

How to Complete Your Application Form

To complete an application form for NHSBT, you will need the Job Description and Person Specification for the post. These are available at www.jobs.nhs.uk and we would recommend you print these for ease of reference when completing your application form.

- **Job Description:** the job description contains details about the duties that you will be expected to undertake.
- **Person Specification:** The person specification identifies the skills, knowledge and experience you will need. The panel will study your application and look for evidence that you meet each requirement. The panel cannot make assumptions about you or your qualifications, and will only base their decision on factual information you have submitted.

The right hand column on the person specification is the “Assessment Method” stating when each criteria will be assessed. This will usually be from your application form and/or interview, but there may be a test at interview which will assess one or more criteria. It is **ESSENTIAL** that your application addresses **ALL** the criteria to be assessed at the application stage and you should give at least one example of how you meet each criteria.

- We will not be able to invite you to interview unless you have provided evidence for **ALL** essential points to be assessed.
- **Application Form:** The application must provide all the information required about your skills, qualifications, career history and reasons for applying. The “Personal Information” and “Monitoring Information” sections provide confidential information and are not disclosed to the shortlisting panel.

Guidance notes for completing the application form:

- All applicants, including internal staff, should complete every part the form as fully as possible.
- All the criteria to be assessed at application stage must be addressed in your application, otherwise an interview will not be requested.
- For each of the criteria in the person specification you will need to explain how your knowledge, skills and experience meet the requirements. This can be by giving evidence and examples in the ‘Reasons for Applying/Supporting Information’ section.

Failure to address all the essential elements of the person specification in this section of the Application Form will prevent you being shortlisted for interview.

- Remember, you can provide relevant evidence from outside of the working environment.

- The information contained in your application will be matched with the relevant criteria in the person specification. This process is called shortlisting. **Please note: we can only consider shortlisting from information you have clearly stated on the form and we cannot make assumptions.**
- If the Person Specification states that the post requires professional registration (e.g. NMC, GMC, HPC etc.), please ensure that you state clearly on your application that you possess the required registration, and give your registration number. If you do not specify this, your application form will **not** be sent for shortlisting.
- When providing details of referees, it is essential that the first referee is your current or most recent employer. The second referee should be a previous employer. **NHSBT does not accept personal references.** If you have difficulty providing employers details you may give details of a teacher, lecturer or other professional who has known you in an official capacity. Always ensure that you indicate whether your referees may or may not be contacted prior to interview.
- Please note, it is important to complete **all** sections of the Application Form and declare if there is a requirement for you to have a work permit. Any failure to do so may delay your application process.
- All correspondence from NHSBT will be via email so it is essential that you give an email address you have regular access to.

You will not be able to amend your application once it has been submitted so ensure that you have checked it thoroughly. Once you have checked and submitted your application form, you will receive an email from [NHS Jobs](#) confirming it has been received. An email will be sent within three weeks from the closing date to advise whether or not you have been shortlisted.

If you have any queries about completing your application, please contact the [Recruitment Department](#)

Please see the Shortlisting document on the Recruitment Process page of our website to learn more about what happens after your application has been received. You may also find the document on References useful.