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

Education and Development

Applying for NHS Jobs Online

Hull and East Yorkshire
— We Care —

www.hey.nhs.uk

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NHS

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

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.

NHS

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

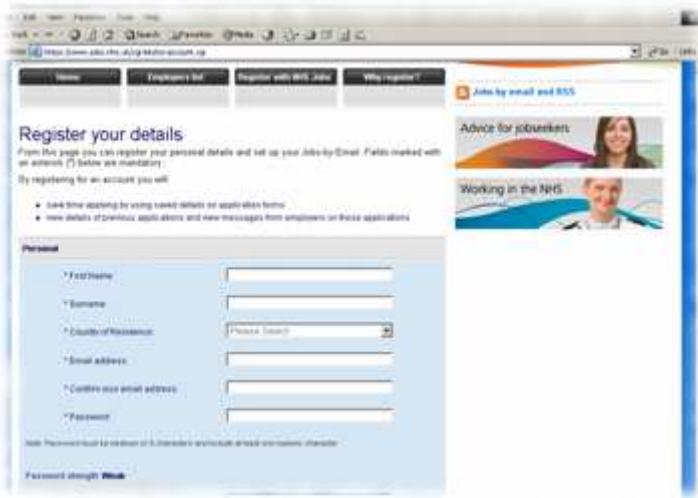- Add interesting vacancies to your Jobs basket to apply for later
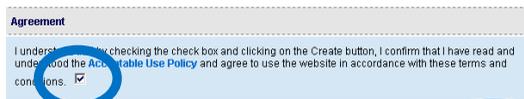
How to Register

Go to **www.jobs.nhs.uk**

Click on **Register with NHS Jobs** at the top of the screen
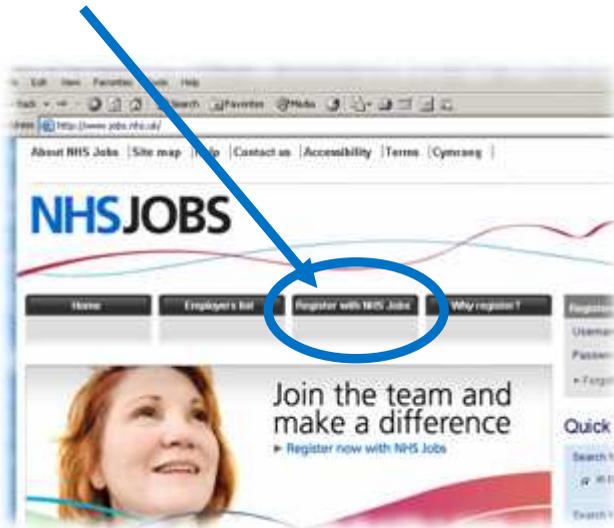
You will then be asked to enter some personal details, such as name, address and e-mail. Complete all the fields marked with an asterisk (*) and use a password that is easy to remember

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 you 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

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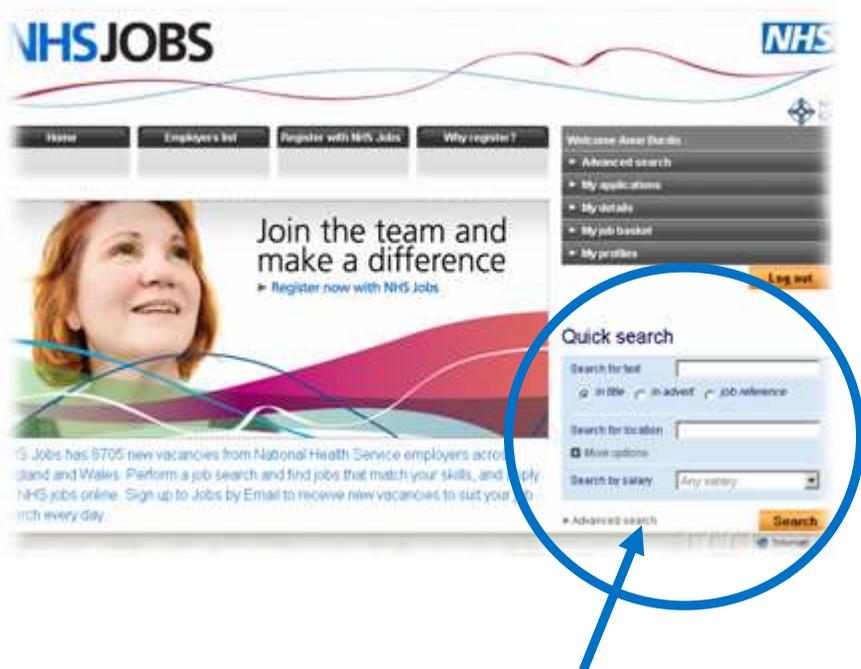
If you want to do a more detailed search, click on **Advanced search**, just underneath the Quick Search option. This brings up a form similar to that of Jobs-by-Email.

To view the full vacancy, click on the job title (highlighted in blue).
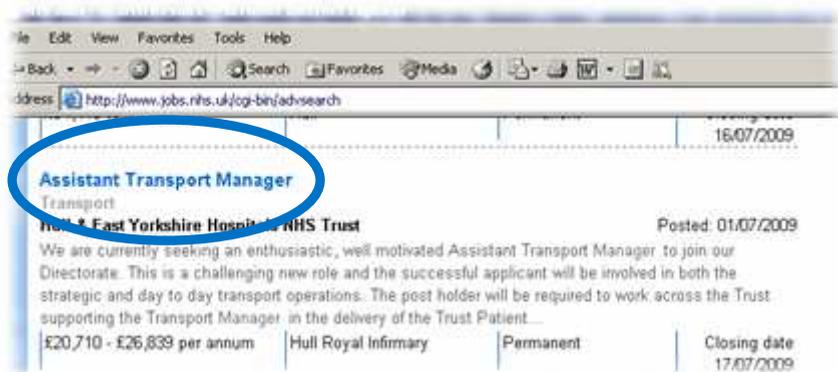
Don't forget to navigate down and view the **Job Description** under the **More Information** section at the bottom of the page (as this often includes the person specifications).
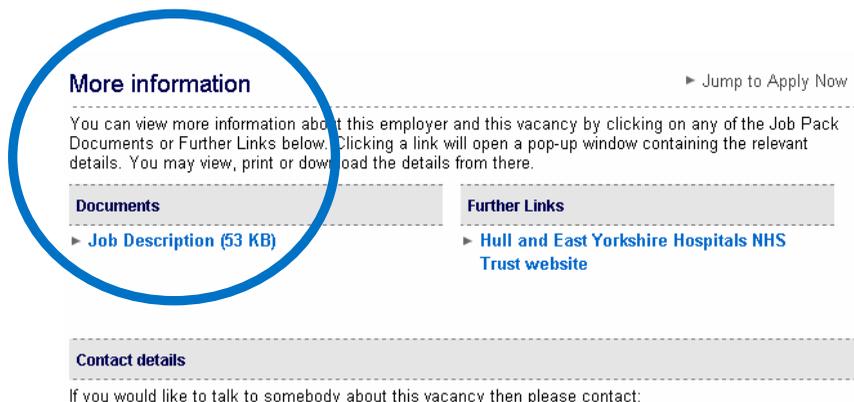
Applying for a vacancy

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:

- 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:

Personal information	▼
Monitoring information	▼
Qualifications	▼
Employment history	▼
Additional information	▼
References	▼
Submit and declarations	▼
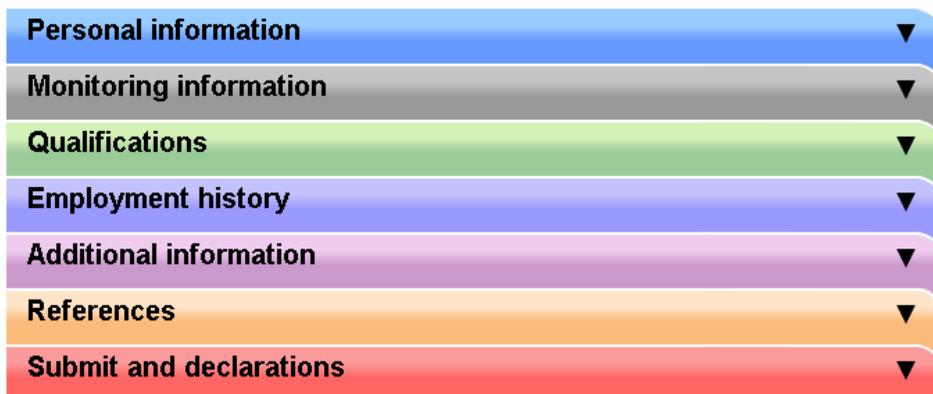
Clicking on each coloured section opens up a separate form for you to complete.

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.

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 Boarder Agency website at: 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.

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.

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 convicions 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.

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.

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.

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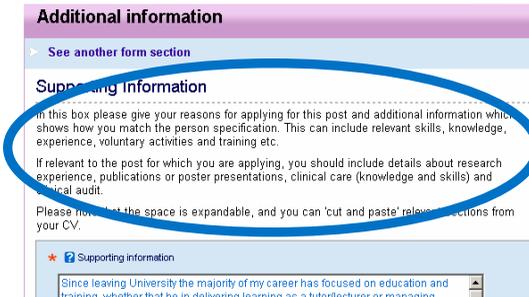
Read the guidance information provided on the screen carefully as this gives advice on what to include. The following hints may also help you with your statement:

- 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)

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 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)

Submit and declarations

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

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**

Useful Websites

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

www.nhscareers.nhs.uk

www.stepintothenhs.nhs.uk

Websites for Hull and East Yorkshire NHS Trusts:

Hull and East Yorkshire Hospitals NHS Trust
www.hey.nhs.uk

NHS Hull
www.hullpct.nhs.uk

NHS East Riding of Yorkshire
www.erypct.nhs.uk

Humber Mental Health Teaching NHS Trust
www.humber.nhs.uk

General Information about the NHS in Yorkshire and the Humber:

www.yorksandhumber.nhs.uk

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