

# North Bristol NHS Trust

Our aim at North Bristol NHS Trust is to deliver exceptional healthcare for all our patients and carers.

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## SECTION 1 – General Information

Before submitting an application, please read Section 2 on completing an Application for Medical and Dental Staff.

Candidates are asked to note that canvassing of any members of the Advisory Appointments Committee or North Bristol NHS Trust will disqualify them in accordance with Statutory Instrument 1996 No. 701, paragraph 8 (i) (b). This should not deter from approaching any person for further information about the post.

Second Class travelling expenses will be reimbursed to shortlisted candidates for the costs associated with making a pre interview visit. Subject to the prior agreement of the Trust shortlisted candidates who visit the Trust on a second occasion may be granted travel and subsistence expenses on this occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom.

The University of Bristol often grants the status of Honorary Senior Clinical Lecturer to those with appropriate academic credentials, who participate in undergraduate teaching programmes and research.

## SECTION 2 – Completing your application

**PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM**

The online application form has been designed to provide those involved in the selection process with sufficient basic information to carry out a preliminary assessment of your suitability for the post in accordance with the employee specification, and all sections of the online form should be fully completed. In addition, candidates should submit an electronic Curriculum Vitae in support of their application. All information given will be treated in the strictest of confidence.

### **1. APPLICATION/CV**

The job description/employee specification is attached to our online advert and gives you information about the job and the skills, experience, personal qualities and qualifications needed to carry it out. The information you provide on your online application form and included in your CV will be used as the basis for shortlisting and selection and so you are advised to read all the job information carefully and to ensure that you complete the form as fully as possible. Take extra care to include information in your CV which relates your skills, experience and abilities to those required by the post. Also include details of experience in clinical audit, research, management and personal interests. Please also include a concise account of why you should be considered for the post.

## **2. CURRENT/MOST RECENT EMPLOYMENT DETAILS & REFERENCES**

Please detail current/most recent employment including main duties and responsibilities. Please detail all previous posts, on your C.V. Please also detail any courses attended on your CV. Applications should include three referees one of which should be your current or most recent employer. Any offer of interview is subject to the receipt of three satisfactory references.

## **3. POLICY REGARDING FITNESS TO PRACTISE PROCEEDINGS BY A LICENSING/REGULATORY BODY AND RELATING TO CRIMINAL INVESTIGATIONS IN THE U K OR OVERSEAS.**

Registration with the General Medical Council or General Dental Council imposes on doctors and dentists the duty to provide a good standard of medical care for, and behave appropriately, towards patients. NHS Employers also have a duty to ensure that patients receive a good standard of medical care and ensure as far as possible the safety of patients. We therefore need to establish if you have been found guilty of a criminal offence, been bound over or cautioned or are currently the subject of proceedings which might lead to a conviction, an order binding you over or a caution, in the UK or any other country.

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. The application form includes a declaration for applicants to complete declaring any previous or pending prosecutions or convictions, including those considered "spent" under this Act. Also it will include a declaration of any cautions or bind-overs.

We also need to establish if you have been the subject of any fitness to practise proceedings in the past, or if any fitness to practise proceedings are being contemplated, by a licensing or regulatory body in the UK or another country and this is also reflected in the declaration.

This information will be treated in confidence and will not debar you from appointment unless the selection panel considers that it renders you unsuitable for appointment. In reaching such a decision we will consider the nature of the conviction/action, how long ago it took place and any other factors which may be relevant.

## **4. DISCLOSURE & BARRING SERVICE CHECKS**

The person appointed to this post will have substantial access to children under the provision of Joint Circular No. HC(88)9, HOC8/88 and WHC(88)10. Applicants are therefore advised that shortlisted candidates will be asked to complete a form disclosing any convictions, bind over orders or cautions and to give permission in writing for a DBS check to be carried out. Refusal to do so could prevent further consideration of the application.

As an organisation providing healthcare, North Bristol NHS Trust is exempt from the Rehabilitation of Offenders Act 1974. This means that all applicants are obliged to declare any convictions, pending prosecutions, cautions or bind-overs at the time of application by circling the 'YES' response in the appropriate section of the application form (even if they would otherwise be regarded as 'spent' under the Act).

Candidates are assured that the completed forms will be treated with strict confidentiality and will not be disclosed to the Appointments Committee until the successful candidate has been selected.

A DBS will only be requested for the candidate recommended for appointment. All other model declaration forms completed and returned by other candidates will be destroyed after the final selection of the candidate to be recommended for appointment has been made.

**Failure to disclose a criminal offence, having been bound over or cautioned or that you are currently the subject of criminal proceedings which might lead to a conviction, an order binding you over or a caution, or fitness to practise proceedings undertaken or being undertaken by an appropriate licensing or regulatory body, may disqualify you from appointment, or result in summary dismissal/disciplinary action and referral to the General Medical Council or General Dental Council for consideration if such a discrepancy came to light.**

## **5. INTERNATIONAL ENGLISH LANGUAGE TESTING (IELTS)**

IELTS is a test for non native speakers who want to study or train in English and is run for the British Council. Doctors are required to obtain a minimum score of 7.0 in each band (reading, writing, listening and speaking). The IELTS test is administered in 106 countries overseas, enabling doctors to obtain score 7 before obtaining a post in the United Kingdom.

## **6. IMMIGRATION STATUS**

The Asylum and Immigration Act 1996, Section 8, states that it is an offence for any employer to employ people under a contract of employment who are not entitled to work in this country.

Employers must prove that they have seen and either kept the actual, or a copy, of a record which appears to allow the individual to work. If invited for interview you will need to supply one of the documents listed below before your commencement date with North Bristol NHS Trust:-

- Birth Certificate or Passport (UK and EEA doctors only)
- Passport

## **7. DATA PROTECTION ACT**

Any information supplied may be held on paper or computer files and therefore falls within the provisions of the Act.

## **8. COMPLAINTS**

Any complaints that applications for employment have been unfairly considered may be made in writing to the Director of People & Organisation Health, North Bristol NHS Trust, Executive Headquarters, Southmead Hospital within one month of hearing the result of your application.

## **9. RECRUITMENT PROCESS**

The Trust has designed its standard programme to be broad-based, and it includes the following:

- a) the option of an informal pre-interview visit or visits to look around, meet potential colleagues and to view the work environment and to discuss our culture; candidates wishing to make such an arrangement should contact the person(s) listed first in Section 17.
- b) a set of informal discussions with “stakeholder” groups ~ including nursing and support staff and patients; this will be arranged as part of the main selection process.
- c) a 10-minute presentation to begin the formal selection interview; the topic for the presentation will be set out in the invitation letter for shortlisted candidates.
- d) North Bristol NHS Trust’s practice is to make a decision at the end of the formal interview and to inform all candidates of the outcome at that time. At this point we would expect the successful candidate to be able to give a definite response to an offer of employment.