

**Our trust:**

Hertford County Hospital, The Lister Hospital,  
Mount Vernon Cancer Centre, New QEII Hospital



**East and North  
Hertfordshire**  
NHS Trust

## **Secondment guidance notes for internal applicants**

We welcome applications from our internal workforce as we see secondments as an important way to develop and grow within the Trust. If you are an internal applicant and applying for a temporary role within the Trust, please refer to our Secondment Policy for full information. Please be aware of the following key points:

- As an internal applicant applying for a temporary role, any role within the Trust that you are offered will always be on a secondment basis.
- To be eligible for a secondment within the Trust, you will need to satisfy the conditions below:
  - You have informed your manager of your intention to apply for this secondment and they are in agreement
  - You have been in your substantive post for at least 12 months
  - You have had a Grow Together review completed in the last 12 months
  - You do not have any formal disciplinary or sickness absence processes or sanctions in place
  - You have completed all your statutory and mandatory training
  - If you are a manager, you have completed Grow Together reviews for all of your team
  - You are not seeking to apply for a secondment from an existing secondment arrangement

You will be asked to confirm that you meet the above conditions as part of your application. If you are offered a post and it is subsequently confirmed that you do not meet any of the above conditions, the offer may be withdrawn.

The Secondment Policy can be found on the Policies and Guidance section of the Knowledge Centre.

Good luck with your application!