

Applying for a job with CCS

A guide to writing good job
applications



NHS

**Cambridgeshire
Community Services**
NHS Trust





Introduction

THIS GUIDE AIMS TO



- Guide you through the steps when applying for a job with CCS
- Help you feel confident in writing a good supporting statement.
- Give guidance on providing references
- Support with disabilities or long term health conditions when applying for roles
- Give you advice about declaring a criminal conviction.
- Provide information on final checks and submitting your Application

Why is it important to submit a good Application Form?

Your application form is often your first contact with the service you have applied to. Most of the time, it is the only information we have to decide if we are going to invite you to interview. So, it's really important to get your application form right.

CCS uses an online application system TRAC for most of its recruitment. We can offer a hard copy version for anyone who has difficulty using an online system, but generally speaking it is much quicker and easier to process your application if it is completed online and it's easier for you to change and submit as well.

The TRAC system saves all of your information into an online CV which can be used to complete multiple applications.



8 Steps to applying for a job with CCS →

TO APPLY FOR A JOB WITH CCS YOU NEED TO FOLLOW THESE STEPS:

1

First read the job advert carefully. There will be useful information to help with your application. The advert will give you the salary, working hours, and location of the job as well as any criteria you must meet. There will also be a contact for any questions.

2

Now look at the documents attached to the advert. In particular the job description and person specification. These will give you much more information about the job and the skills, experience, knowledge and qualifications required for the post.

3

Follow the Apply for this job link which will redirect you to TRAC and sign in/register for an online account. You will be asked to confirm your right to work status and to evidence through examples how you meet our Trust values. These can be found on page 5

4

You will be asked if you would like to upload saved answers from a previous application or use a blank form. Next complete the personal details section. These will not be used for shortlisting but will be kept for administrative purposes.

5

Complete all sections of the application questions. This doesn't need to be done in order. Some of the information will change for each job you apply for. Some things like your previous employment, qualifications or courses will remain the same.

6

Provide good supporting information. This is your opportunity to sell yourself. You should include any information that has not been covered elsewhere on the form. Further information on using the person specification to complete your supporting information can be found on pages 7 and 8.

7

Complete the references and equal opportunities sections: Your references will need to be professional references that cover the last 3 years. Equal opportunities questions are only used for monitoring purposes and will be detached from your application. You can choose not to disclose this information if you prefer.

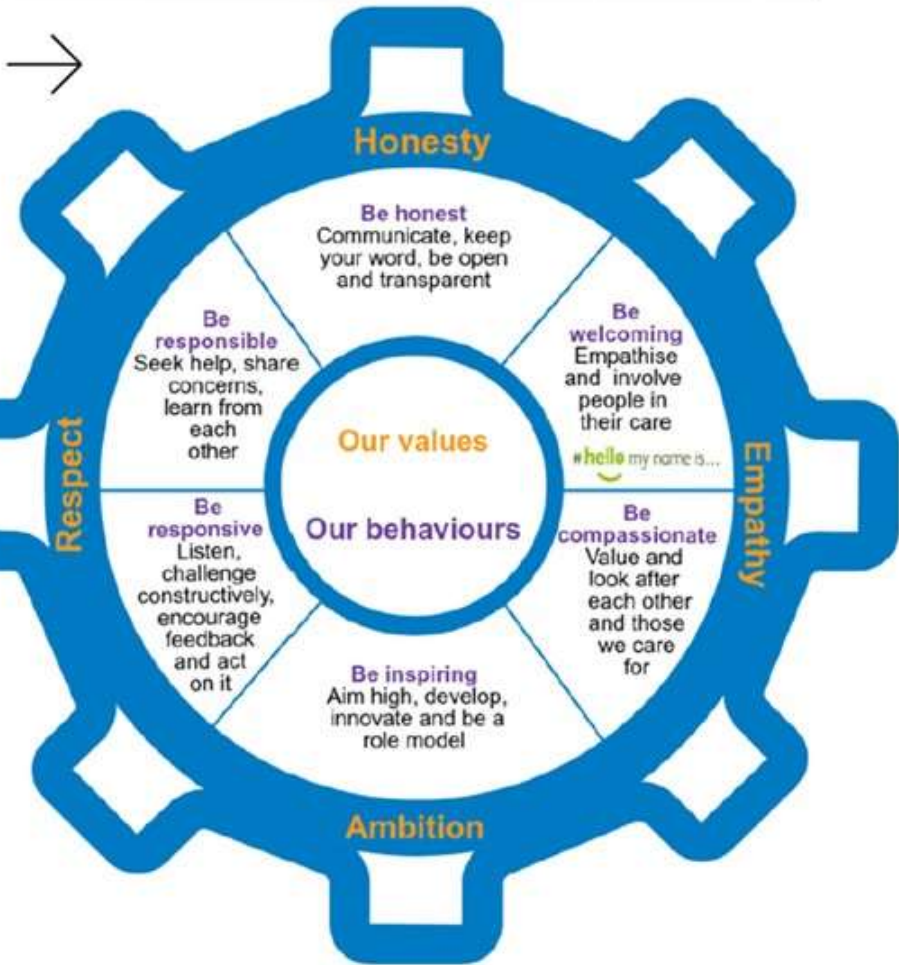
8

Check your application thoroughly before submitting and make sure it is well written. You can only amend personal details once your application is submitted and you cannot withdraw and reapply for the same role to amend either. Your application is available to the recruiting manager as soon as it is submitted.

CCS Trust Mission and Objectives



CCS Trust Values and Behaviours



Qualifications →

Start with your most recent qualification at the top. Ensure any relevant professional qualification is easily identifiable.

Exams which have not yet been completed or are awaiting results can also be noted in this section with the date they are due to be held/ received.

Make sure to list all of your relevant qualifications.

Employment History →

Ensure that the most recent Employment is at the top. This section can include work experience and part time jobs.

Use short bullet points to describe your duties/ responsibilities.

There is an opportunity on the application form to give details of any employment gaps.



Your Supporting Information →



This is probably the most important section on the form. The information here is a large part of what managers will use to decide whether or not to invite you for an interview.

To write a really good supporting statement you will need to explain clearly and concisely how you meet all of the essential criteria for the post. If you don't then the manager is likely to assume you aren't suitable for the job. You are more likely to be invited for interview if you are able to show that you meet some or all of the desirable criteria as well.

This is your opportunity to provide evidence of previous experience relevant to the job. You may not have experience of all the elements but picture yourself doing the job and what transferable skills you can bring to the role.

Provide Examples!

Read the Job description and Person Specification carefully.



Use them as a checklist and provide examples for how you meet each of the criteria for the role.



Use the CCS Values to evidence that you are the right person for us to employ into our organisation.



To be shortlisted for interview you must meet a certain score against the criteria. It is very important that you evidence your skills and experience.



→ These may be from work, volunteering or work experience, school, college or university, or in another area of your life. For example if the person specification asks for someone with good team working ability, you could include something like:

"I worked on a group project at school. My role included writing and presenting part of the project. Team working was essential for this project."

Do this for each of the criteria.

Your person specification will be different for each job you apply for so if you use a pre existing application make sure you change the information to suit each role.

7 Aspects of your Supporting Information



- Confirm that you have read the Job Description
- The skills and qualities you possess
- Any relevant experience you have
- Why you are applying for this position
- Your key Strengths
- What can you bring to the role
- What sets you apart from others

Some writing guidelines

You want to make sure your content is presented clearly and effectively.

- Use clear, plain English - avoid using Jargon
- Keep your sentences short
- Remember to do a spell check
- Read the content back to yourself - does it make sense? Are your points easy to understand?
- Check, check and check again - if you can revisit it the following day so you can read it with fresh eyes or get someone to read it for you.
- Use verbs which promote and make the most of your achievements, experience and aspirations.
Find example on the next two pages.

• Accelerated • Accomplished • Acquired • Achieved • Activated • Adapted • Addressed • Administered • Advised • Amended • Analysed • Anticipated • Applied • Appraised • Approved • Arranged • Assembled • Assessed • Assimilated • Assisted • Attained • Audited • Augmented Averted • Balanced • Budgeted • Built • Calculated • Cared for • Categorised • Centralised • Checked • Co-ordinated • Coached • Collaborated • Collated • Collected • Combined • Commanded • Communicated • Compiled • Completed • Composed • Conceived • Concluded • Condensed • Conducted • Confirmed • Consolidated • Consulted • Constructed • Contracted • Contributed • Converted • Conveyed • Controlled • Convinced • Co-ordinated • Corrected • Corresponded • Counselling • Created • Cultivated • Customised • Decentralised • Decreased • Decided • Defined • Delegated • Delivered • Demonstrated • Designed • Detected • Determined • Developed • Devised • Diagnosed • Directed • Discharged • Discovered • Dispensed • Disposed • Disproved • Distributed • Diversified • Documented • Edited • Eliminated • Enabled • Enacted • Encouraged • Enforced • Engaged • Enlarged • Ensured • Established • Estimated • Evaluated • Examined • Executed • Expanded • Expedited • Explained • Explored • Extracted • Facilitated • Familiarised • Forecasted • Formed • Formulated • Founded • Gained • Generated • Guided • Handled • Helped • Identified • Imparted • Implemented • Improvised • Improved

• Inaugurated • Incorporated • Increased • Indicated • Influenced • Initiated • Inspected • Inspired • Installed • Instigated • Instituted • Instructed • Insured • Integrated • Interacted • Interpreted • Intervened • Interviewed • Introduced • Invented • Invested • Investigated • Involved • Judged • Launched • Lectured • Led • Learned • Liaised • Maintained • Managed • Measured • Mediated • Merged • Minimised • Modernised Modified • Monitored • Motivated • Negotiated • Networked • Observed • Obtained • Operated • Organised • Originated • Oversaw • Passed • Performed • Persevered • Persuaded • Pioneered • Planned • Positioned • Predicted • Prepared • Prescribed • Presented • Prevented • Prioritised • Processed • Procured • Produced • Programmed • Progressed • Promoted • Prompted • Proposed • Protected • Proved • Published • Purchased • Quantified • Questioned • Ran (e.g. an event) • Realised • Recommended • Reconvened • Recorded • Recruited • Redesigned • Reduced • Referred • Regulated • Renegotiated • Researched • Reorganised • Reported • Represented • Resolved • Responsible for • Resurrected • Reviewed • Revised • Revitalised • Revived • Saved • Scheduled • Selected • Served • Set up • Staffed • Standardised • Shaped • Simplified • Solved • Specified • Standardised • Stimulated • Streamlined • Strengthened • Structured • Studied • Succeeded • Suggested • Superseded • Supervised • Supported • Surpassed • Trained • Utilised • Won

Obtaining References



Obtaining references is one of the most difficult parts of the recruitment process. You can help by taking time to make sure that you have:

- included up-to-date contact details for your referees – including a work email address if possible.
- checked that your referees are happy to give you a reference
- informed your referees that that we will be contacting them

The following information may help you to work out who is the best person to be a referee for you:



You must give names and contact details of at least two referees covering a period of 3 years, with whom the employer can confirm the information you have given and who can comment on your suitability for the post you have applied for.

If you are currently employed, your referees should be your line manager and should be from your most recent employer.

Internal candidates should give their head of department.

Students should give the name of the head teacher, or tutor as appropriate.

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 only be used in EXCEPTIONAL circumstances

If you do not wish your referees to be contacted prior to interview, indicate this on the application form. No offer of employment can be made without satisfactory references.



If you have a disability or long term health condition then you may find the following information helps with your application.

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.



The Disability Discrimination Act (DDA) was extended in 2006 and now covers a wider range of conditions including long term health conditions such as migraine, asthma, eczema, heart conditions etc. A condition is covered by the DDA if it is a physical or mental health condition which has a significant adverse effect on your ability to carry out day to day activities and has lasted, or is likely to last, for more than 12 months. If you require any adjustments for your interview then please make sure you complete the relevant section of the application form.



Declaring a criminal conviction

Having a criminal conviction will not necessarily mean that you won't be offered a job within CCS. Each case is considered on an individual basis, in compliance with the Rehabilitation of Offenders Act and the Criminal Records Bureau policy.

We would look at things like how relevant the incident was to the post you have applied for, how recent it was, and if there appears to be a pattern of offending.

It is important that you answer questions about any conviction, caution, warning, reprimand or bind-over you may have honestly. If you don't then this is fraud and you may find that a job offer is withdrawn or in some circumstances you can be dismissed from a job.

The questions will vary according to the type of job you have applied for:

- All applicants must declare unspent convictions, cautions, warnings, reprimands or bind-overs.
- Some posts require you to declare these even if they are considered spent; and some posts will require you to have a check from the Disclosure and Barring Service.
- Some posts which involve working with children will require you to have an enhanced DBS.

Submitting your Application

FINAL CHECKS



Remember an application form is a legal document and it is important that you have completed it honestly and accurately.

- You can save your application at any time and come back and work on it later.
- Make sure you have answered all of the mandatory fields.
- When you have completed the form, double check the information.
- Check the spelling and that dates etc are correct.
- If possible ask someone else to read your application.
- Remember to submit your application before the closing date or it won't be accepted. Some adverts may close early due to high volume of applicants, this will be stated on the advert.