

# Applicant Guidance and Welcome



**Contact us** at Recruitment Team, AWP, Bath NHS House, Newbridge Hill, Bath, BA1 3QE.

**Email us** at [awp.recruitment@nhs.net](mailto:awp.recruitment@nhs.net)

**Office Hours** Monday to Friday, 9am to 5pm

V2: Nov 23



## Why work for Avon & Wiltshire Mental Health Partnership NHS Trust?

**Avon and Wiltshire Mental Health Partnership NHS Trust (AWP)** is a significant provider of high quality mental health services across a core catchment area covering Bath and North East Somerset (B&NES), Bristol, North Somerset, South Gloucestershire, Swindon, Bournemouth and Wiltshire. The Trust also provides specialist services for a wider catchment extending throughout the south west. Our aim is to enable and empower people to reach their potential and to live fulfilling lives through providing recovery and reablement focused services that yield positive outcomes for our service users and their carers.

Specifically, the Trust provides services for people with mental health needs, with needs relating to drug or alcohol dependency and mental health services for people with learning disabilities. We also provide secure mental health services and work with the criminal justice system.

We have an ambitious strategic transformation programme designed to help us meet the mental healthcare needs of the local population now and in the future. As part of this transformation we have developed a clear vision for our Trust and we are looking for exceptional candidates to join our team and help us to deliver this new vision. Our staff are the people who will define whether we achieve our vision. They are our greatest asset and the strongest ambassadors for what we are trying to achieve.

### Our Purpose

To provide the highest quality mental healthcare to support recovery and hope.

### Our Vision

- We will be the first choice for service users
- We will be widely recognised as the best mental healthcare employer in the country
- We will be a highly established learning, teaching and research organisation
- We will be rated as “excellent” by regulators and described as excellent by commissioners
- We will be a strong partner and a system leader that ensures best quality, best value and coherence across complex pathways of care

### Our Values

The Values of our Trust which guide the way we do things, influence our behaviours, conduct our conversations and are:

**P - Passion** Doing our best, all of the time

**R - Respect** Listening, understanding & valuing what service users, carers, staff and stakeholders tell us

**I - Integrity** Being open, honest, straightforward and reliable

**D - Diversity** Relating to everyone as an individual

**E - Excellence** Striving to provide the highest quality support to service users and their carers.

### The Recruitment Process

We advertise our vacancies on [NHS Jobs](#) or via our own [jobs website](#). Please visit either site for a full list of our vacancies. Here you will find details of our current opportunities with job descriptions and person specifications and details of closing dates.

## **Application**

If you would like to apply for one of our positions please apply online via our recruitment system TRAC. You will need to set up an account if you do not already have one.

Please note - Any personal details supplied to AWP by you will be held on the Trust systems in line with the General Data Protection Regulation.

The application form will ask you to provide the following information:

### **1. Personal information**

The personal information that you provide in this section will not be used as part of the shortlisting process and is kept separately for administrative monitoring and reporting.

### **2. Monitoring information**

The information provided within this section will not be used as part of the shortlisting process and is for monitoring purposes only.

We produce reports on our workforce which contain data only. These reports do not identify you in any way but providing this information helps us to make sure our employment opportunities are available for all sections of the community and that they are fair. This enables us to monitor ourselves as an equal opportunities employer and that is why we encourage you to complete this section.

### **3. Qualifications/training**

In this section please provide accurate information about your education and professional qualifications you have gained or are currently undertaking. If you are invited for an interview, please be prepared to produce original certificates as proof of the qualifications held.

### **4. Employment history**

In this section please provide your full employment history in order of current or most recent first. Your employment history can include all job placements, work experience, voluntary work and training. Please give a brief description of your duties and responsibilities for each role to enable the recruiting manager to understand your skills and experience.

### **5. Supporting information**

The 'Supporting Information' section of the application form is extremely important and is your opportunity to promote yourself, your knowledge, skills and to provide evidence to the short listing panel that you have the competencies they are seeking. When completing your application, please ensure that your supporting information demonstrates how you meet the essential and desirable requirements of the 'Person Specification' for the role, as this is how your application will be assessed.

### **6. References**

It is important that you provide references covering at least three years of employment (either paid or unpaid voluntary work), or any training. If you are or have been employed, these should include your two most recent employers, your line manager or someone in a position of responsibility. If you have never been employed or have gaps in your employment during the last 3 years you may provide a referee as a person in a position of responsibility. The referees will need to be able to comment on your work experience, competences, personal qualities and suitability for the post. Please provide full contact details including their title, initials and correct email address; which must be a professional/organisational email account not a personal account e.g. Hotmail, Yahoo. To

reduce delays please contact your referees in advance to clarify that they are happy to provide a reference and confirm their correct contact details.

## **7. Submit**

You are advised to proof read the content of your application form carefully before submission and check for errors. Once you are happy with your application, click submit and it will be saved as an application on the system.

## **What Happens Next?**

We will contact you about your application via email therefore it is important that you check your e-mail regularly after you have submitted your application.

## **Shortlisting**

At the shortlisting stage, the recruiting manager will review the content of each application form and assess whether they meet the requirements of the Job Description and Person Specification. Those applicants that closely match will be invited to interview.

You will be invited to interview via email and will be advised of details of the date, time, location, interview panel and any further information about the selection process. The interview invite will also provide details of documents you will need to bring with you eg identification, qualifications, professional registration.

We are positive about employing disabled people and maintaining the standards set by the Disability Confident scheme (formally known as the Two Ticks scheme). This means that all applicants who declare a disability and who meet the minimum criteria for the job will be invited for interview. All shortlisted applicants should be asked if they require any particular arrangements to be made in the selection process to enable ease of participation; for instance in the case of disability.

## **Interview**

The format of the selection process may differ depending on the role that you are applying for. You will be asked to attend a face-to-face or MS Teams interview with the recruiting panel and asked a series of questions to assess your skills and experience against the requirements of the Job Description and Person Specification. The selection event may also include other forms of assessment such as a presentation, literacy and/or numeracy test or a drugs calculation test. Details of your interview process will be communicated to you in the interview invitation.

Please remember that at the interview, you will be asked to provide the relevant documents detailed in your interview invitation in order to comply with the Trust's Pre-employment checks. This relevant documentation could include:

### **a. Right to work**

You will be asked to bring along proof that you are entitled to work in the UK. For British or EU nationals this will be your passport or birth certificate. For all non-EU applicants this will be your passport showing your current immigration stamps along with your biometric residence permit.

### **b. Proof of identity**

For all posts you will be asked to produce verification of identification. There are two combinations of documents that you can provide;

- Two forms of photographic personal identification and one document confirming your address.
- One form of photographic personal identification and two documents confirming your address.

### **c. Disclosure Barring Service (formerly known as CRB)**

The Disclosure Barring Service (DBS) has been established by the Government to facilitate the safe recruitment of employees who work with children and vulnerable adults. It gives access to criminal record checks by providing a central point where information can be obtained through a process called Disclosure. The majority of posts within the Trust require a satisfactory disclosure from DBS. If you are successful following interview you will receive a link to an online DBS application form via email. It is important that you complete and submit your application promptly and supply your ID documents.

Many posts in the Trust are exempt from the Rehabilitation of Offenders Act. This means you must disclose details of any cautions and criminal convictions that you have had, whether or not they are time spent. Disclosure of criminal convictions will not automatically exclude you from employment with the Trust, but we must be made aware in advance. Failure to do so could result in the subsequent termination of your employment if you are appointed.

### **d. Professional registration and qualification**

For some posts you will require qualifications and/or registration with a professional body. This will be stated in the Person Specification or on the job advert. If these are required please bring proof to your interview.

### **The Outcome**

If you are successful following interview you will be notified by the recruiting manager and then sent an offer letter within a few working days. Unsuccessful candidates will either be notified by telephone by the recruiting manager or via email and can request feedback from the interview panel.

### **Job Offer**

If you are successful following interview you will receive a conditional job offer from the Recruitment Team via email. All offers are subject to the following mandatory pre-employment checks as set out by NHS Employers and the UK Border Agency:

- Verification of Identity
- Right to Work
- Disclosure and Barring Service (DBS) Disclosure (dependant on the position)
- Professional Registration (dependent on the position)
- Occupational Health Clearance
- Employment References.

### **Starting Salaries**

Starting salaries are determined by the Trusts HR function and are based on NHS Agenda for Change Terms and Conditions. Salaries are based on experience. Generally:

- Newly qualified applicants or those with no or little previous experience will start at the bottom point of the Band
- Newly qualified nurses awaiting pin will be appointed at the bottom of Band 4 pending pin and their bottom point Band 5 salary will be paid from the date their pin is awarded
- Those moving without a break in service from another NHS organisation will stay at the same point if moving to the same Band or gain 1 increment progression if moving to the next Band up and the progression is available. If you are a current NHS employee then we may ask you to provide your most recent payslip to determine your starting salary and/or we may complete an Inter Authority Transfer which means that we will contact your current

Trust for details of your salary. If we do this there may be a slight delay in the issue of your conditional offer letter while we wait for this information

- Those who are joining the Trust with previous experience will commence on a salary point linked to their years of experience. This will be determined by the HR function.

Once in post, progression through the grade is attained through achieving appraisal objectives each year.

### **Terms & Conditions/Contract of Employment**

Once your clearances have been completed and are acceptable, you will receive an unconditional offer letter. At this point your new manager will contact you to arrange a start date.

Once the Recruitment Team have been informed of your start date a contract of employment or a bank worker agreement, depending on your role, will be emailed to you. This will include all the terms and conditions relating to your role.

If you would like to view the NHS Agenda for Change Handbook which includes the NHS terms and conditions you can find them [here](#).

***Should you have any questions at any stage of the process please do not hesitate to contact the Recruitment Team. We will be delighted to support you in your journey to become an employee of Avon & Wiltshire Mental Health Partnership NHS Trust.***