

Hints and tips

Application process

Here are some hints and tips to help you with our application form

- We will evaluate your application on how well you can meet/demonstrate the person specification for the role you are applying for.
- Make sure you complete all parts of the application form including giving a full work, unemployment and/or education history. You should include details of duties and responsibilities, transferable experience and knowledge and information about any achievements.
- You will be asked to provide reference information. We need you to supply reference details to cover at least the most recent three years worth of employment or education. Your referee must be contactable via a professional email address.
- To ensure you are shortlisted for the role, you need to provide detailed supporting information. In this information you should provide details and clear examples of how you meet or can demonstrate the criteria on the person specification.
- Take the time to proof read your application before you press submit. Read it back to yourself and check it makes sense.
- Make yourself aware of the closing date of the advert – but also be mindful that the advert may close early if a sufficient number of application have been received.
- If you are applying for multiple roles and are using the same application form, make sure you are tweaking the supporting information to the specific role you are applying for.
- Once you have submitted your application, keep an eye on your emails and Trac account for updates about your application. You will be notified if your application has been shortlisted or not.

For more information about Pennine Care, our values and our vision, visit: [Our values and vision :: Pennine Care NHS Foundation Trust](#)

Maximising potential

www.penninecare.nhs.uk

