Submitting an application

Here are some tips you may wish to consider prior to submitting an application for a job at Royal Papworth Hospital NHS Foundation Trust.

1. Contact the recruiting manager.
2. Understand the advert and role profile.
3. Review the Trust's website, noting our values, culture, strategic priorities and how you can support these.
4. Check spelling and grammar
5. Start employment history and qualifications with current/most recent

Contact the recruiting manager

- Speaking with the hiring manager will provide a clearer understanding of the role, responsibilities, expectations and working environment / team.

- Demonstrating enthusiasm and engagement shows you are committed to the role and, even if not successful, provides opportunity for networking.

- Meeting the hiring manager can provide you with information into the team's culture, challenges and strategic priorities. This will also help you in the interview process.

Before you apply:

- Ensure you understand the job advert and role profile and are confident that you meet the essential requirements of the role and can demonstrate this.

- Research our Trust to understand our structure, values, culture and department you are applying for. Tailor your application and evidence of how your values align.

- Ensure you have the necessary qualification(s) and training required. If you are unsure, discuss these with the hiring manager. List any courses which permits transferable skills.

- Keep up-to-date with current challenges faced within the organisation and wider NHS, focusing on those that might impact the role or department you are applying to. How will you manage / overcome these?

- Set aside enough time to write your application and proof-read it before submitting.

- Consider your references and if you consent for them to be contacted in advance.

Utilise the job advert and role profile

- Thoroughly read the role profile to understand the role responsibilities, required skills / qualifications and experience.

- Identify key words, themes and points within the role profile and cover these within your supporting statement.

- Focus on the 'essential criteria' of the document, addressing each point, outlining how your experience and skills meet these. Use examples and achievements to illustrate your suitability. If you do not have any direct examples, explain how you will demonstrate this in your new role.

- Use the **STAR** method to structure your application and interview preparation:

  Situation; describe relevant situation
  Task; what did you need to accomplish
  Action; what action did you take
  Result; share the outcome

- Highlight specific achievements and quantify these if able.

Qualifications / education

-   List your education and qualifications in chronological order.

-   Include the course name, provider, date obtained and grade / result.

-   Including any relevant courses showcases your knowledge in the field.

-   Incorporate additional courses / training to display your commitment to developing yourself professionally and personally.

Employment history

-   Start with your current / most recent employment.

-   Provide the start and end dates for each employment, including a reason for leaving and your main duties and responsibilities.

-   Show how your previous roles and experience can be applied to the new role.

-   Give up to 10 years comprehensive employment history.

-   State any reasons for employment gaps.

Supporting statement

- This section is for you to show the employers how you meet the person specification and job profile.

- The role profile is the best tool in supporting how you structure your application. Cover each point from the 'essential criteria' of the role profile, to help maximise your application score.

- Provide relevant examples. If you are unable to provide an example, demonstrate how you will achieve/perform this in your new role.

- It is important to align your skills, experience and values with the job description and Trust values. Use examples to show how you represent these values in your professional conduct.

- Keep your supporting statement clear and concise.

- Proofread to ensure there are no grammatical or spelling errors. Have someone else read over your application.

- Share your passion for the role you have applied for, and why you wish to work within the organisation.

Supporting statement

The aim of your supporting statement should be to:

- Demonstrate suitability for the role.

- Express your enthusiasm for the role and organisation.

- Highlight achievements, skills, knowledge.

- Reflect on alignment with Trust values to own.

- Address any specific requirements of the role.

References

- Your first reference should be your current employer/tutor.

- Further references should cover a minimum of three years. If you are joining from another NHS Trust, only one reference covering a minimum period of one year is required.

- Each reference must include the referee's name, job title, organisation/type of business and route to contact.

- It is not acceptable to list family or friends as referees.

- Typically, references will be contacted after the interview during the pre-employment checks.

- For more senior positions, references may be contacted prior to interview, but this will require consent during your application.

Before pressing submit:

- Check spelling and grammar.

- Check all boxes have been filled and accounted for.

- Be confident. Your application should be the best representation of you.

- Your application is anonymous, therefore the individual shortlisting will not know who you are – let your application do the talking.

We wish you the very best of luck with your job application at Royal Papworth Hospital NHS Foundation Trust.