

# Application guide

Guidance around applying for a role  
with Cheshire and Wirral Partnership



# Our recruitment process

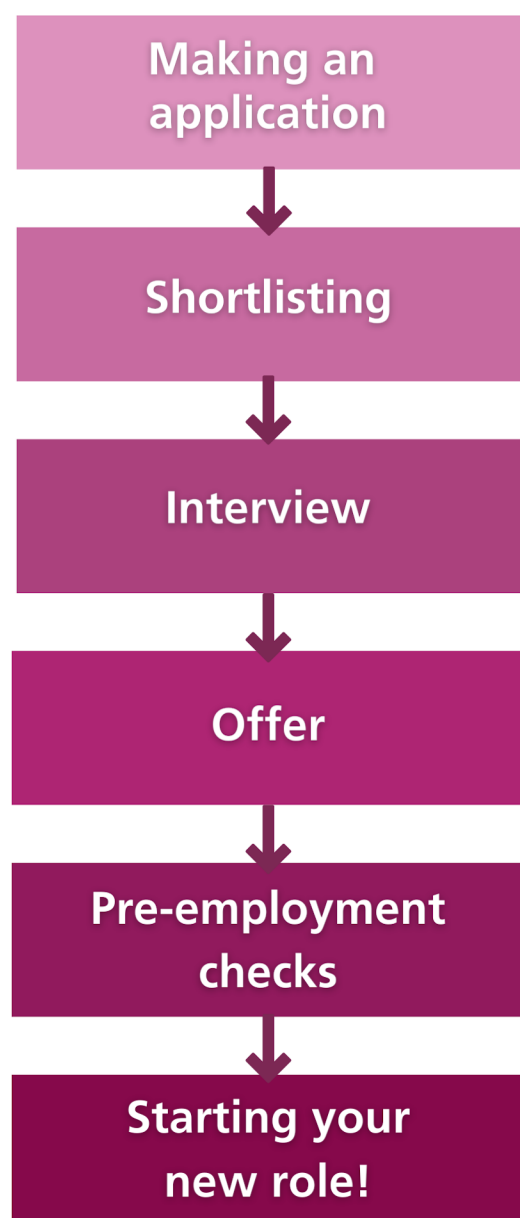
Your application is your first step to joining us at Cheshire and Wirral Partnership NHS Foundation Trust.

We have put together a guide to help you through your application, and to give you an idea of what to expect during the recruitment process.

To view all live vacancies, you can visit our careers site (see link below). This will direct you to our dedicated vacancies page. Or, you can view our upcoming recruitment events on our website.

**View all our live vacancies on our website at:** [careers.cwp.nhs.uk/latest-vacancies](https://careers.cwp.nhs.uk/latest-vacancies)

**Find out about our upcoming recruitment events on our website at:** [careers.cwp.nhs.uk/recruitment-events](https://careers.cwp.nhs.uk/recruitment-events)





# Top tips for your application

Read the job description, person specification and any other supporting information. If you would like more specific information, contact details will be included in the advertisement. This will help you to gather all the appropriate information about the role you are applying for and should help you to assess whether you have the right qualifications, knowledge, skills, experience and values.

Take a look at our website and have a read through our Trust values. Do they align with your own, are you able to recognise when you demonstrated our values? This will be very beneficial when writing your application and during your interview.

Set some time aside in your day to complete the application form - don't rush through it.

When completing your application, remember to be concise, honest, accurate and clear.

For support with your application, please email:

**[cwp.recruitment@nhs.net](mailto:cwp.recruitment@nhs.net)**

If you don't have access to a computer, you can call 01244 393100.



# Your supporting information

When writing your 'supporting information', remember to include how you meet the requirements listed on the person specification, by describing your knowledge, skills and experiences.

Don't ignore any part of your experience that could be relevant to the job you are applying for, for example, study, work experience, voluntary activities and interests.

Tell us about your achievements, abilities, leadership qualities, and interpersonal skills.

Take each point of the job description, and have a think about a time you were able to demonstrate similar skills or values, this could be through life or professional experiences.

Keep in mind the Trust's values (6 Cs): Courage, care, commitment, competency, communication and compassion.

Have a look through our website and social media pages for exciting news and updates within the Trust.

**Website:** [www.cwp.nhs.uk](http://www.cwp.nhs.uk)

**Facebook:** [/CWPNHS](https://www.facebook.com/CWPNHS)

**Facebook (jobs page):** [/CWPNHSJobs](https://www.facebook.com/CWPNHSJobs)

**Twitter:** [@cwpmnhs](https://twitter.com/cwpmnhs)



# 'Soft' and 'hard' skills - what's the difference?

Hard skills are specific skills which help people carry out different jobs. They're taught, meaning that you can expand on them through training and education.

Soft skills are developed through personal growth, they aren't specific to a particular role or job. They're usually learnt through your life and work experiences - no training is needed to acquire them. Soft skills can be used in a wide range of roles, think about what skills you have gained throughout your personal and professional experiences.

## Soft skills

- Communication
- Teamwork
- Problem-solving
- Time management
- Critical thinking
- Decision-making
- Organisational
- Stress management
- Adaptability
- Conflict management
- Leadership
- Creativity
- Resourcefulness
- Persuasion
- Openness to criticism

## Hard skills

- A degree (or other academic qualification)
- An industry specific certification
- Coding ability
- Foreign language skills
- Typing speed
- Bookkeeping
- Computer skills
- Proofreading

# Shortlisting

See below example of vacancy information, including the vacancy closing date:

<b>Band 3</b>			
<b>Main area</b>	Clinical Support Worker	<b>Site</b>	Bowmere Hospital
<b>Grade</b>	Band 3	<b>Town</b>	Chester
<b>Contract</b>	Permanent	<b>Salary</b>	£20,330 - £21,777 pa
<b>Hours</b>	<ul style="list-style-type: none"> <li>• Full time</li> <li>• Part time</li> </ul> 37.5 hours per week (Full time or part time considered)	<b>Salary period</b>	Yearly
		<b>Closing</b>	07/09/2022 23:59

Once the vacancy has closed – the hiring manager will review all applications. If you are shortlisted, you will be invited to an interview!

Candidates are typically given feedback or outcome via phone or email within three working days of the vacancy closing date.

Interviews are held face-to-face, unless stated otherwise. Alternatively, interviews may be held on Microsoft Teams. If the interview is face-to-face, it will held at the base for the role you have applied for.

If you need any reasonable adjustments making for your interview, you will be sent information about how to request these if you are invited for an interview.





# Preparing for your interview

We understand that interviews make some people feel nervous. Here's some advice, hints and tips to help prepare for your interview.

- Have a look through our website, Twitter and Facebook pages, you will get a good idea of what the Trust have been up to in terms of exciting news and projects within the community.
- Dress smartly. If you aren't sure what to wear, contact the recruiting manager for advice.
- Be early, but not too early, 10 minutes is perfect. This lets the interviewer know that you're good with time keeping.
- Take your time to answer the questions, there's no rush.
- Be confident and tell us about your skills and strengths
- Think about what questions you might want to ask at the end, for example:  
'What do you love about working for CWP?'  
'Is there room to progress in this role?'  
'When am I likely to hear back?'

1. Research
2. Preparation
3. Punctuality
4. Professionalism
5. Communication
6. Listening
7. Ask question
8. Confidence
9. Show interest
10. Follow up

# The interview - STARL method

The STARL method is a helpful way to structure your interview question responses.

## **S-Situation**

Describe the situation or problem encountered.

## **T-Task**

Describe the task that the situation required of you.

## **A-Action**

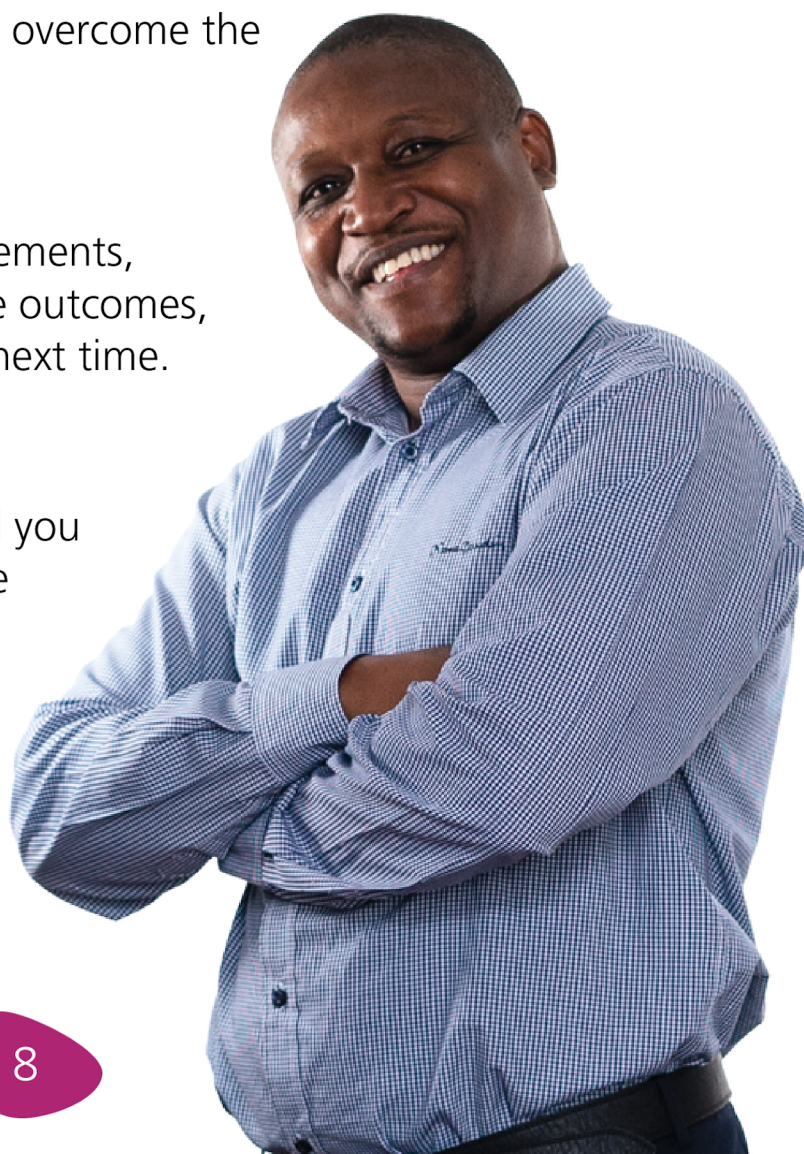
Describe the action that you took to overcome the obstacle presented.

## **R-Result**

Describe outcomes including achievements, what was learned from any negative outcomes, and what you would do differently next time.

## **L-Leaning**

What did you learn and what would you change if you were to undertake the task again?





# Receiving an offer and pre-employment checks

After your interview, the person or people who interviewed you will contact you. This is usually within 48 hours of your interview and they will let you know if you were successful or unsuccessful.

If your interview was successful, you will either be:

- Offered the position you applied for
- Invited to a second interview or assessment

You will also receive an email requesting for you to book a face-to-face appointment at our Trust Headquarters – Redesmere Building, Chester. At this appointment you will need to bring along original documents to confirm your identity, right to work and qualification checks.

You will receive an email from DocuSign to complete your new starter forms such as payroll details. DBS checks and occupational health checks will also be carried out depending upon the role you have been offered.

We will also ask you for referee information to conduct reference checks. We will require 3-5 years worth of references, either from school / college / university tutors or employers. These should be as recent as possible but don't worry if you've had a gap in employment.

**Please get in touch with the Recruitment Team if you need help during this process at [cwp.recruitment@nhs.net](mailto:cwp.recruitment@nhs.net)**



Once you receive your offer letter, please respond to requests within seven days to ensure the recruitment checks are carried out efficiently.

# Receiving an offer and pre-employment checks

If you are successful and an offer has been made, you will receive an offer letter confirming the following information:

- Job title
- Base
- Care group / department
- Pay band and salary scale
- Contract type and hours
- Annual leave entitlement

Please be aware that due to CWP's inclusive induction programme (Prepare to Care), all new starters commence on the same day each month.

Depending on your role, you may be with the Education, Learning and Development team for up to three weeks.

Once all pre-employment checks are completed, your new line manager will confirm your particular Prepare to Care programme start date.

If you require any assistance with your employment checks, please contact:

[cwp.recruitment@nhs.net](mailto:cwp.recruitment@nhs.net)





# Useful links

**CWP website:**

[www.cwp.nhs.uk](http://www.cwp.nhs.uk)

**CWP vacancies page:**

[www.careers.cwp.nhs.uk/latest-vacancies](http://www.careers.cwp.nhs.uk/latest-vacancies)

**Getting help:**

[www.cwp.nhs.uk/getting-help](http://www.cwp.nhs.uk/getting-help)

**Volunteering:**

[www.cwp.nhs.uk/get-involved/volunteering-us](http://www.cwp.nhs.uk/get-involved/volunteering-us)

**Apprenticeships:**

[www.careers.cwp.nhs.uk/your-career/apprenticeships-cwp](http://www.careers.cwp.nhs.uk/your-career/apprenticeships-cwp)

**Contact us:**

[www.cwp.nhs.uk/contact](http://www.cwp.nhs.uk/contact)

**About us:**

[www.cwp.nhs.uk/about-us](http://www.cwp.nhs.uk/about-us)

For additional support and guidance with your application, please email:

[cwp.recruitment@nhs.net](mailto:cwp.recruitment@nhs.net)



## **Cheshire and Wirral Partnership NHS Foundation Trust**

Redesmere (Trust Headquarters)

Countess of Chester Health Park

Liverpool Road

Chester

CH2 1BQ

Tel: 01244 397397

Email: [cwp.recruitment@nhs.net](mailto:cwp.recruitment@nhs.net)

