

## RECRUITMENT PROCESS

This document aims to set out the recruitment procedure for applicants to East Kent Hospitals University NHS Foundation Trust.

### Advertising our Posts

All our vacancies are advertised via the NHS Jobs website and can be found by visiting <http://www.ekhuft.nhs.uk/careers> and clicking on Careers then Vacancies. You can also follow all vacancies via Twitter @EKHUFTJOBS.

Vacancies will normally close on the stated closing date, however we reserve the right to close vacancies early depending on the response that we receive. Therefore, please submit your application promptly to ensure that you are considered for any vacancy you wish to apply for.

### Submitting an Application

Applications for posts are submitted via the online process on the NHS Jobs website. Offline or paper copy applications can only be accepted in exceptional circumstances and with prior agreement from the Resourcing Management team.

### Shortlisting

Recruitment managers will carry out a review of all applications made to a post based on the criteria listed with the Person Specification for the post.

You should expect to hear the outcome of your application within 2 weeks of the advert closing. This is communicated via receiving a message in your NHS Jobs account. To gain this information, you will need to log into your NHS Jobs account and read any pending notifications. However, if you have not heard from us within 6 weeks then you can assume that you have been unsuccessful.

If you require feedback you can contact the Resourcing Team via email at [Resourcing@nhs.net](mailto:Resourcing@nhs.net)

### Interviews

If you are successful in gaining an interview for the post you will receive an e-mail from Advorto, with all your interview details. You will be requested to either confirm or decline acceptance via a provided link. You will be prompted to view your e-mail from a text message, if you have provided your mobile number as part of your application form.

You will also be required to complete an attachment titled "Model Declaration", sign and return in the post to the Resourcing Team, prior to your interview date. Model Declaration B information is required as any position within the Trust that provides direct patient care, or manages individuals that provide care are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)(the Exemptions Order). Model Declaration A should be completed for positions that are not exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)(the Exemptions Order).

On the 29<sup>th</sup> May 2013 The Home Office introduced a filtering system for disclosing information on criminal convictions and cautions. This means that the type of information which is disclosed on a Disclosure and Barring Certificate will be filtered in line with a strict set of rules. Some offences will never be filtered and these can be viewed on: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

You will be given the opportunity to discuss any unfiltered offences with the interview panel on the interview day or at a later day prior to any agreed commencement date. From the returned "Model Declaration Form", relevant information will be verbally and confidentially passed onto the Recruitment Manager for discussion with yourself. The Line Manager will then make a decision based on the information provided, and will confirm if it is deemed as passing the Disclosure and Barring Service pre-employment clearance.

The successful candidate will have a note added onto the payroll system that information had been discussed, but no information regarding the offence will be recorded.

Please note that if you fail to confirm your attendance for the interview slot you are allocated, it may be offered to another applicant. Future applications from individuals who fail to attend for interview without explanation may not be considered.

### **Selection Tests**

Recruitment to many of our posts will also involve a selection test. This could be in the form of a written or computer test, a presentation or the assessment of a task. Full details will be provided to you with your interview letter.

### **Applicants with a Disability**

If you require any special arrangements, for example an alternative venue to allow wheelchair access, please contact the Resourcing Team to arrange this before confirming your attendance to interview.

### **Pre-Employment Clearances**

#### **Occupational Health**

If you are successful, you will be e-mailed an Occupational Health questionnaire with your conditional offer letter which you should complete and e-mailed directly to the Occupational Health Department to the e-mail address provided on the questionnaire.

#### **Right to Work and Verification of Identity**

For verification purposes you will also be required to bring an original passport, driver's license and a utility bill that has been issued within the last 3 months. If the post requires a Disclosure and Barring Check you may also be asked to bring further identification, of which you will be informed of in your interview letter. Please ensure you read the attachment called "ID Information for Candidates".

Please also ensure you bring any certificates or evidence of qualification relevant to the post.

### **References**

All offers of employment are made subject to gaining satisfactory clearances. Therefore please ensure that you provide us with details of three years' worth of referee details. If you have had any gaps in employment or education within the last three years, you will be requested to provide two additional character referees. A referee who can provide you with a character references is classed as someone who have known you for over 3 years and is regarded as an upstanding member of the community. To speed up the process it is helpful if

you can provide full contact details including a telephone number and e-mail address for each referee.

### **Outcome from Interviews**

Everyone who attended an interview will receive an e-mail informing them of the outcome of the interview.

### **Offers of Employment**

If you are successful at interview, the Recruiting Manager will contact you to make a verbal offer of employment. This offer will be subject to satisfactory references, occupational health clearance and Disclosure and Barring check where appropriate, and will be confirmed to you in writing.

Once these pre-employment clearances are complete, you will be required to confirm your start date with your new line manager at the Trust and a final confirmation of employment including your Contract will be issued to you.