



**Doncaster and Bassetlaw  
Teaching Hospitals**  
NHS Foundation Trust

# Join Team DBTH

## Guidance for Applicants



Bassetlaw Hospital

Doncaster Royal Infirmary

Montagu Hospital

# Applying for a position with Doncaster & Bassetlaw Teaching Hospitals

This information is designed to assist you in your application process, we hope that you find this information useful and look forward to welcoming an application from you in the near future!

## Quick tips and information

- Please complete all parts of the application form
- All mandatory questions must be answered
- You should use the Job Description and Person Specification as a guide when completing your online application form
- Only submitted applications will be considered prior to the closing date for each vacancy
- All communication relating to your job application and the recruitment process will be processed via Trac-Jobs
- DBTH reserves the right to close any vacancy early should we deem this necessary, even where there is a published closing date. Please apply as soon as practically possible
- If you apply via NHS Jobs, your submitted application will be imported into our recruitment system Trac-jobs. All further correspondence / information regarding your application will be issued via Trac. We will not be able to respond to any message that you may send to us via NHS Jobs.



## Steps for Applying for a job

- Firstly, please read the job advert carefully. There is useful information in the advert such as the salary, working hours, location of the job. The advert will also describe basic information about the role, plus what DBTH is looking for in a successful candidate.
- Secondly, please read any additional documents attached to the vacancy, in particular the Job Description and Person Specification. These documents provide you with further information about the job in much more detail, such as the skills, experience, knowledge and qualifications required for the post.



# Application Form Questions

If you feel you have meet the criteria and this is the job for you, please proceed to submit your application form. Below is some additional guidance on the different sections that you will find on the application form which will assist you with this process.

## Education / professional qualifications & training

Please enter all relevant qualifications and indicate any courses that you are currently studying

## Professional Registration / Memberships

If the job in which you are applying requires you to have a professional UK registration you must enter this information on your application form. If you are in the process of applying for a UK professional registration you will also need to enter this onto your application form.

## Current/ most recent employer

- State the details of your current employer and a summary of the main duties you performed. This information will give us an insight into your experience and may relate to the requirements of the vacancy
- State previous employment details as above ensuring that you state your employment start and end dates
- If you have any gaps in employment, please give details in the relevant section.

## Supporting information

- A supporting statement can be added in this section to enhance your application and let us know why you are the best person for the post. It's your opportunity to sell yourself.
- To write a good supporting statement you need to explain clearly how you meet all of the essential criteria and that you meet some or all of the desirable criteria for this post (this is found in the Person Specification). If you are able to give examples of both the essential and desirable criteria and any skills and experience you have, this will be beneficial to your application.
- All Job Descriptions and Person Specifications are different, so if you save your application form make sure you adapt your application to suit each job that you apply for.

## References

Obtaining references is one of the most difficult parts of the recruitment process. You can help by making sure you have the following:

- Up-to-date contact details for your referees, including their work email address.
- Ensure that your referees are aware that you have provided their contact details and are happy to provide a reference
- You must provide reference details to cover the last 3 consecutive years of your employment or educational training. The reference must be from your current line manager and previous line manager, for candidates in education you should provide details for your Head Teacher or Tutor.
- If you do not wish your references to be contacted without your knowledge, please indicate this on the reference section of your application form.

## Declaration

By agreeing to the declaration within the application form you are confirming that the information you have provided to the best of your knowledge is accurate and correct.

# What Happens Next?

After the closing date the recruiting manager will consider/shortlist all submitted applications and select candidates for interview. Please note your personal information that is held on your application form is not provided to the shortlisting panel.

If you are shortlisted we will notify you by sending you an email via Trac-Jobs, so please check your emails on a regular basis. On this notification you will be provided with details of your interview. If you are not successful to be invited to interview you will also be notified by email through Trac-Jobs.

## **Pre-employment checks**

If you are successful at interview you will have to go through a series of pre-employment checks. These may differ depending on the post you have applied for:

- Proof of identity ID Check
- Right to work checks
- Disclosure & Barring Service (DBS) check if required if applicable for the post
- Professional registration check if applicable for the post
- Occupational health clearance
- Reference checks



# Frequently Asked Questions

**Can I send my CV?** Unfortunately, we do not accept CVs. Instead, we ask you to complete an online application form. The reason why we use application forms is to ensure you are providing us with all the information we need to assess your suitability for the role.

**How will I know if my application has been successful or not?** Everyone who applies for a position at DBTH will be notified of the outcome of their application whether shortlisted for interview or not. This notification will be sent via Trac-Jobs to the stated email address on your application form.

**If my application is shortlisted, what information will I be told about the interview?** We will inform you of the date, time, where the interview is being held and the panel members that will be conducting the interview. We will also inform you if you are required to undertake any additional tests, assessments or presentations.

**What will happen after my interview?** After your interview the interview panel will make their decision, all candidates will be notified of the outcome. Candidates who are not successful following their interview can request interview feedback from the interview panel this is normally requested via an email request.

Successful candidate will be sent via email a conditional offer of employment, identifying all the pre-employment recruitment checks required for the post. Once satisfactory pre-employment have been completed the successful candidate will be provided with an unconditional offer letter and a start date arranged. Once a start date has been agreed a contract of employment will be issued.



Park and Ride Shuttle Bus



Trust Annual Awards Ceremony

# Our vision: To be the safest trust in England

Outstanding in all that we do



- W**e always put the patient first.
- E**veryone counts – we treat each other with courtesy, honesty, respect and dignity.
- C**ommitted to quality and continuously improving patient experience.
- A**lways caring and compassionate.
- R**esponsible and accountable for our actions – taking pride in our work.
- E**ncouraging and valuing our diverse staff and rewarding ability and innovation.



**“Everyone at DBTH was so helpful - even when they had a million other jobs to do they still took the time to show me where things were and explain anything I queried.”**

Medical student at the Trust



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