals, there are many based out in the community, some of which are also in private organisations that provide NHS services. In Hull and the East Riding there are currently over 13,000 people working in a vast range of roles that all, in one way or another, support the health of people in this area. This guide aims to help you find and apply for many of the jobs that are currently on offer.

[www.jobs.nhs.uk](http://www.jobs.nhs.uk)

NHS Jobs is the online recruitment service for the NHS



Every NHS Trust in England and Wales advertises job vacancies with NHS Jobs, resulting in around 20,000 opportunities available every month.

**It attracts over 6 million web visits and receives applications from more than 250,000 jobseekers every month.**

The site allows you to apply for jobs using electronic application forms. The beauty of this is that not only can you apply for a job directly without having to wait for an application 'pack', but also that applications can be saved and updated for other vacancies in the future.

## Employers in Hull and East Yorkshire

In the Hull and East Riding of Yorkshire region, there are four NHS employers who advertise their external job vacancies through NHS Jobs.

### **NHS East Riding of Yorkshire**

commissions and provides primary (i.e. first port of call) health care to the residents of East Yorkshire. This also includes community hospitals and out patient care across the region.

### **Hull and East Yorkshire Hospitals NHS Trust**

, employs over 8000 staff, the majority of which are based at Hull Royal Infirmary and Castle Hill Hospital. As an Acute Trust, we provide hospital care (including specialist services) for patients across Hull, East Yorkshire and Northern Lincolnshire.

### **Humber Mental Health Teaching NHS Trust**

provide specialist mental health care across the Hull and East Yorkshire region.

Hull

### **City Health Care Partnership**

provides primary health care to the residents of Hull on behalf of NHS Hull.

**NHS Hull** commissions health care services for the residents of Hull.

The NHS logo is displayed in white, bold, sans-serif font against a blue background.

## Why apply for jobs online?

There are numerous benefits to applying for jobs online;

- You can search and apply for jobs at any time of the day.
- Application forms can be saved at any stage and completed later.
- Recent applications can be stored online and adapted for further, future vacancies.



- Puts you in control, it removes delays in receiving and return applications. It also saves money as no printing or postage costs are involved.
- It demonstrates to the employer that you have computer skills, which many jobs ask for.

**Very few vacancies are being advertised in local newspapers. NHS Jobs is the preferred way for posts to be advertised**

## Getting started with NHS Jobs

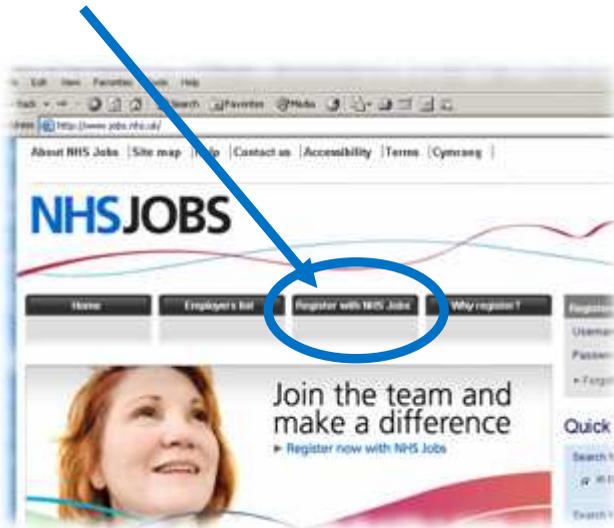
Registering with NHS Jobs will enable you to make the most of the site. Once registered, you will be able to:

- Get new vacancies sent directly to you with Jobs-by-email
- Add interesting vacancies to your Jobs basket to apply for later

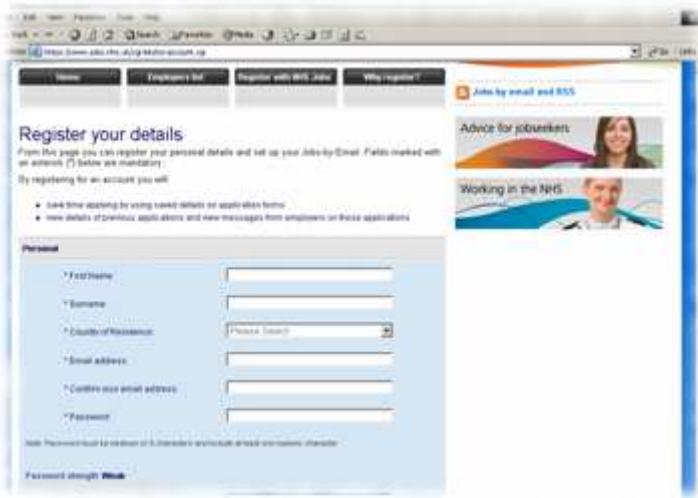
### How to Register

Go to [www.jobs.nhs.uk](http://www.jobs.nhs.uk)

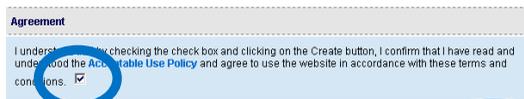
Click on **Register with NHS Jobs** at the top of the screen



You will then be asked to enter some personal details, such as name, address and e-mail. Complete all the fields marked with an asterisk (\*) and use a password that is easy to remember



Tick the **Terms and Conditions** agreement box at the bottom of the form, then the **Create** button on the right



If you are already registered, simply log in with your email and password.

## Jobs-by-Email

After registering, you'll be asked if you would like to receive 'Jobs-by-Email'. This sends to your e-mail inbox a summary of all new vacancies that fit criteria set out by you.

You'll receive these summaries as soon as the vacancies are advertised on NHS Jobs.

To set up your Jobs-by-Email:

- Click on the **Jobs by Email and RRS** logo on the right of your screen



- Navigate down the page until you see **New Search String**, click on the **Create** button

**New Search String**

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You may save up to 5 Jobs-by-Email search strings

[Create](#)

- A form will appear allowing you to edit the criteria you wish to search jobs by, including; job title, employer, location, staff group, skills, salary etc.



- Once you are happy with your choices, click **Save**

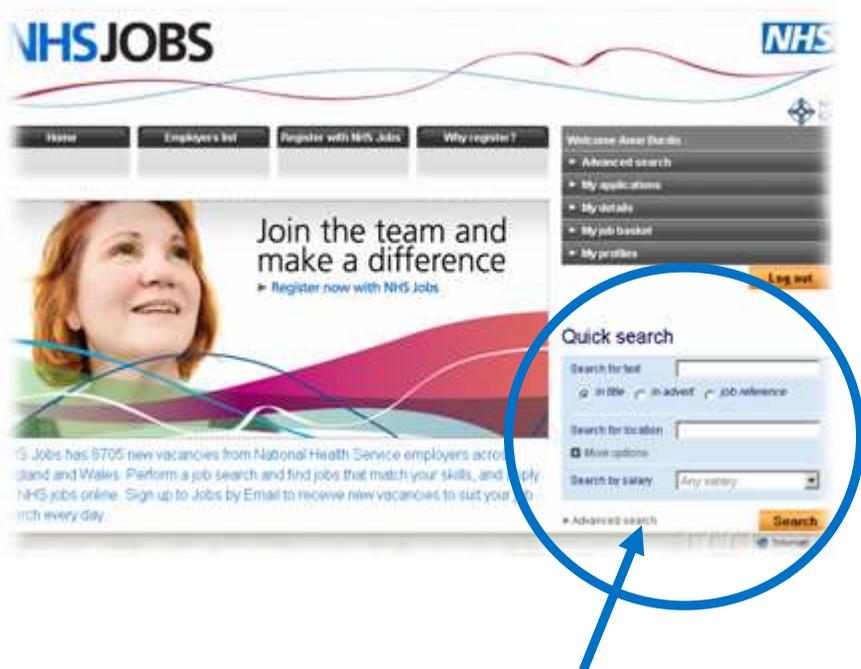
You do not need to complete all the criteria, but the more details you give, the more relevant the search will be.

You can save up to five Jobs-by-Email searches (or 'strings'), allowing you to vary your choices such as location, salary or type. To change or remove any of these, simply click on the **Edit** or **Delete** button by the side of the string.

## Finding vacancies

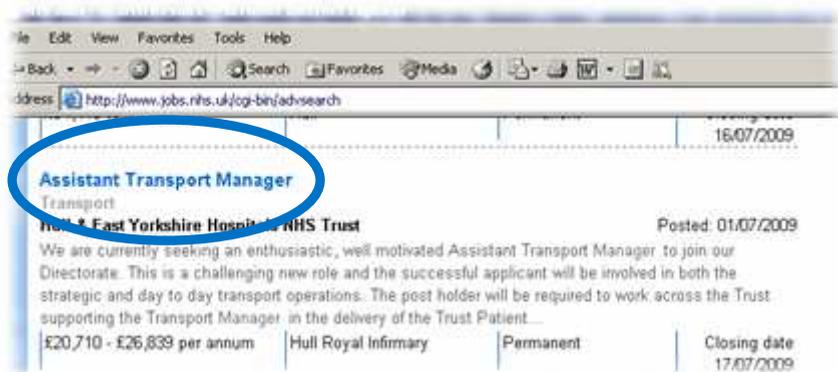
If you want to quickly look at vacancies, you can use the **Quick Search** option on the home page.

Quick Search asks you to **Search for text** (a key word that can appear anywhere in the job advert, not just the job title) and a location.

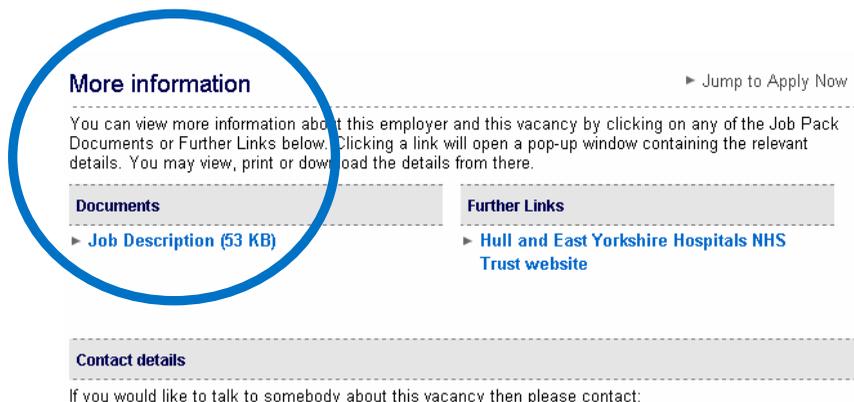


If you want to do a more detailed search, click on **Advanced search**, just underneath the Quick Search option. This brings up a form similar to that of Jobs-by-Email.

To view the full vacancy, click on the job title (highlighted in blue).



Don't forget to navigate down and view the **Job Description** under the **More Information** section at the bottom of the page (as this often includes the person specifications).



## Applying for a vacancy

Once you have found a vacancy you feel matches your skills and experiences, and that you wish to apply for, click on the **Apply now** button (bottom, right).

This opens up a further screen:

### Apply for Position: **Assistant Transport Manager**

**Job reference:** 356-HEY978  
**Employer:** Hull & East Yorkshire Hospitals NHS Trust

**Declaration**

I confirm that I have read and understood the [Acceptable Use Policy](#) and agree to use the website in accordance with these terms and conditions. I understand that by clicking the **Submit** button a record of my interest for this job along with my email address will be held by NHS Jobs.

**Pre-Application Questions**

Where did you see this vacancy advertised?

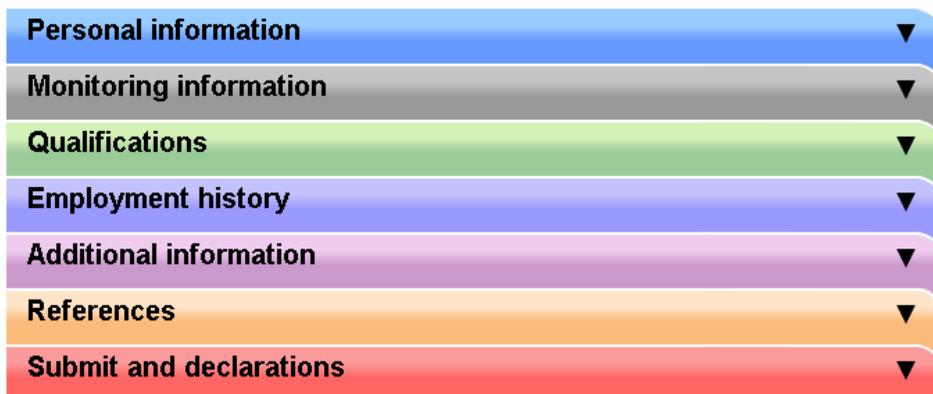
**Next Steps**

After clicking submit, you will be presented with an online application form. You may complete this now or later. If you choose not to submit the form then we will use your email address to send you an email reminder indicating how to access the form later. If you don't complete the form then your details will not be made available to the recruiter.

**Submit**

- Read and then tick the **Declaration** box to confirm you have read the terms and conditions of using the site
- Under **Pre-Application Questions** select where you first saw the vacancy advertised (probably 'This Website')
- Click **Submit**, which will take you to the application form

The application form is split into seven sections, as below:



Clicking on each coloured section opens up a separate form for you to complete.

Make sure you complete ALL the sections as clearly and as accurately as you can before submitting.

The following pages give you some hints and advice for completing each section

## Personal Information

As the name suggests, this section requires you to complete all your personal information, including name, contact details and national insurance number.

The people looking at the application do not see this information. However, it helps the Human Resource Department to contact you and make any specific arrangements that you may need if you are invited to interview.



A screenshot of a form question. The question text is "Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?". To the left of the question is a red asterisk and a question mark icon. A blue circle highlights the question mark icon. To the right of the question is a dropdown menu with "Yes" selected.

The question, above, helps to confirm your eligibility to work in the UK. If you are unsure or answer 'No' to this question, click on the ? symbol for further advice, or visit the Home Office UK Border Agency website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Once you have completed this information, it is stored and automatically added to any further applications you make in the future.

To close this (and any other) parts of the form click on **save**, then the button below. To reopen, simply click on the **Personal Information** tag at the top of the form.

▶ Close this section

## Monitoring Information

As a public sector organisation, the NHS is required to monitor certain information about applicants. This is to ensure the NHS meets with Equality and Diversity rules and laws.



The screenshot shows a web browser window displaying a form titled "Monitoring information". The form is part of a "Personal information" section. It includes a sub-section for "Equality & Diversity Monitoring" with the following text: "As Public Sector Employers, NHS organisations are required to collect details about an applicant's age and gender. This information is collected to fulfil that obligation and is used for monitoring purposes only." Below this text are two input fields: "Date of Birth (YYYYMMDD)" and "Gender". At the bottom of the form, there is a section titled "Race Relations (amendment) Act 2006" with the text: "As Public Sector Employers, NHS organisations are required to collect details about an..."

This information is not used as selection criteria and is not seen by the people looking at the application.

## Criminal Convictions

The Rehabilitation of Offenders Act helps ex-offenders back into work by allowing them not to declare criminal convictions after their rehabilitation period has ended. Before this period is up, convictions are referred to as "unspent" and must be declared.

In order to protect certain vulnerable groups, there are a number of posts in the NHS that are exempt from the Rehabilitation of Offenders Act. These include positions where there is access to patients. Here, both unspent and spent convictions must be declared on the application. These will be further checked against a Criminal Records Bureau (CRB) check.

# Qualifications

This section helps the people looking at the application to identify those applications that meet the initial qualification needs. It is therefore important to list all your relevant qualifications for the post you have applied for.

**Education & Professional Qualifications**

All qualifications disclosed will be subject to a satisfactory check.

Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Subject/Qualification	Place of study	Grade/Result	Year obtained	Move
9 GCSE inc English and Maths	Hull School	All A to C	1999	▼
NVQ Level 3 in Administration	College of Hull	Pass	2002	▲
Foundation Danish Administration	College of Hull	Pass	2005	▲

The first part, **Education and Professional Qualifications** allows you to input up to 11 different qualifications. If you

have more than this, it may be useful to group together those that are similar (e.g. GCSEs). This will give you space to list those that demonstrate skills needed in the job.

The second part, **Training Courses Attended** allows you to list short courses that you have gone to but haven't received a qualification for. This is useful as it gives you the opportunity to show other skills that you have.

**Training Courses Attended**

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed. Up to 7 training courses can be entered here.

Course title	Training provider	Duration	Year obtained	Move
Advanced MS Excel Training	IT Works	1 Day	2003	▼
Intermediate MS Access Database	IT Works	1 Day	2004	▲
				▲

Also note in this section if you are registered with any professional bodies, such as the Nursing and Midwifery Council, which is relevant to the post.

# Employment History

In this section, detail your previous employment history for at least the last three years.

If you have left School or University recently, or are unable to give up to three years employment experience, put down any other relevant experiences that can help support your application – for example, voluntary work.

**Employment history**

[See another form section](#)

Please record below the details of your previous employment, (minimum 3 years), beginning with the most recent first. Up to 10 previous employments can be entered here. If required, please provide additional information regarding your employment history within the 'Supporting information' section.

Please record below the details of your current or most recent employer.

Employer name

Employer address

Brief description of your duties and responsibilities  
(if applicable)

To support the delivery of training and workforce development staff working including:

- Monitoring and reporting on Statutory and Mandatory Training

For each employer, you are asked to briefly describe your duties and responsibilities

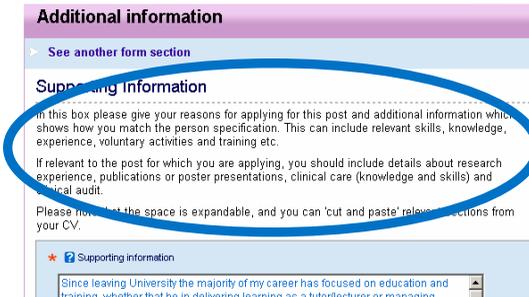
Look at current/old job descriptions that detail what it is you do or have done. Think about the activities you do on a daily or weekly basis, and how these may be useful to the application you are making here.

Bullet pointing duties and responsibilities is a useful way to briefly list these activities.

# Additional Information

This section, namely the “Supporting Information” element, provides you with the opportunity to promote yourself and your skills to the short-listing panel.

As it doesn’t ask any specific questions, it can be one of the most difficult parts to complete.



Read the guidance information provided on the screen carefully as this gives advice on what to include. The following hints may also help you with your statement:

- Have a copy of the job description and person specifications to hand; have you covered all the requirements listed?
- Give examples of skills you have developed, or experiences you have had, that will be useful in this post. Don’t just rely on your list of qualifications.
- Think about including experiences, skills and interests you have outside of work. These can help show teamwork and commitment.

- State why you want this role – what is it that attracted you to it?
- Consider typing up your statement using a word processing package (e.g. MS Word). You can then check spelling, grammar and content before copying and pasting it into the application form.
- Proof read your statement carefully. If you have copied and pasted parts of it from previous applications, make sure you take out any references to these other posts.

Before closing this section, remember to complete the **Additional Personal Information** (as per below)

**Additional Personal Information**

Preferred employment type

Full Time

Part Time

Job Share

Secondment

IR(ME)R 2000

If applicable to the post, do you hold a certificate to support your responsibilities under IR(ME)R 2000? Please select

Evidence of relevant training and experience is required for those justifying or undertaking x-rays, interventional radiology, CT scans etc. Please place this evidence within your supporting statement.

**Save**

Select your preferred employment type in the tick boxes (left)

IR(ME)R 2000 (circled) refers to those vacancies where people are exposed to Ionising Radiation. If applicable, this will be specified in the job description.

# References

You should provide a minimum of two references for your application. Ideally, these should be from previous employers or, if you have recently left school, college or university, a teacher or lecturer.

Read through the guidance information provided on the screen as this states who you should – and should not – use as a referee.

Friends and family should not be used as referees.

## References

Please state the names and contact details of the people who have agreed to supply references covering a minimum of three years employment/training. If you are or have been employed then you should include your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of some standing within your community i.e. doctor, solicitor, MP etc. Where it is not possible to obtain any employer reference at all then please obtain two personal references. Where no personal reference can be obtained then references should be sought from personal acquaintances not related to or involved in any financial arrangement with you. If you have undergone training to return to work then the academic institution should be contacted. Personal references such as friends and relatives are not acceptable unless stated previously.

Please note, all reference requests will be sought and employment history verified through the organisation's central Human Resources/Personnel Department or equivalent, therefore, please ensure that you provide their full contact details. Referees may be contacted prior to interview.

For all positions you must provide a minimum of two references.

All references will be approached prior to interview unless you indicate otherwise below.

Referee 1

Title (if applicable)

\* Surname

\* First name

References may be sought before interview. If you do not want the Human Resource Department to ask for a reference until after interview, select **No** in the box below (underneath the referee contact details)

\* Can the referee be approached prior to interview?

# Submit and declarations

Only when you are happy with your application, have checked it for spelling mistakes and typing errors, you should submit it.

**Declaration**

The information in this section is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

★ I agree to the above declaration.

**Next Steps**

Once you submit the form your details will be available to the Employer and you won't be able to change any details. If you would like to complete the form at a more convenient time, you can press "Save" and you will be sent an email through which you can access this form. The application forms (completed or uncompleted) for all of your applications can be viewed under My Applications when you are logged in.

<p>To leave this page without saving any changes click "Cancel", your details will not be submitted to the employer. This application will be listed under My Applications.</p> <p><b>Cancel</b></p>	<p>To save the details on this application form but not submit the details to the employer click the "Save" button</p> <p><b>Save</b></p>	<p>To submit the details on the application form to the employer click the "Submit" button</p> <p><b>Submit</b></p>
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Read through the declaration and tick the box

- Click on **Cancel** to not save any of your form.
- Click **Save** to save your form and return to it at a later date.
- Click **Submit** ONLY when you are happy that you want to send the form to the employer.

**Once you have submitted your application, you cannot make any changes to it**

## Useful advice for completing an application

- You don't need to complete the form all at once, you can save it and return to it at a later date
- You can complete the form in any order you prefer – just ensure that you complete all the sections before submitting
- Don't complete the form in capital or block letters
- The *job description* and *person specifications* are essential to the job application. Make sure you refer to these throughout your application
- If you are using an older application as a template or base for a new application, ensure that all the details are relevant. Ensure you take out all references to previous job applications before submitting.
- Ask someone to proof read your application before submitting; spell checking alone may not pick up all the errors.



**Remember, this is your opportunity to make an impact on the employer – first impressions count!**

## Frequently Asked Questions (FAQ)

### **Does the electronic application have the same content as a paper application?**

Yes, they are both the same – however, online applications take out the worry of relying upon courier or postal services to get your application in on time.

### **I'm unsure as to what to put in my application**

Click on the ? button for advice on completing sections of this form

### **How do I continue with a saved form?**

Log into NHS Jobs, click on **My applications** on the right of the screen. This will bring up a list of your applications; simply click on **Continue with form**

### **How do I know that my application has been received?**

You will receive an email from NHS Jobs confirming that your application has been submitted. If you do not receive an email, contact the Human Resource Department of the Trust you have applied to.

### **How do I withdraw an application?**

Log into NHS Jobs and click on **My applications**. The option to withdraw your application is next to the job vacancy you applied for

### **Where can I get further advice?**

Visit [www.jobs.nhs.uk/support\\_cand.html](http://www.jobs.nhs.uk/support_cand.html)

## Useful Websites

**You may find the following website useful when considering a career within the NHS:**

[www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk)

[www.stepintothens.nhs.uk](http://www.stepintothens.nhs.uk)

### **Websites for Hull and East Yorkshire NHS Trusts:**

Hull and East Yorkshire Hospitals NHS Trust  
[www.hey.nhs.uk](http://www.hey.nhs.uk)

NHS Hull  
[www.hullpct.nhs.uk](http://www.hullpct.nhs.uk)

NHS East Riding of Yorkshire  
[www.erypct.nhs.uk](http://www.erypct.nhs.uk)

Humber Mental Health Teaching NHS Trust  
[www.humber.nhs.uk](http://www.humber.nhs.uk)

### **General Information about the NHS in Yorkshire and the Humber:**

[www.yorksandhumber.nhs.uk](http://www.yorksandhumber.nhs.uk)





Hull and East Yorkshire

— *We Care* —

December 2009

Published by  
Hull and East Yorkshire Hospitals NHS Trust  
Education and Development  
Hull Royal Infirmary  
Anlaby Road  
Hull  
HU3 2JZ

[www.hey.nhs.uk](http://www.hey.nhs.uk)

ED/ELD004/INF1 – v1.0 – 12/2009