

INFORMATION FOR CANDIDATES

Thank you for expressing an interest in working for Greater Manchester Mental Health NHS Foundation Trust. **Please note all correspondence in relation to your application will be via our recruitment system, Trac.**

➤ **Making a successful application**

You must meet **ALL** of the essential criteria, and in some cases the desirable criteria on the Person Specification to be shortlisted for interview, so please ensure you include details of how you meet each and every criterion within the 'Supporting Information' section of the application form. You can use the criterion from the Person Specification as sub headings within this section to help in this.

Please also ensure you include any flexible working requests on your application form.

➤ **Completing and returning an on-line application**

Please DO NOT use all capital letters when completing an on-line application. Part B of your application form is the only information that will be used to decide whether or not you meet the criteria for shortlisting, it is therefore important that you complete the form accurately and in full.

Posts will usually close at Midnight on the closing date shown on the advert, **however, where the closing date is not shown, or where we receive high volumes of applications the post may be closed early** so please ensure you submit any application as soon as possible. Reasonable adjustments to this arrangement will be made where applicants are covered under the Equality Act.

➤ **Shortlisting, references and attending interviews**

All applicants will be advised whether they have or have not been successful in gaining an interview, this will usually be notified to you via the e-mail address you have provided.

As indicated on the application form referees covering a period of 3 years previous employment/training are required. **These should include the name and address of your current and most recent employers/training providers.** Please do not include relatives or close friends. You should also provide us with the name and address of your most recent NHS employer if you have worked for the NHS previously but are not currently employed by the NHS.

In the event that you have only worked as a volunteer, references will be required from the two most recent bodies for which you have worked.

In all cases the referee identified should be a person having management responsibility, in the case of health professionals this should be your clinical line manager and Medical Director or Chief Executive as appropriate.

➤ **Rehabilitation of Offenders Act 1974 and Criminal Disclosure**

All posts are risk assessed to determine whether they are exempt from the rehabilitation of offenders Act and which level of DBS check is required. The Trust may carry out a Basic, Standard or Enhanced Check (with or without list check) dependant on this risk assessment.

➤ **Registration/ Fitness to Practice**

Applicants for employment with the Trust are required to disclose both on the application form and Declaration Form whether they are the subject of any fitness to practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country. The Trust will then take a view as to how this affects your potential employment.

In addition, you will be required to provide proof of valid registration and to maintain that registration throughout any subsequent employment.

➤ **Qualifications**

Where specific qualifications are required in relation to the position applied for verification will be sought at interview.

➤ **Conduct**

All applicants for employment with the Trust are required to disclose both on the application form and Declaration Form whether they have ever been dismissed from employment. The Trust will then take a view as to how this affects your potential employment.

In addition this information will be sought from identified referees.

➤ **Medical examination**

If you are appointed you will receive a provisional offer of employment which will be subject to satisfactory medical clearance. You should not resign from your current post until you receive confirmation of medical clearance, references and DBS disclosure (where applicable). Following clearance you will receive a confirmation of offer and a start date will be negotiated.

➤ **Requests for information from your previous NHS employer**

This section is only applicable to those successful candidates who are currently employed by another NHS employer.

As a fair collection notice please be advised that previous service details will be requested electronically via an Inter Authority Transfer (IAT) from your previous NHS employer.

➤ **Agenda for Change Salary Guidance**

The salary scales will be advertised on each post, please read the salary on appointment guidelines to determine the flexibility the Trust has in agreeing a salary above the starting point advertised.

A GOOD EMPLOYER

➤ Equal Opportunities

The Trust is committed to a policy of equal opportunity. All employees and applicants for jobs will be considered on their merits and will not be discriminated against irrespective of age, creed, disability, gender, health status, marital status, membership or non-membership of a trade union, race (relating to colour, nationality or ethnic origin) religion, sexual orientation. The Trust undertakes monitoring of its workforce and that of its applicants in order to ensure its effectiveness of our equal opportunities and recruitment and selection procedures. Please note the monitoring form, which forms part of the application form, is separated from the application form before shortlisting and will **not** be seen by any members of the shortlisting or interviewing panel.

➤ Disability Confident

Greater Manchester Mental Health NHS Foundation Trust has signed up to the disability confident scheme. This means that the Trust is committed to:

1. Inclusive and accessible recruitment.
2. Communicating vacancies.
3. Offering an interview to disabled people.
4. Providing reasonable adjustments.
5. Supporting existing employees.

➤ Trust Values

We inspire hope

WE SHOW THIS BY:

- Having a positive outlook on the future ahead
- Celebrating achievements, no matter how small
- Staying resilient and optimistic
- Enabling people to reach their full potential
- Being a positive role model

We work together

WE SHOW THIS BY:

- Empowering service users to make informed choices
- Working together to provide seamless services
- Lending a hand to a colleague who needs it
- Setting and maintaining high standards
- Supporting each other to recognise our strengths

We are caring and compassionate

WE SHOW THIS BY:

- Showing empathy and understanding to all
- Treating service users, their families and each other with kindness
- Doing the little things that make a difference
- Taking time to engage, support, listen and act
- Putting ourselves in your shoes

We value and respect
WE SHOW THIS BY:

- Seeing the individual in everyone
- Valuing individuality and diversity
- Respecting different people's needs, aspirations and priorities
- Being considerate and respecting each other
- Challenging behaviour that does not fit with our values

We are open and honest
WE SHOW THIS BY:

- Acting with integrity and honesty
- Apologising if we are wrong or if we let you down
- Continually learning to improve
- Doing what we say we will do
- Building a trusting relationship

➤ **Skills for Life**

The Trust supports all employees to undertake an apprenticeship qualification and you will have the opportunity to discuss this at the Trust Welcome Day.

➤ **Flexible Working**

The Trust is committed to promoting and supporting flexible working practices to assist staff to maintain a home work life balance. Alternative ways of working include; job share, term time working, annualised hours, part time working, flexi time, team based self rostering, compressed hours, short term nights. Please clearly indicate any such requests on your application form and discuss these at interview.

➤ **Flexible Retirement**

As valued members of the workforce, the Trust actively encourages staff approaching retirement age to continue their employment by offering options to suit, such as; reducing hours prior to retirement, moving into a less demanding role, or returning to work following retirement – either full time or part time.

➤ **Flexible Annual Leave**

The Trust operates this scheme to enable employees to take up to 2 weeks additional unpaid annual leave throughout the year. In order for the financial burden to be minimised, the cost is deducted from the annual salary and spread over 12 monthly payments.

➤ **Career break Scheme**

This scheme provides an opportunity for permanent post holders with a minimum of 2 years service to take a career break of up to 3 years before returning to paid employment with the Trust.

➤ **Occupational Health**

The Occupational Health Department aims to improve the health of staff by appropriate and effective occupational health interventions based on assessment of need by both employer and employee. This is achieved by pre and post employment screening, provision of advice on environmental issues, health promotion activities, first aid provision and training, and the provision of a confidential counselling service.

➤ **Counselling Service**

If you have a problem that is affecting your work, there is a staff counselling service for employees. This service is free, completely confidential and can be accessed on a self referral basis.

➤ **Chaplain**

What many employees do not realise is that the Chaplaincy Service is there for you too. At times of crisis in your personal or work life you may find comfort in accessing this service which is completely confidential.

➤ **No Smoking**

The Trust operates a policy which includes smoking on the Trust's premises.

➤ **Mindful Employer**

As a Mindful Employer we follow the “Charter for Employers Who Are Positive about Mental Health”:

As an employer we recognise that:

- People who have mental health issues may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.
- Whilst some people will acknowledge their experience of mental health issues in a frank and open way, others fear that stigma will jeopardise their chances of getting a job.
- Given appropriate support, the vast majority of people who have experienced mental ill health continue to work successfully as do many with ongoing issues.

As an employer we aim to:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This will include positive statements in local recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and given appropriate interview skills.
- Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- Not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Provide non-judgemental and proactive support to individual staff who experience mental health issues.
- Ensure all line managers have information and training about managing mental health in the workplace.

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➤ **Enquiries**

If you require any further information please contact the Recruitment Department on 0161 358 1952/1953/1954/1955/1956/1957/1958/1652 between 9.00am to 5.00pm Monday to Friday.