

GOSH HR&OD

Candidate Information Pack





Information Pack

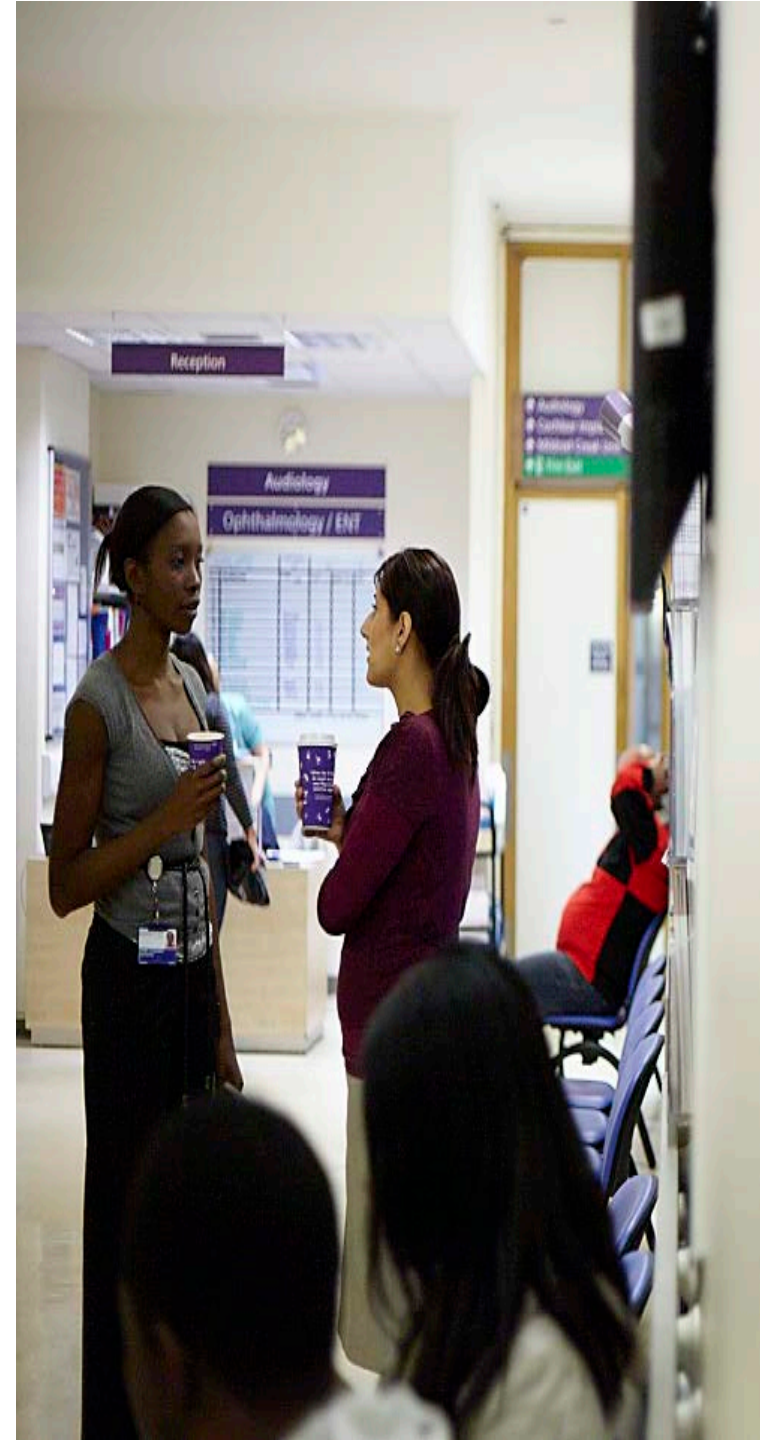
Firstly, thank you for your interest in joining the team here at Great Ormond Street Hospital (GOSH).

This pack has been designed to answer the questions you may have about your application, and describes the process that we follow for prospective candidates.

It also introduces you to our recruitment team. We try and make sure you have one point of contact throughout the recruitment process - that way you know exactly who you need to speak to should you need to get in touch.

All that's left to say at this stage is good luck with your application.

The GOSH HR&OD team



Always



Welcoming



Helpful



Expert



One Team

- Over 2000 of our staff, patients and parents have developed a set of Values – Our Always Values. These are the values that should characterise all that we do and our behaviours with our patients and families and each other. **Our Always Values** are that we are:
 - Always Welcoming
 - Always Helpful
 - Always Expert
 - Always One Team
- These values are extremely important to us and we expect everyone who works at GOSH in any capacity, to share and uphold Our Always Values. Each value is underpinned by behavioural standards and employees will be expected to display these behaviours at all times. You can find more information about Our Always Values on our internet pages <http://www.gosh.nhs.uk/about-us/our-values/>.
- Throughout our recruitment and selection process, we will be looking for evidence that you demonstrate these values.

Your application

It sounds obvious but it's important that you read the job description and person specification thoroughly before you start completing your application form. Our managers use the information from your application form to create the shortlist of candidates.

We receive many applications for the vast majority of the roles we advertise, so competition is fierce. Sometimes, we even have to introduce additional shortlisting criteria to differentiate between candidates. So, it is very important you make sure the supporting information you provide shows clearly how you meet the skills and experience we are looking for.

Whenever possible, we put interview dates on the adverts to give you advance notice about when the selection process will take place.

Please also note that some of our positions are very popular and, on occasion, are closed early, so please submit your application as early as possible to avoid disappointment.





What happens after you submit your application?



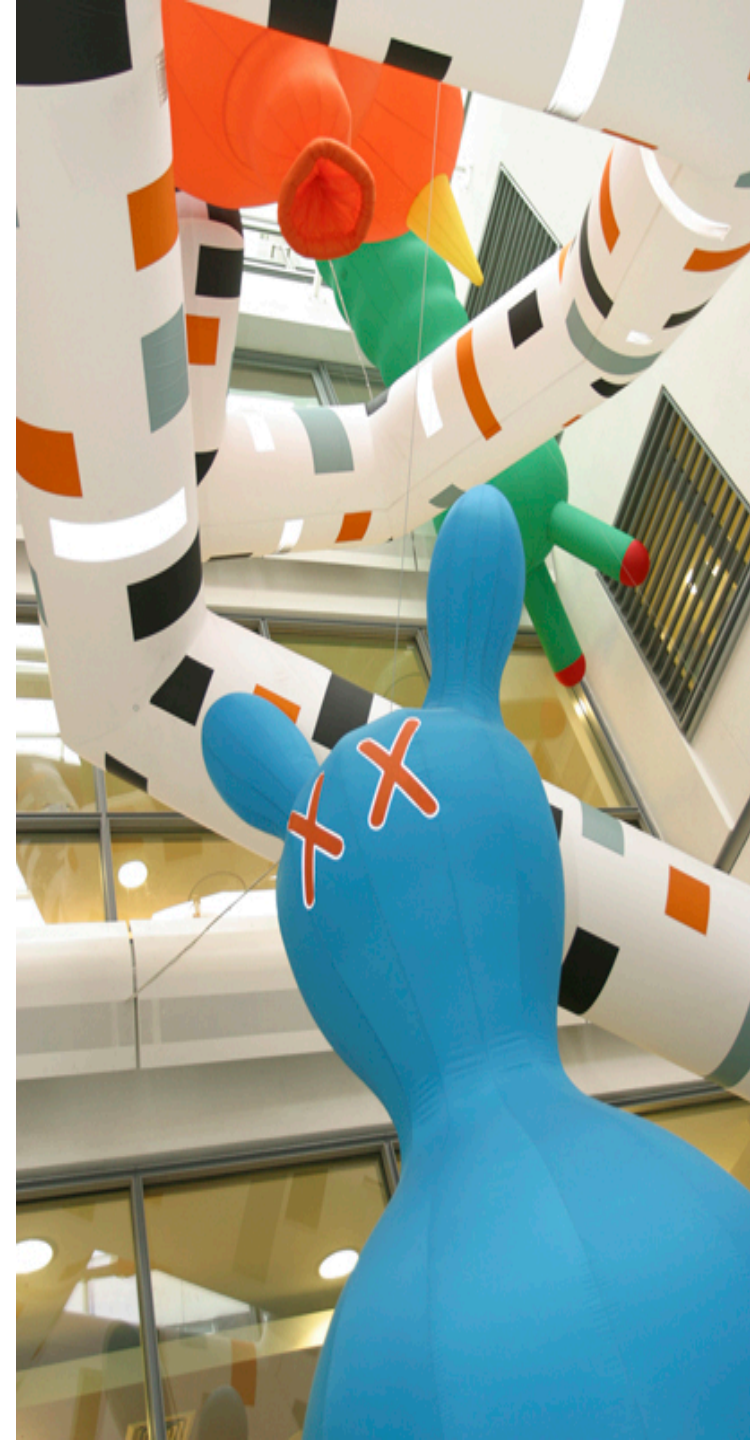
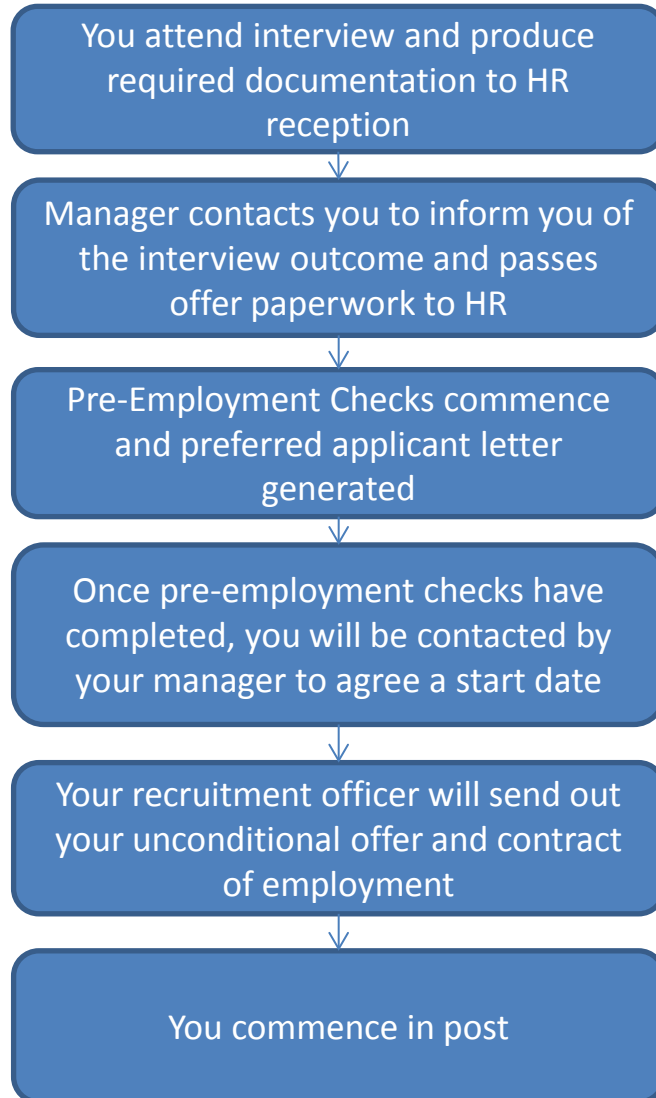
The selection process for many of our roles includes some tests you will need to complete. We will inform you about these so you know what to expect.

Should you be unsuccessful at this stage, you will be notified by email via NHS Jobs. Please do not be disheartened. As we've mentioned, some of our jobs do attract high numbers of candidates and we would welcome future applications from you at another time.





What happens at and after interview?





Frequently Asked Questions

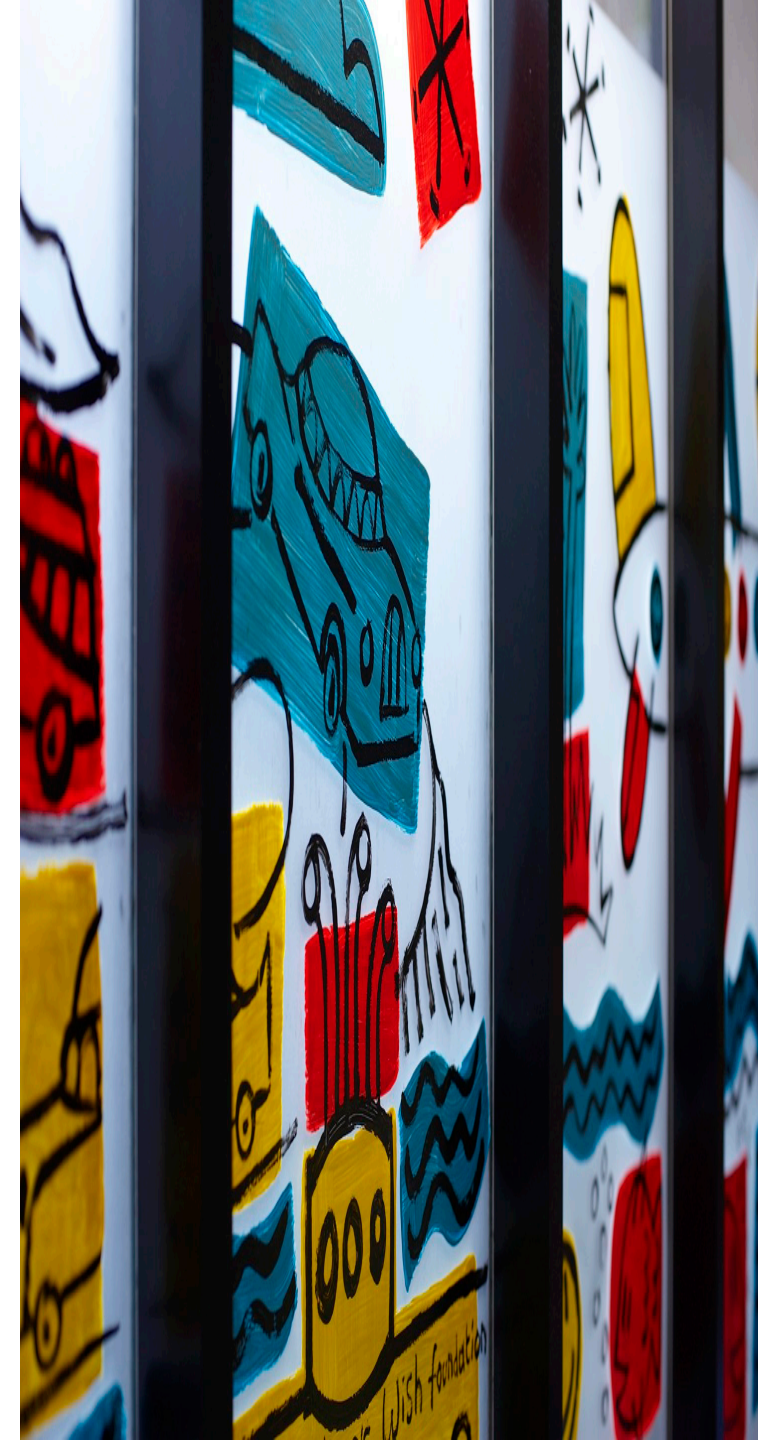
What are pre-employment checks and why are they necessary?

The NHS follows strict guidelines on the checks that are to be carried out before making a formal offer of employment and they are necessary to ensure that patients, families, employees and employers are safeguarded against risk of harm. It is standard practice for most NHS organisations to do these checks before formally offering employment.

What pre-employment checks do you require?

We will require the following to be checked;

- Two references (three for some posts) covering a three year period
- Disclosure & barring check (formerly CRB check)
- Identification check
- Right to work confirmation (visa or certificate of sponsorship required)
- Verification of qualifications and professional registration (if applicable to the role)
- Occupational health clearance



Frequently Asked Questions

That sounds like a lot of checking. How long will my pre-employment checks take to process?

It is standard practice for most NHS organisations to do these checks before formally offering employment. The recruitment team aims to complete these within 15 working days, whenever possible.

I have been asked to produce documentation at interview. Why is this necessary if I haven't been offered a job?

The most common delay we experience with the pre-employment checks process is caused by not having the correct documentation early enough in the process. We ask candidates to bring the documentation at interview to help prevent any delays in confirming start dates for successful candidates. If you are unsuccessful at interview, your information will be securely deleted.



Frequently Asked Questions

Does GOSH operate a policy of probationary periods?

Yes, like most NHS organisations, the first 6 months of your employment will be subject to a probationary period (shorter for contracts of less than 12 months) during which time your performance and suitability for the role will be monitored. A very high number of individuals pass their probation period.

I've been successful at interview and offered a job with GOSH. Should I hand in my notice now?

The decision is entirely yours. At this stage, you are our preferred candidate and the recruitment team need to carry out some pre-employment checks. Once these have been completed satisfactorily, you will receive an offer of employment, and your contract of employment.



Frequently Asked Questions

I'm confused about the I.D documentation I need to bring?

The identity check and disclosure and barring check are different types of checks and both have different requirements concerning documentation. A list of the most common documents you can produce for both checks will be contained within your interview confirmation email. However, you can visit [NHS ID Check](#) and [DBS Check](#) for a full list of acceptable documentation. Please note: once you've clicked on both links, you will have to exit the presentation to access the webpages.

If you have queries, please contact a member of the recruitment team for advice via our HR & OD Reception team at recruitment@gosh.nhs.uk or on 0207 829 7925.



Once again, good luck!

We wish you the very best of luck with your application and look forward to hearing from you soon.

The GOSH Recruitment Team

Please do also keep up to date with what's happening at Great Ormond Street Hospital by visiting our website www.gosh.nhs.uk

Follow us on twitter@GOSH_HROD

