

Information for applicants

Thank you for your interest in applying for a position with Cambridge University Hospitals NHS Foundation Trust.

By visiting the Trust website at www.cuh.nhs.uk/vacancies you can find out more about the Trust and make an online application for the position you have chosen. Applying online is very convenient and straightforward: it allows more information to fit neatly into the space available and you can make any changes or corrections easily and save a copy for reference before you submit the application.

Alternatively, if you do not have access to the internet, you may complete a paper application form. This form must be returned to the address below by the closing date stated on the job vacancy advert.

Staff Bank Services
Box 211
Addenbrooke's Hospital
Hills Road
Cambridge CB2 0QQ

Please read this information sheet carefully along with the **job description** and **person specification** before applying for your chosen position.

If you have any enquiries regarding the post or your application, please contact the person named as the informal contact on the job vacancy advertisement.

Before you start

Please read the job description and person specification thoroughly before submitting your application. Be sure that you can demonstrate commitment to teamwork, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **kind**, **safe** and **excellent** at all times. We go to great lengths to recruit the right people. We want people with a positive attitude who are willing to go the extra mile, not because they are asked to, but because they are passionate about working for the NHS and being part of a healthcare team that delivers an excellent caring service to our patients.

Completing the application form

This information is designed to help you complete our application form as effectively as possible. We recommend that you apply online, but if you are sending a handwritten application, please complete the form in black ink as we will need to photocopy or scan your application at a later stage.

Personal details

Please complete all sections of the form relating to your personal details. These include your full name, contact details and National Insurance number.

Right to work in the UK

It is important that you tell us about your current immigration status, whether or not you are a British National. If you hold a visa you can find out about any restrictions on your right to work from the UK Borders Agency www.ukba.homeoffice.gov.uk In some cases we may not be able to consider you for a position if there are sufficient appropriate applications from resident workers.

General education and qualifications

Please provide full details of your general education and qualifications. As a minimum, ensure that you have the essential qualifications required for the position (listed in the person specification).

Previous employment

Please list your complete job history, including the month and year you worked for each employer. Start with your most recent job. If there are any gaps in your employment history, please explain why. Include any voluntary or other unpaid work you have done.

Additional information in support of your application

This is where you should make your case for the job. Consider how your past experience, skills and knowledge are relevant to the post you are applying for, and try to give examples. We understand that any visit to a hospital can be an anxious and stressful time. We therefore expect all staff to be helpful, professional and caring to patients, carers, family members or indeed, members of the public at all times, whether in the course of their duties, or informally as part of the CUH community. We also expect this courtesy and respect to be extended to colleagues. Please give examples from work, leisure or home to demonstrate that this is your approach.

References

It is important that you provide details of two referees. We recommend that you contact your referees to ensure that you have correct, up-to-date details for them and that they are willing to respond quickly to the reference request. ONE referee must be your current (or most recent) line manager or supervisor, or course tutor if you are a school/college leaver. Your referees must be able to provide direct knowledge of your work performance. Friends and relatives must not be used as referees. References will be sought if you are successful at interview and receive a conditional offer of registration. Any final offer of registration will be subject to satisfactory pre- registration checks (including references) so it is important not to resign from your current post until your final offer has been confirmed.

Health

You are not required to disclose any information regarding your health on the application form. Health Screening is only undertaken for those candidates who have been made a conditional offer of registration. If you are made a conditional offer of registration you will be asked to provide details of your health record and if your post is clinical, to provide details of your immunisation record and any relevant infections you may have/have had.

This section also asks whether you consider yourself to have a disability. This is to enable the Trust to carry out its duties under current equalities legislation. We want to ensure that you have the opportunity to advise the Trust whether you think any adjustments need be considered, what they might be and whether you would like to request any assistance/special arrangements should you be invited for interview.

Criminal record

The majority of positions within the Trust are exempt from the 1974 Rehabilitation of Offenders Act which means that you must declare all police cautions, warnings or reprimands, criminal convictions, criminal convictions pending or bind-overs which may be considered 'spent' for the purposes of other employment.

Additional information and declarations

This section requires you to make a number of declarations including a final signature/declaration to confirm that all information provided is accurate. It is important that you complete this fully and honestly, as failure to do so could subsequently lead to deregistration from the Staff Bank.

What happens next?

After the closing date, the manager of the department will consider the applications that have been received and select candidates for interview. If you are shortlisted for an interview, we will contact you by text message and email or by letter if you have not provided a mobile phone number or email address. This is normally within two weeks of the closing date and we will give you details of the interview arrangements.

We apologise that we are unable to acknowledge receipt of your application. If you have not received an invitation to attend an interview within three weeks of the closing date, please assume that you have not been shortlisted on this occasion. We hope you understand that no discourtesy is intended by the Trust in adopting this practice and that the purpose is to ensure that patient care is given priority in the use of funds.

Please note that all appointments to the Trust are subject to satisfactory pre-registration checks. You will be unable to start your new job before all pre-registration checks have been completed.

It is important for you to consider your travel arrangements if you are invited to interview or subsequently offered a position with the Trust. Please note that onsite parking cannot be guaranteed for either workers or visitors and current parking charges apply in both cases. If you are visiting the Trust and hold a disabled persons' 'Blue Badge' you will find a number of reserved bays in the multi-storey car park which are subject to visitor parking charges. The car park is served by lifts and there is a courtesy bus on site. If you are offered registration with the Trust you will have the opportunity to request the use of reserved parking bays if you are disabled.

Policy Statement on the recruitment of ex-offenders

Having a criminal record will not necessarily bar you from working for Cambridge University Hospitals NHS Foundation Trust.

This will depend on the nature of the job role you have applied for as well as the circumstances and background of your offence/s. You are obliged to provide full details of your entire criminal record for the majority of positions within the Trust and failure to provide this could lead to disciplinary action at a later stage. Should you wish to provide further information under separate confidential cover, please send this to the Deputy Staff Bank Manager, Box 211, Addenbrooke's Hospital, Hills Road, Cambridge, CB2 0QQ stating clearly the title and reference of the job you have applied for.

The Trust is committed to ensuring that no applicant is treated unfairly on the basis of any criminal record revealed on an application form and will ensure that an open and measured discussion takes place regarding any such information that you provide. We will discuss with you any matters revealed in your CRB Disclosure prior to making the decision to withdraw a conditional offer of registration.

A CRB Disclosure (plus Vulnerable Adult and/or Child ISA Check) is only requested where the post has been identified as eligible within the CRB Code of Practice and following full risk assessment. You will have been notified when applying for a position and also prior to interview if a CRB Disclosure is a requirement of the job. The Trust will ensure that any information provided by yourself and the CRB is processed strictly according to the terms of the CRB Code of Practice. A copy of the CRB Code of Practice will be sent to you on request. Alternatively you can view this at www.homeoffice.gov.uk

Equal opportunities

We aim to ensure that no worker or applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

Cambridge University Hospitals NHS Foundation Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all temporary workers, employees, volunteers and contractors to share this commitment.

If you have any queries about your application form please contact:

Staff Bank Services 01223 596300