

# Job Application Guide

*How to Apply for jobs in Mental Health Trusts using TRAC and NHSJobs*

Created by the Recruitment and Inclusion project at NHS West Yorkshire Health and Care Partnership Mental Health, Learning Disability and Autism Programme



# What will this workshop cover?

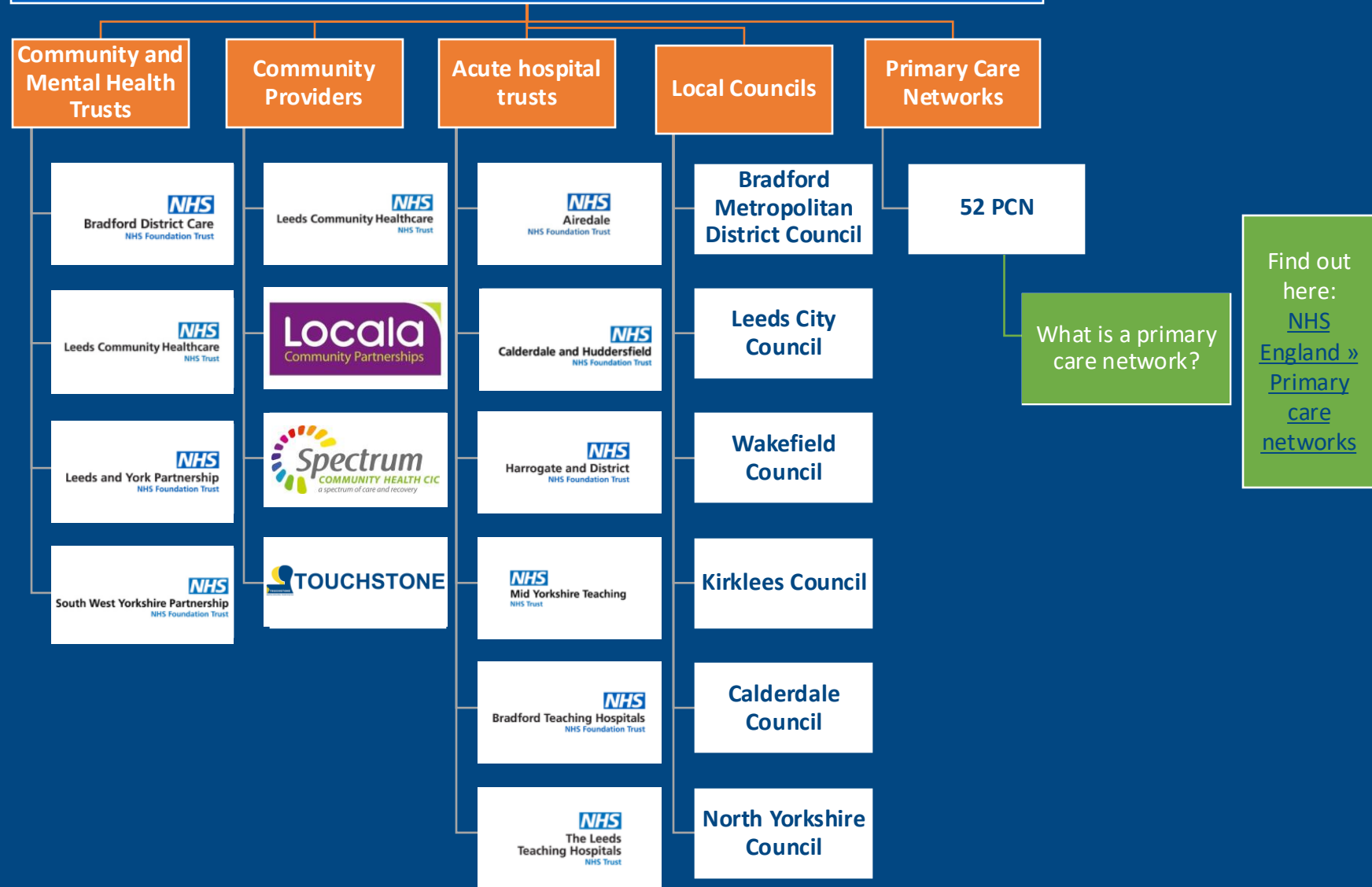
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# Understanding what an NHS Trust is and governance structures within the NHS

## What is an NHS Trust?

- A group of hospitals, clinics, community care providers, and healthcare services that work together to provide healthcare to the local population, or for a special purpose.

# West Yorkshire Health and Care Partnership



# Mental Health, Learning Disability and Autism Collaborative – what do they do?

Provide support for:

- Adult Mental Health and Crisis Support
- Suicide Prevention
- Children and Young People's Mental Health
- Learning Disabilities
- Neurodiversity – Autism and ADHD

# Using person specifications

- A person specification is provided with every job advert
- It is a “wish list” of what the employer is looking for in candidates applying for the role
- You don't always need to have all of the essential criteria, having 80% is great
- Any desirable criteria that you meet are a bonus
- Be methodical

# How to address the supporting information on an application form

- This is the most important section of the application form
- Make sure you cover all the essential criteria where possible, and as many of the desirable criteria as you can. You will find the criteria on the person specification (see previous slide)
- Write clearly and concisely
- Always back up what you are saying with real and relevant examples
- Consider skills and experience that you have gained outside of the workplace too e.g. in education, volunteering, in your community

# Passive vs active voice: why avoid it?

## Passive voice

- Dilutes the clarity and impact of your achievements and responsibilities
- Makes your sentences longer

## Active voice

- Makes your application more concise, direct, and confident
- Helps you to give yourself more credit



# What is the difference between passive and active voice?

## Passive voice

- Personal care tasks were undertaken by me
- I was responsible for providing high quality pastoral support
- I ensured reports were written
- I was required to complete administrative tasks

## Active voice

- I undertook personal care tasks
- I provided high quality pastoral support
- I wrote reports
- I completed administrative tasks

Note: sentences can be grammatically active while narratively passive. More info here: [Understanding Active and Passive Voice - The Resume Writers](#)

# Tips for using active voice

- Typically, in sentences using active voice, the verb comes in earlier in the sentence e.g. I completed administrative tasks vs. I was required to complete administrative tasks
- Use full sentences – it is easier to fall into passive voice when writing bullet points
- Using a grammar checker to check for passive voice can help (e.g. [Hemingway Editor \(hemingwayapp.com\)](https://hemingwayapp.com)). This is not fail-safe e.g. narratively passive sentences (see previous slide)
- Know when to use passive voice e.g. when you do not want to take credit for a major accomplishment on your own

# Active words to use in healthcare job applications

- Administered
- Created
- Implemented
- Monitored
- Promoted
- Assessed
- Delivered
- Improved
- Negotiated
- Provided
- Cared
- Designed
- Incorporated
- Operated
- Recorded
- Chaired
- Developed
- Initiated
- Organized
- Researched
- Classified
- Established
- Led
- Planned
- Supervised
- Conducted
- Facilitated
- Liaised
- Prepared
- Teamed
- Coordinated
- Handled
- Maintained
- Produced
- Trained

# Two ways to find NHS Vacancies

TRAC Jobs is a recruitment platform used by many public sector organisations, including some NHS Trusts

## TRAC Jobs

Go to the vacancies page of [LYPFT](#) or [BDCFT](#)

Search through the categories

Choose a job that suits you

Click apply now then login or register with TRAC

## NHS Jobs

Go to the [NHS Jobs Website](#)

Login or register with NHS Jobs

Look at vacancies at SWYPFT or other NHS Trusts such as LCH

Choose a job that suits you

NHS Jobs is a recruitment platform which host job adverts for NHS trusts and partner organisations

# Vacancies - BDCFT

- **Self management Facilitator** – Adult Physical Health services, in the community in Bradford. Full time or part time. Salary £25,147 - £27,596 Per year pro rata. Deadline: 15/05/2024 11:59pm. Essential qualifications: Care qualification to NVQ 3 or equivalent experience.
- **Craftworker Multiskilled Joiner** – Estates Team, Bradford, BD9. Full time. Salary £25,147 - £27,596 Per year. Deadline: 24/05/2024 11:59pm. Essential qualifications: NVQ / City and Guilds or Equivalent, Apprenticeship
- **Pensions Officer** – Pensions and Payroll Team, Saltaire. Full time. Salary £25,147 - £27,596 Per year, pro rata. Deadline: 12/05/2024 11:59pm. Essential qualifications: GCSEs including Maths and English, NVQ Level 4 in Pensions Administration, AAT or equivalent experience.
- **Trainee Psychological Wellbeing Practitioner** – Talking Therapies Service, various sites, Bradford, Airedale, Wharfedale and Craven. Full time. Salary £25,147 - £27,596 Per year. Deadline: 10/05/2024 11:59pm. Essential qualifications: Undergraduate degree or evidence of ability to study successfully at level 6 (third year of undergraduate degree)

# Vacancies - LYPFT

- [Health Support Worker](#) – Acute Inpatient Service, LS9. Full time. Salary £22,816 - £24,336 Per year. Deadline: 22/05/2024 11:59. Essential qualifications: none
- [Health Support Worker](#) – Crisis Resolution Intensive Support Service, LS12. Full time. Salary: £22,816 - £24,336 Per annum. Deadline: 22/05/2024 11:59pm. Essential qualifications: none
- [Return to Practice Placement](#) – Allied Health Professions, various sites, Leeds. Salary: voluntary position. Deadline: 20/05/2024 11:59pm. Essential qualifications: Previous Registration with HCPC (Health and Care Professionals Council). Suitable for people with two to five + years out of practice.
- [Librarian](#) – Library and Knowledge Services, LS2. Part time (29 hours per week). Salary £28,407 - £34,581 Per Year Pro Rata. Deadline: 14/05/2024 11:59pm. Essential qualifications: Degree or postgraduate qualification in Library and Information Studies or equivalent discipline

# Vacancies - SWYPFT

- **Dining Room Assistant/Cook** – Catering Team, Fieldhead Hospital, WF1. 1 x 30 hrs per week and 2 x 37.5 hrs per week. Salary: £22,383 a year. Deadline: 13/05/2024. Essential: 1 & 2 or equivalent NVQ grade (or commitment to work towards), Level 3 Food Hygiene Certificate or working towards.
- **Housekeeper** – Facilities Team, Fieldhead Hospital, WF1. Part time (30 hours per week). Salary: £22,383 a year. Deadline: 13/05/2024. Essential qualifications: Level 2 Certificate in Food Safety or willing to undertake and successfully complete within 12 months.
- **Catering Supervisor** – Catering Team, Fieldhead Hospital, WF1. Full time. Salary: £22,816 to £24,336 a year. Deadline: 13/05/2024. Essential qualifications:
  - Level 2 Food Safety Certificate.
  - Level 3 Food Safety Certificate (or achieve within agreed timeframe).
  - Level 3 Award in Leadership and Management or equivalent (or commitment to work towards).
  - Allergen training (willing to undertake and complete agreed timeframe).
  - NVQ Level 2 Customer Service (willing to undertake and complete agreed timeframe).
- **Housekeeping and Domestic Supervisor** – Facilities Team, Fieldhead Hospital, WF1. 2 x 30 hrs per week and 1 x 37.5 hours per week. Salary: £22,816 to £24,336 a year. Deadline: 13/05/2024. Essential Qualifications: Award in Leadership and Management or equivalent (Level 3) or commitment to work towards.
- **Healthcare Cleaning Operative** – Facilities Team, Ravensleigh Resource Unit, Dewsbury, WF13. Part time (20 hours) per week. Salary: £22,383 a year. Deadline: 13/05/2024. Essential qualifications: BICSc qualification or willing to undertake and successfully complete within 12 months or equivalent experience at Level 2.

# Step by Step Guide to the NHS TRAC Application Form (BDCFT and LYPFT)



# Find a suitable vacancy


1. Go to the careers page of [LYPFT](#) or [BDCFT](#).
2. Browse through the categories that you're interested in.
3. Scroll through the available roles and find one which suits you.


## Current vacancies


If you are interested in working for our organisation and would like to view our current vacancies, please click on the icon below which suits the position you're searching for.


[My account](#)


### We have vacancies in the following sectors

 Nursing & Midwifery

 Support Services

 Administrative Services

 Medical & Dental

 Allied Health Professions

Search for jobs by keyword or job reference

[Search](#)

[My account](#)

Sector > Job list > Job details

## Health Care Support Worker

### NHS AfC: Band 4

<b>Main area</b>	Specialist Children's Services
<b>Grade</b>	NHS AfC: Band 4
<b>Contract</b>	Permanent
<b>Hours</b>	<ul style="list-style-type: none"><li>• Full time</li><li>• Term time hours</li></ul>
	37.5 hours per week
<b>Job ref</b>	453-24-6127296
<b>Site</b>	Westbourne Green Community Health Centre
<b>Town</b>	Bradford, Airedale and Craven
<b>Salary</b>	£25,147 - £27,596 per annum
<b>Salary period</b>	Yearly
<b>Closing</b>	24/04/2024 23:59
<b>Interview date</b>	02/05/2024

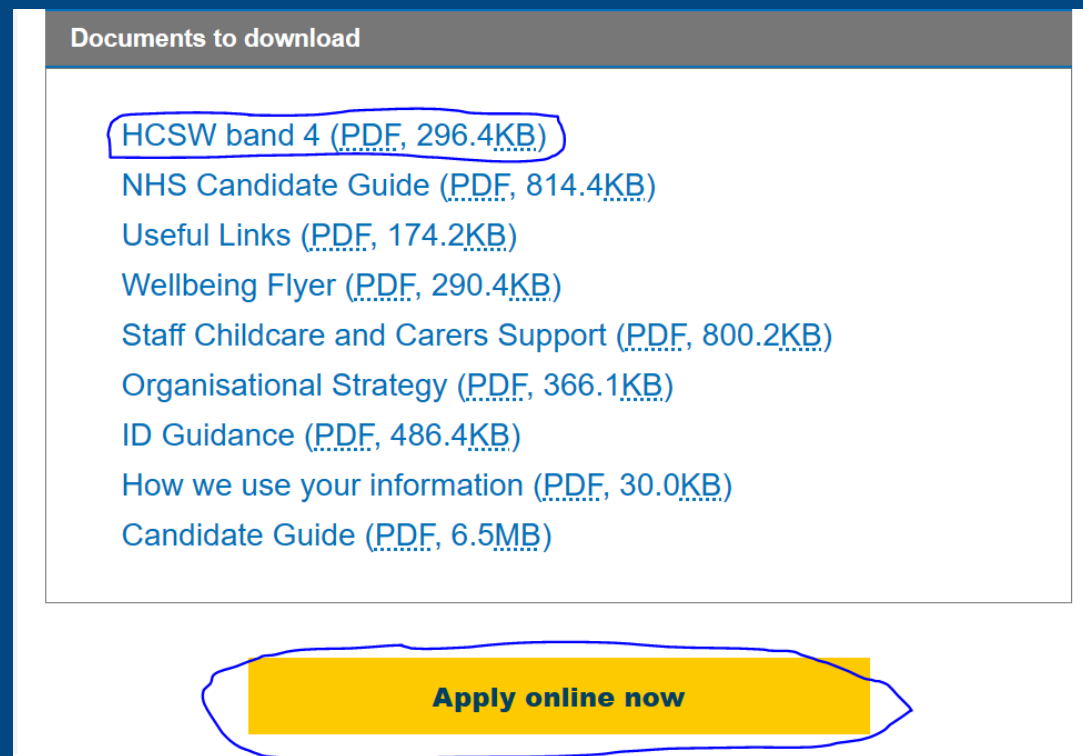
Bradford District Care Trust is an award-winning Trust that provides a range of innovative services that have been recognised as best practice

# Finding a suitable vacancy: how to see all BDCFT or LYPFT vacancies at once

List all jobs in [Nursing and Midwifery](#) or [all sectors](#)

4. Choose any category and any job vacancy
5. Scroll to the bottom of the job advert
6. Click “all sectors”
7. This will bring up a new page showing all current vacancies across all sectors in the trust
8. Use the “Sort by” drop-down menu to sort the jobs. If you choose “Newest” you will be able to see the newest vacancies by scrolling to the bottom of the page

# Read the job advert and person specification



The screenshot shows a section titled "Documents to download" with a list of links to PDF documents. The first link, "HCSW band 4 (PDF, 296.4KB)", is circled in blue. Below the list is a yellow button with the text "Apply online now", which is also circled in blue.

Documents to download

- [HCSW band 4 \(PDF, 296.4KB\)](#)
- [NHS Candidate Guide \(PDF, 814.4KB\)](#)
- [Useful Links \(PDF, 174.2KB\)](#)
- [Wellbeing Flyer \(PDF, 290.4KB\)](#)
- [Staff Childcare and Carers Support \(PDF, 800.2KB\)](#)
- [Organisational Strategy \(PDF, 366.1KB\)](#)
- [ID Guidance \(PDF, 486.4KB\)](#)
- [How we use your information \(PDF, 30.0KB\)](#)
- [Candidate Guide \(PDF, 6.5MB\)](#)

**Apply online now**

10. Download and read the job advert and person specification (these are sometimes separate and sometimes together, and also not always helpfully named. Read the list carefully to find what you need).


11. If you want to apply for the role, scroll down to the bottom of the page and click the yellow “Apply online now” button.

# Set up a TRAC profile

## Create an account

Create your account and apply for your new job!

**Email address**

I'm not a robot 

By creating an account you are acknowledging [our privacy notice](#).

**Create your account**

## Start your application

Please answer the following questions to start your application:

**Do you possess GCSE level qualification or an equivalent?** \*

**Are you currently an employee of Bradford District Care NHS Foundation Trust?** \*

**Choose your immigration status \***

**I have read and agree to [the privacy notice](#) that applies for the data submitted in my application.** \*

**Continue**

12. Set up a profile on the TRAC system. Your information will be saved to your profile, and you can use it for future NHS applications.
13. Once you have an account, you should see “start your application”. Scroll and answer the questions on this page. Make sure you know your immigration status, and the details of your residence permit if you have one.

# Start your application

**Application for employment**  
You must submit your application before 24-Apr-2024 23:59. Incomplete draft applications are deleted 90 days after the submission deadline.

**Getting started**  
To speed up your application, you can use a recent application as the basis for your new application. Alternatively you can start with a blank form.

**How would you like to start your application? \***

Use a recent application

Blank form

**Launch application**

**Application for employment**  
You must submit your application before 24-Apr-2024 23:59. Incomplete draft applications are deleted 90 days after the submission deadline.

**Not started**

**Personal details**  
Answers given in this part of the form are to help the Recruitment Centre to manage your application. If you have any difficulty completing this form please ask someone to help you. We would like to take this opportunity to thank you for applying.

**Start section**

**Not started**

**Application questions**  
Details entered in this part of the form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form, and ensure that your answers clearly and honestly demonstrate how your skills and experience are relevant to the post for which you are applying.

14. On the next page, choose to use the information from a previous application or start a blank form. If it's your first time applying, use a blank form.

15. Click "launch application"

16. The TRAC application is divided into 4 sections:

- 1) Personal Details
- 2) Application Questions
- 3) References
- 4) Equal Opportunities

# Personal Details

**In progress**

## Personal details

Answers given in this part of the form are to help the Recruitment Centre to manage your application. If you have any difficulty completing this form please ask someone to help you. We would like to take this opportunity to thank you for applying.

<b>Personal details</b>	📄 Not started	<a href="#">Open</a>
<b>Relationships</b>	📄 Not started	<a href="#">Open</a>
<b>Rehabilitation of Offenders Act 1974 (as amended)</b>	📄 Not started	<a href="#">Open</a>


[Mark section as complete](#)


17. The Personal Details section is divided into 3 parts:

- 1) Personal Details
- 2) Relationships
- 3) Rehabilitation of Offenders Act 1974

# Personal Details continued

**UK National Insurance number**

 [How to obtain a UK NI number](#)

**Preferred employment type \*** 

- Full time
- Part-time
- Job share
- Secondment
- Flexitime
- Agile/Home working
- Compressed hours
- Term time hours
- Annualised hours

18. In personal details, give your name, contact details, national insurance number and preferred employment type. Click save and next to move on at the end of every section in the application form.
19. The relationships section asks if you have an existing relationship with a director or an employee of the trust that you're to. If no, write "None". If yes, briefly give details of the nature of this relationship.
20. In the Rehabilitation of Offenders Act section, if you have no convictions, choose "no" for all. If you have any convictions, read each section carefully and select the answer that applies.

# Application Questions

**Application questions**

Details entered in this part of the form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form, and ensure that your answers clearly and honestly demonstrate how your skills and experience are relevant to the post for which you are applying.

<b>Education &amp; professional qualifications</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Relevant Training Courses Attended</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Membership of Professional Bodies</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>NHS Service</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Employer/activity history</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Gaps in employment</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Supporting information</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Further questions</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Armed forces</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>

[Mark section as complete](#)

21. The Application Questions section is divided into 8 sections:


- 1) Education & professional qualifications
- 2) Relevant Training Courses Attended
- 3) Membership of Professional Bodies
- 4) NHS Service
- 5) Employer/activity history
- 6) Gaps in employment
- 7) Supporting information
- 8) Further questions
- 9) Armed forces



# Application questions: Education & Professional Qualifications

Education & professional qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.


Subject/Qualification	Place of study	Grade/Result	Year obtained	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

22. Starting with the most recent qualification first, add your qualifications here. Give details of the qualification, the place of study, the result and the year obtained. Click “add” to add more to the list.

# Application questions: Relevant Training Courses Attended

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add](#)

23. Starting with the most recent training course first, add any training that might be relevant to the position you are applying for. This can be training taken on own initiative or through previous work experience. Click “add” to add more to the list.

# Application questions: Membership of Professional Bodies

Membership of Professional Bodies

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Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

**Please indicate your professional registration status \***

Please select...

- Please select...
- I do not have the relevant UK professional registration
- I have current UK professional registration relevant for this post
- I have temporary (COVID-19) UK professional registration status relevant for this post
- UK professional registration required and applied for
- UK professional registration required but not yet applied for
- I am a student
- Not required for this post

24. This section usually only applies to qualified nurses, psychiatrists, psychologists, doctors etc. The question has a drop-down menu, select the option that applies to you.

# Application questions: NHS Service

## NHS Service

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**Start date of continuous NHS service (if applicable)**

**Months since most recent employment ended (if applicable)**

25. This is for people who have worked for the NHS before. If you've never worked for the NHS before, click "save & next". If you have worked for the NHS before, supply the start date of your longest NHS service and how many months it has been since it ended.

# Application questions: Employer/activity history

Employer/activity history

Please record below the details of your full employment history beginning with your current or most recent first. Up to 10 previous employments can be entered here. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

*i* Maximum of 10 employers/activities

**+ Add to top**

Employer name

Employer address

Type of business

Reporting to (job title)

Telephone

26. Starting with the most recent employer first, provide details of where you have worked previously. You will need to share employer name and address, start and end date, salary, reason for leaving and more. Click “add” to add more to the list.

Note: Salary – don’t provide it if you don’t want to. Though sometimes it can benefit you to share it. This is usually when you are experienced and have specific expectations around pay.


Note: Reason for leaving – keep it brief and remember that you don’t owe the recruiter anything. Examples: progressing to a new challenge, changing careers, moving to a new area/location.

# Application questions: Gaps in employment

Gaps in employment

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**If you have any gaps within your employment history, please state the reasons for the gaps below.**

 Maximum of 50 words

27. Highlight the skills that you gained during any employment gaps e.g. picking up a new hobby, volunteering, taking educational courses/training.

Explain reasons for taking a career break – e.g. family responsibilities, caring responsibilities, pursuing personal development.

# Application questions: Supporting information

Supporting information

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Supporting Information Fields marked with an asterisk are mandatory

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

**Supporting information \***

28. This section is similar to a personal statement or cover letter. Read the person specification thoroughly. Explain how you meet the essential and desirable (where relevant) criteria for the vacancy. Include your reasons for applying for the job, and show off your strengths that make you right for the role. Use key words from the person specification in your statement.

Note: you must read the person specification thoroughly to answer this section well.

# Application questions: Further questions

## Further questions

The questions in this section are customised to the post for which you are applying.

**This role will require you to work between two locations and be able to respond to staff emergencies quickly/short notice meetings. Please indicate if you are a car driver and if not, how you plan to accomplish this?**

\*

29. Depending on the nature of the role you are applying for, you may be asked extra questions e.g. do you have a valid UK driving license?



# Application questions: Armed forces

## Armed forces

Are you a member of the UK Armed Forces community? \*

Please select...

Please select...

Yes

No

I do not wish to disclose this information

30. This section is simple, the question is: Are you a member of the UK Armed Forces community? The options for your answer are “Yes”, “No”, “I do not wish to disclose this information”.

# References

References

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If you are successful, prior to appointment, **we will take up as many references as needed to cover all activities, including periods of employment and full time education, that you have undertaken over the past three years.** Any offer will be subject to these being satisfactory. Please ensure that you provide full contact details for your Employer/Line Managers or Course Tutors for each activity. Please include their **work email address** where possible to avoid any unnecessary delays.

If during the last three years you have any periods in which you have not been in either employment or full-time education please provide details of someone who can provide a character reference for you to cover this period. Character references should be provided by a person of standing in the community such as a Teacher, Health Care Professional (i.e. Doctor, Physiotherapist, Registered Nurse), Minister of Religion, Police Officer or Solicitor. **Character references should only be used in EXCEPTIONAL circumstances to cover periods of time when you have not been in either employment or education.**

Please use the "Add another" button below to add as many referees as required to meet the above requirements. Periods that referees cover may overlap but there should not be any gaps over the past three years.

[+ Add to top](#)

Referee's title

Referee's first name(s) \*

31. The reference section asks for references covering the past three years. If you have been in education and/or employment, give the details of your employer(s) or course tutor/supervisor.

If you've had any periods not in employment or education, you will need to provide the details of someone who can provide a character reference e.g. a healthcare professional, teacher, Minister of a recognised religion.

# Equal opportunities

## Equal opportunities

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application form and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

The Equality Act 2010 protects people against discrimination on the grounds of:

- their age and sex.
- their race which includes colour, nationality, ethnic or national origin.
- their religion or belief, including a lack of any belief.
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian.

The Equality Act 2010 also protects people who are married or in a civil partnership.

<b>Equality and Diversity Monitoring</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Disability</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>How did you learn of this vacancy?</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>
<b>Declaration</b>	<input type="checkbox"/> Not started	<a href="#">Open</a>

## 32. The Equal opportunities section is divided into 4 sections:

- 1) Equality and Diversity Monitoring
- 2) Disability
- 3) How did you learn of this vacancy?
- 4) Declaration

# Equal opportunities: Equality and Diversity Monitoring

Equality and Diversity Monitoring

Please state your date of birth \*

Please indicate your gender \*

Please select...

Please indicate the option which best describes your marital status: \*

Please select...

Please indicate your ethnic origin \*

Please select...

Which of the following options best describes how you think of yourself? \*

Please select...

Please indicate your religion or belief \*

Please select...

33. This part of the application form will be detached from your application form and anonymised and used for monitoring purposes. It will not be used as part of the selection or interview process.

Note - you can choose not to disclose for all questions, except date of birth.

# Equal opportunities: Disability

Disability

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The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

**According to the definition of disability do you consider yourself to have a disability? \***

Yes

Please select...

No

Yes

I do not wish to disclose whether or not I have a disability

**'Other': \***

- Physical impairment
- Sensory impairment
- Mental health condition
- Learning disability/difficulty
- Long-standing illness
- Other

34. In this section you can share whether you have a disability. You can also choose not to disclose. If you choose “yes”, you will be asked what kind of disability you have.

35. If you choose no or prefer not to say, you will be taken to the next question – “How did you learn of this vacancy?”.

# Equal opportunities: Disability – what is the guaranteed interview scheme/Disability Confident Scheme?

**If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the Personal Specification? \***

Please select...

Reasonable adjustments will be made available should you be invited to interview.

35. Next you will be given a choice of whether you want to be considered under the guaranteed interview scheme.

Now known as the Disability Confident scheme, this scheme guarantees that all disabled applicants who meet the minimum criteria for a role (as specified in the person specification), will be offered an interview. This applies to all NHS employers.

# Equal opportunities: How did you learn of this vacancy?

How did you learn of this vacancy?

Please state where you first saw this post advertised \*

Please select...

- Please select...
- Bio Medical Journal / Gazette
- Bradford District Care NHS Foundation Trust Website or intranet
- British Journal of Midwifery
- Employer vacancy bulletin
- Facebook
- Friend or work colleague told me
- Global Medical
- Google
- Guardian Newspaper
- Guardian Website
- Health Service Journal (HSJ) Website
- Health Service Journal Magazine
- HealthJobsUK.com / NursingNetUK.com
- Indeed
- Job Centre
- Job Centre Website
- Job Fair Stall
- LinkedIn
- NHS Jobs - nhsjobs.com or nhsjobs.net

36. Use the drop-down menu to select where you first saw an advert for the vacancy which you are applying for.

# Equal opportunities: Declaration

## Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration \*

## Next Steps

Once you submit the form your application will be available to the Employer. However, you will be able to update your "Personal Information" should any of your contact details change.

All your application forms (submitted or not) can be viewed under "Applications" when you are signed in.

37. Read the declaration then tick the box that says “I agree to the above declaration”.



# Submit your application

<b>Equality and Diversity Monitoring</b>	✔ Complete <a href="#">Show answers</a> ▾
<b>Disability</b>	✔ Complete <a href="#">Show answers</a> ▾
<b>How did you learn of this vacancy?</b>	✔ Complete <a href="#">Show answers</a> ▾
<b>Declaration</b>	✔ Complete <a href="#">Show answers</a> ▾

[Edit section](#)

[View application](#) [Download application](#) [Submit application](#)

38. Make sure that you are happy with what is written in each section, then mark each section as complete.

39. Submit your application!

# Step by Step Guide to Using NHS Jobs (for SWYPFT and other NHS trusts)

# How to search on NHS Jobs

**NHS Jobs**

Search

**What?**  
For example, job title or skills

**Where?**  
For example, a postcode, town or city

**Job reference**  
e.g. C0987-23-1234 / 914-JOBREF-a

**Employer**  
South West Yorkshire Partnership

[Fewer search options](#)

**Search**

**Sign in**

You'll need to create a new account to apply, even if you're already registered to apply for jobs on the current website.

Sign in or [create an account](#) to get started.

Email address

Password

**Sign In**

[Forgot your password?](#)

**Team Secretary/Admin** [Save this job](#)

**South West Yorkshire Partnership NHS Trust**  
Wakefield WF1 2TE

Salary: **£22,816 to £24,336** a year

Closing date: **23 April 2024**

Contract type: **Permanent**

Working pattern: **Flexible working, Full time**

1. Sign in or create an account on the new [NHS Jobs Website](#), even if you used the previous NHS jobs website.
2. Once you are logged in, use the search to find a job for you. You can type in the full name of the NHS trust you are interested in, to bring their vacancies to the top of the search e.g. “South West Yorkshire Partnership NHS Trust”.
3. Click the job title of the role that you are interested.

Note: The search can be quite clunky, so we recommend looking at trusts’ websites for vacancies where possible (see slides 17-42).

# Find a suitable vacancy and the job description and person specification

[Go back](#)

[Apply for this job](#)

## Team Secretary/Admin

South West Yorkshire Partnership NHS Trust

The closing date is 23 April 2024

**Job summary**

Hello! Firstly, thank you for taking the time to look at this job. My name is Beth and I'm the team manager for the Core Team West in Wakefield. We have a rare opportunity for a team secretary to join our service and work alongside our current team secretary, Lesley,

**For questions about the job, contact:**  
Beth Kelleher  
[beth.kelleher@swyt.nhs.uk](mailto:beth.kelleher@swyt.nhs.uk)  
01924316941

**Supporting documents**  
[Job Description \(DOC, 331 KB\)](#)  
[Person Specification \(DOC, 258 KB\)](#)

**Privacy notice**  
[South West Yorkshire Partnership NHS Trust's privacy notice \(opens in a new tab\)](#)

**Main duties of the job**

The successful candidate will support the current team secretary and the wider team in the day to day running of the service. This will include answering telephone calls, which can involve speaking to and liaising with other professionals and service users which requires professionalism and upkeeping service user confidentiality. They will also be able to alert wider team members to any concerns relating to service users contacting the service.

4. Scroll down and download and read the job description and person specification (these are sometimes separate and sometimes together, and also not always helpfully titled. Read the list carefully to find what you need).
5. If you want to apply for the role, click the green “Apply for this job button” button.

# Start your application

Team Secretary/Admin

## You're applying for a Team Secretary/Admin job

To do this, we'll ask questions about your:

- right to work in the UK
- qualifications
- training
- current or past jobs
- skills for the job

You do not have to complete all your application in one go. You can save and return to it later. We'll send you an email when you start applying with a link that takes you back to your application.

By applying for this job, you're confirming that you accept the employer's [privacy policy](#).

[Start application](#)

Team Secretary/Admin

## Save your details from this application to your profile and account

You'll be asked if you'd like to save the details you've entered after you complete the application.

This includes:

- contact information
- qualifications
- training
- job history
- equality and diversity information

Application details you've saved previously to your profile will be replaced if you decide to save a new application.

[Continue](#)

[Save and come back later](#)

6. Read the information and click “Start application” when you are ready.

7. Then read the other information and click “Continue”.

# The application form

South West Yorkshire Partnership NHS Trust  
**Team Secretary/Admin application**

**Application incomplete**  
You have completed 0 of 9 sections.

Add your personal details	Job details
<a href="#">Contact details</a> <input type="button" value="NOT STARTED"/>	<b>Closing date</b> 23 April 2024
<b>Add your right to work status</b>	<b>Job reference number</b> C9378-W1107
<a href="#">Right to work</a> <input type="button" value="NOT STARTED"/>	<a href="#">View the job advert</a> (opens in new tab)
<b>Add your qualifications, training and job history</b>	
<a href="#">Qualifications</a> <input type="button" value="NOT STARTED"/>	
<a href="#">Training</a> <input type="button" value="NOT STARTED"/>	
<a href="#">Job history</a> <input type="button" value="NOT STARTED"/>	
<b>Add your supporting evidence</b>	
<a href="#">Essential and desirable criteria</a> <input type="button" value="NOT STARTED"/>	

8. The NHS Jobs application is divided into 6 sections:

- 1) Personal details
- 2) Right to work status
- 3) Qualifications, training and job history
- 4) Supporting evidence
- 5) Further information the employer needs from you
- 6) Equal opportunities

# Personal details

[Go back](#)

Team Secretary/Admin application

**How do you want to be updated on the progress of your application?**

Select which you'd prefer:

Email

Email and text messages

Email and phone

Email, text messages and phone

—

Emails are sent to you by NHS Jobs on behalf of the recruiting organisation.

[Continue](#)

9. Decide how you want to be contacted by NHS jobs, and share the relevant contact details. You won't need to share your email address as you've already given this by signing up for NHS Jobs.

# Right to work status

10. Read and answer the questions. If you aren't a British or Irish Citizen, ensure you have your residency details ready.

[Go back](#)

Team Secretary/Admin application

### Are you a British or Irish citizen?

This includes if you have dual citizenship.

Yes  No

[Save and continue](#)

[Save and come back later](#)

[Go back](#)

Team Secretary/Admin application

### Are you an EU, European Economic Area (EEA) or Swiss citizen?

Yes  No

[Save and continue](#)

[Save and come back later](#)

[Go back](#)

Team Secretary/Admin application

### What is your immigration status?

This will be checked if you're invited to interview.

EU, European Economic Area (EEA) or Swiss citizen

EU Settlement Scheme

Indefinite leave to remain (ILR) or indefinite leave to enter (ILE)

European Temporary Leave to Remain (Euro TLR)

Other immigration status

[What is the EU Settlement Scheme?](#)

[Save and continue](#)

[Save and come back later](#)

[Go back](#)

Team Secretary/Admin application

### What is your immigration status?

This will be checked if you're invited to interview.

EU Settlement Scheme

Indefinite leave to remain (ILR) or indefinite leave to enter (ILE)

European Temporary Leave to Remain (Euro TLR)

Highly skilled worker

Skilled worker

Dependant or Spouse Visa

Youth Mobility Scheme

Clinical attachment visa

Refugee or person with humanitarian protection

Standard Visitor visa

Temporary worker

Student

Postgraduate doctors and dentists visa

Other immigration status

[What is the EU Settlement Scheme?](#)

[Save and continue](#)

[Save and come back later](#)



# Qualifications, training and job history

## Add your qualifications, training and job history

[Qualifications](#)

NOT STARTED

[Training](#)

NOT STARTED

[Job history](#)

NOT STARTED

11. The third section is divided into 3 parts:

- 1) Qualifications
- 2) Training
- 3) Job history

# Qualifications

12. Work through the questions about qualifications and add the details of each qualification (starting with the most recent one) until you have added all the qualifications you have.

Team Secretary/Admin application

## Have you got any qualifications?

This includes CSEs, O levels, GCSEs, A levels, diplomas and degrees that you'll have got from school, college, or university.

Yes  No

[Save and continue](#)

Team Secretary/Admin application

## Add academic qualification

Tell us about your academic qualifications that you think will best help your application. Start with your most recent or current through to your earliest.

Subject

Place of study

# Training

Team Secretary/Admin application

**Have you completed any training that might be relevant to this job?**

This includes any professional development courses you've completed at work, or skills-based courses to help you outside of work.

Yes  No

[Save and continue](#)

Team Secretary/Admin application

**Add a training course**

Course title

Training provider

Year completed

[Save and continue](#)

13. Work through the questions about training courses you have undertaken and add the details of each course (starting with the most recent one) until you have added all relevant training.

# Job history

Team Secretary/Admin application  
**Are you currently in a job or have you had one in the past?**

Yes  No

[Save and continue](#)

Team Secretary/Admin application  
**Job details**

Job title

Employer

Key tasks

Start date  
For example, 12 2016  
Month Year

Finish date  
For example, 12 2017  
If this is your current job, then leave the finish month and year blank.  
Month Year

[Save and continue](#)

14. Work through the questions about your job history and add the details of each job (starting with the most recent one) until you have added all of them.

# Supporting evidence

Team Secretary/Admin application

## Essential criteria for your Team Secretary/Admin application

We'll now ask you to give examples of how you gained each one and how you've used:

- Training
- Qualifications
- Experience
- Special Knowledge and Skills
- Physical Attributes
- Personal Attributes

Continue

15. This section is like a personal statement or cover letter, but it is structured differently. criteria for each of these categories:

- Training
- Qualifications
- Experience
- Special Knowledge and Skills
- Physical Attributes
- Personal Attributes

Note: you must read the person specification thoroughly to answer this section well.

# Supporting evidence continued

Team Secretary/Admin application

## Criteria 1 of 6 is Training

Do not include personal information that could be used to identify you such as your name or contact details.

### Evidence of how you meet the essential criteria:

1. Must be willing/able to undertake all appropriate Trust mandatory training requirements, and subsequent refresher training relevant to the area.
2. Must be willing/able to undergo job development and training and maintain skills.

Give evidence of how you gained each of the essential criteria and a situation where you've used them.

16. Go through the form and in the relevant box, address how you meet the essential and desirable (where relevant) criteria thoroughly. Explain how you meet the essential and desirable (where relevant) criteria for the vacancy.

Note: Include your reasons for applying for the job, and show off your strengths that make you right for the role. Use key words from the person specification in your statement.

# Further information the employer needs from you

## Team Secretary/Admin application Do you have any convictions and/or cautions that are not protected?

This means any that they're not eligible for filtering, as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

It also includes all convictions or Summary Hearings issued under military law while serving in the Armed Forces in the UK or any other country, where the equivalent offence in England and Wales is not protected.

You should [read how to tell us about your criminal record information](#) (Opens in a new tab) before completing this question.

Yes  No

Save and continue

## Team Secretary/Admin application When do you want to tell us about your convictions and/or cautions that are not protected?

- Now - with this application.
- Later - after sending this application, a member of the recruitment team will be in touch to advise how to do so.

Save and continue

## Details of your convictions and/or cautions that are not protected

Here we'll need details of:

- where the Court hearing was and the date
- what the convictions were
- what the cautions were
- the sentence or the Court order
- the penalty

Include any additional information or evidence that you think we'd need to know.

Do not include personal information that could be used to identify you such as your name or contact details.

Enter details of your convictions and/or cautions that are not protected

You have 750 characters remaining

Save and continue

17. For many roles, you will need to undergo a DBS check. In this part of the application form, you will need to answer some questions about your criminal history.

Note: you can share the details of your cautions and/or convictions with your application, or later if you'd prefer.

# Equal opportunities: Guaranteed interview scheme - disability

18. In this section you can share whether you have a disability. You can also choose not to disclose. If you choose “yes” to the first question, you will be asked what kind of disability you have.

19. If you choose no or prefer not to say, you will be taken to the next question – about whether you are a member of the UK armed forces community.

Team Secretary/Admin application

**Have any of the following affected your ability to carry out your daily activity for more than 12 months?**

You:

- are neurodivergent
- have a disability
- have a health condition

[Help with this question](#)

Answer yes if your condition has or will affect you for more than 12 months.

Yes

No

or

Prefer not to say

[Save and continue](#)

Team Secretary/Admin application

**Select any of the following that apply to you**

People may experience more than one type of impairment, you can select more than one.

If another category applies, choose 'Other'

Physical impairment

Sensory impairment

Mental health condition

Learning disability or difficulty

Long-standing illness

or

Other

[Save and continue](#)



# Equal opportunities: Disability Confident scheme

Team Secretary/Admin application

**Do you want to be considered for interview under the Disability Confident scheme?**

Disability Confident employers have committed to offering interviews to applicants who declare their disability. The applicant must meet the minimum criteria for the job as defined by the employer.

Yes  No

**Save and continue**

20. If you chose yes, you will be given a choice of whether you want to be considered for interview under the Disability Confident scheme.

Note: The Disability Confident scheme guarantees that all disabled applicants who meet the minimum criteria for a role (as specified in the person specification), will be offered an interview. This applies to all NHS Trusts.

# Equal opportunities: the Guaranteed interview scheme for members of the UK armed forces

Team Secretary/Admin application

## Are you a member of the UK Armed Forces community?

There's a scheme that encourages employers to consider members of the Armed Forces community for interview if they meet their minimum criteria.

The NHS is part of the scheme. This means employers within the NHS will consider an applicant's military experience and understand and identify their transferable skills and talent for the job.

Yes

No

or

Prefer not to say

Save and continue

21. In this section you can share whether you are a member of the UK Armed Forces Community. You can also choose not to disclose. If you choose no or prefer not to say, you will be taken to the next question.

# Equal opportunities: the Guaranteed interview scheme for veterans

Team Secretary/Admin application

**Do you want to be considered for interview under the Guaranteed Interview scheme?**

The employer will be encouraged to interview you if you meet the minimum criteria in their person specification.

Yes  No

**Save and continue**

22. If you choose yes, you will be given a choice of whether you want to be considered under the guaranteed interview scheme.

This scheme guarantees that all applicants who meet the minimum criteria for a role (as specified in the person specification), will be offered an interview, and means that employers will consider an applicant's military experience for the job. This applies to all NHS employers.

# Equal opportunities: Equality and Diversity Monitoring

## Equality and diversity monitoring

There are protected characteristics set out by the Equality Act 2010. It is our duty as an employer to monitor who has protected characteristics through our recruitment, to ensure we employ a diverse and inclusive workforce.

We'll therefore ask you questions about:

- gender and gender reassignment
- marital status
- pregnancy, birth and any maternity or paternity leave for either
- sexual orientation
- age
- ethnicity
- religion

You can select 'prefer not to say' if you do not want to answer any of them.

The information collected will be treated confidentially and used for statistical purposes only. It will not be used by the employer to identify you in the recruitment process.

[Continue](#)

23. This part of the application form is used for monitoring purposes. It will not be used as part of the selection or interview process.

Note - you can answer prefer not to say for all questions.

# Equal opportunities: Declaration

## Apply for the job

I declare that:

- the information in this application form is true and complete
- I understand that deliberate removal of evidence could result in rejecting this application or future dismissal if employed by the organisation
- I understand that including false or misleading information could result in rejecting this application or future dismissal if employed by the organisation
- I consent to the organisation asking for further details about the professional registration if needed

I agree and accept the above declaration

**Send application**

24. Read the declaration then tick the box that says “I agree and accept the above declaration”.

# Submit your application

**Check your equal opportunities**

<a href="#">Guaranteed interview scheme</a>	COMPLETED
<a href="#">Equality and diversity</a>	COMPLETED

**Apply for the job**

I declare that:

- the information in this application form is true and complete
- I understand that deliberate removal of evidence could result in rejecting this application or future dismissal if employed by the organisation
- I understand that including false or misleading information could result in rejecting this application or future dismissal if employed by the organisation
- I consent to the organisation asking for further details about the professional registration if needed

I agree and accept the above declaration

[Send application](#)

[Save and come back later](#)

25. Make sure that you are happy with what is written in each section and that each section is marked as complete.

26. Submit your application!

# Where to find NHS job vacancies

- Find healthcare vacancies available in mental health, learning disabilities and autism:
  - Bradford and the wider area [BDCFT Jobs](#)
  - Leeds and the wider area [LYPFT Jobs](#)
  - Calderdale, Kirklees, and Wakefield District [SWYPFT Jobs](#)
  - In your area and around the UK [NHS Jobs](#)

# Where to find NHS volunteering opportunities

- Find volunteering opportunities available in mental health, learning disabilities and autism:
  - Bradford and the wider area [BDCFT Volunteering](#)
  - Leeds and the wider area [LYPFT Volunteering](#)
  - Calderdale, Kirklees, and Wakefield District [SWYPFT Volunteering](#)
  - In your area and around the UK [NHS England Volunteering](#)



# Pathways to Progression in Psychological Professions Project (P2P3)

- Online training resources for anyone pursuing a career in the psychological professions and employed by BDCFT, LYPFT, or SWYPFT
- Start your sign up here: [Health Education England \(blackboard.com\)](#) using these instructions: [P2P3 introduction and registration v2.pdf \(wypartnership.co.uk\)](#)
- Find out more details here: [Psychological Professions :: Workforce Transformation \(wypartnership.co.uk\)](#)

# Careers support for jobs in healthcare

- **NHS Health Careers** Find out about healthcare careers you may be interested in, and the NHS pathways into these careers.  
[healthcareers.nhs.uk](https://healthcareers.nhs.uk)
- **Leeds Health and Care Academy** Find training and career opportunities in Leeds. [leedshealthandcareacademy.org](https://leedshealthandcareacademy.org)
- **BBC Bitesize Careers in Healthcare** Find out about healthcare careers that you may be interested in. [bbc.co.uk/bitesize/groups/cpevl4pq6z4t](https://bbc.co.uk/bitesize/groups/cpevl4pq6z4t)
- **Career resources for 16-25 year olds** <https://www.themix.org.uk/work-and-study>

# General local employment support

- [Employment and Skills | Inclusive Growth Leeds](#)
- [Advice, Employment and Engagement - Engage Leeds](#)
- [Adult careers support \(futuregoals.co.uk\)](https://futuregoals.co.uk)

# Mental health local employment support

- [Leeds Community Healthcare NHS Trust - Employment Advice](#)
- [Workplace Leeds - Employment Support - Leeds Mind](#)

# Disability local employment support

- [Being Employed Leeds - Easy read and accessible information about jobs](#)
- [Employment Services - People Matters Leeds](#)
- [Specialist Autism Services Employment Hub \(leedsdirectory.org\)](#)
- [Employment and volunteering - Leeds Autism AIM](#)
- [Supported Internships | Inclusive Growth Leeds](#)
- [Career Pathways | Disability charity Scope UK](#)

# Other Local employment support

- Employment Support – Leeds Refugee Forum
- Individual Placement and Support - Forward Leeds
- Employment support (Shoman Adhikhar) – Shantona Womens Centre