

## Guidance for completing the NHSScotland application form



If you need this, or any of the attached forms in large print or other formats please call our recruitment office on 0141 337 4563

An electronic version is available at [www.nhs24.com/jobs](http://www.nhs24.com/jobs)

### General guidance

- If you have any questions or need some help with completing the form, please call 0141 337 4563. Please have the job reference number handy if possible
- If you are using the 'hard copy' version of our application form, please use black ink and write clearly in BLOCK CAPITALS. This makes the form much easier to read and clearer when we photocopy it
- The job reference number can be copied from the job advert
- The job location will be on the job advert
- The candidate number will be written in by us once you have returned the form to our office
- The people who look through your completed form (short listing or short listing team) to see if you have the skills and abilities needed for the job, will only see 'Part C' of the form. They will only see your candidate number and all personal details will be anonymous

- Please do not send in a CV instead of, or as well as, the application form. We do not consider CVs during the selection process
- Please fill in all sections of the application form. If some parts are not relevant, write 'not applicable' or 'N/A' in that space
- If you need more space to complete any section, please use extra sheets of paper. Do not put your name or any identifying information on it as it needs to remain anonymous. Secure it to the relevant section, and we will add a candidate number to it when we receive it
- When you have completed all of the form, please send it to:

Recruitment Team  
NHS 24  
Caledonia House  
Cardonald Park  
Glasgow  
G51 4ED

Tel: 0141 337 4563

Fax: 0141 882 6764

Email:

[recruitment@nhs24.scot.nhs.uk](mailto:recruitment@nhs24.scot.nhs.uk)

### **Personal Details section**

- This gives us your contact details such as name and address. Under 'title' you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer
- We may need to contact you at some time throughout the recruitment process. Please let us know the most suitable method of contacting you, for example a text message, email or phone call and, the most convenient time

## Declarations

- You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified. If in doubt please call our office at the help line number on page one of this guidance
- Please note that having a conviction will not automatically disqualify you from getting a job with us. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction your employment may be terminated
- Remember to read, consider and sign the declaration at the bottom of page 2

## Qualifications section

- Please tell us of any qualifications you have. This can include school standard grades, GCSEs highers, or work based qualifications such as SVQs or NVQs
- Remember to write down any 'non formal' qualifications or certificates that you think are **relevant to the job** you are applying for

## Present (or most recent) post section

- If you are currently out of work, please write this in the 'job title' space
- Please write your start date in month/year format MM/YYYY
- Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others. There is not a lot of space here so continue on a separate sheet if you need to

## **Employment History section**

- This is where you write down all the jobs you have done previously
- Remember that if a job you have done in the past supports or is similar to the job you are applying for, please tell us more about it in your 'support of application' statement on page 6 of the application form – use a separate sheet if you need more space

## **References section**

- Referees are people who know you at work. Please give the full names and addresses of 2 referees, one of whom must be your present or most recent employer and can confirm your job details
- You should check that the people you have put on your form are happy to be referees
- Your referees **will not** be contacted unless you are a 'preferred candidate' after interview. A preferred candidate is someone who is the preferred choice for the job, subject to satisfactory checks where appropriate

## **Driving Licence**

- You only need to complete this if the job requires you to drive. Please check the job description or person specification. For example, some jobs with the Ambulance Service require you to be able to drive class C1 and D1 vehicles

## **Statement in support of your application**

- This is one of the most important parts of the form. In here you say why it is you want this job, and can list all your skills and abilities that you think help to match up you against the 'person specification'. In here you could describe how something you have done in a non work setting (for example, planning and leading a group outing) shows planning skill and some leadership qualities

## **Where did you see the advert section**

- Please try to remember where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is

## **Equal opportunities monitoring**

- Please note that all details on this section (Part D) will remain totally anonymous. It will be detached from the rest of the form as soon as we get it and remain anonymous
- We want to ensure that there are no barriers to joining our workforce. As an employer, NHSScotland is as fully inclusive as possible. One way we can ensure this is to analyse all the data provided in this section and ensure that job opportunities are being accessed by as wide a community as possible.

**Please send the completed form to the following address:**

Recruitment Team  
NHS 24  
Caledonia House  
Cardonald Park  
Glasgow  
G51 4EB

Tel: 0141 337 4563

Fax: 0141 882 6764

Email: [recruitment@nhs24.scot.nhs.uk](mailto:recruitment@nhs24.scot.nhs.uk)