

BILLINGHAY MEDICAL PRACTICE

APPLICANT INFORMATION PROCESS

Applying for a position with Billingham Medical Practice

This information is designed to assist you in the application and interview process.

Each post advertised is supported by a job description and person specification. Consider how your skills and experience match these and put as much information as possible on the form.

Present Employment details

Please state details of your current employer and a summary of the main duties performed. We request this information as it gives us an insight into some of the different duties you perform and some of these may relate to the requirements of the current vacancy.

References

You should give the names of two people who are able to provide a reference relating to your work and suitability for the post for which you have applied. The first referee must be your current or most recent employer. As a minimum we need to check the last three years of your previous employment/and or training so we may ask you to supply additional referees.

Appointments to any position are conditional on satisfactory employment history and reference checks. Information on the application form will be checked. Offers of employment may be withdrawn if you knowingly withhold information, or provide false or misleading information.

Work Permits

Only a small number of posts will attract a work permit. Applications from candidates who require a permit to work in the UK may not be considered if there are a sufficient number of other suitable candidates.

Disability Discrimination Act (DDA)

The DDA currently defines a disability as 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'

This section on the application form provides you the opportunity to advise us whether you are disabled within the meaning of the Act. Billingham Medical Practice is committed to equality of opportunity and this allows us to carry out our duties in accordance with the Act. We need to consider any adjustments that may be required to enable you to carry out the role and whether you would need any special arrangements for interview if you were short-listed. If you meet the essential criteria detailed on the person specification and have notified us you have a disability, you will be invited to interview.

Equal Opportunities

Billingham Medical Practice is committed to equal opportunities and the elimination of unfair discrimination.

Additional Information

This section of the application form gives you the opportunity to support your application. Spend time considering how your past experience, skills and knowledge relate to the post for which you are applying and try to give examples. If you have no previous experience you may wish to include activities outside of work that may be relevant e.g. voluntary or charity work, leisure interests, caring for relations, membership of professional or other organisations.

What happens next?

After the closing date the appointing manager will consider the applications and select candidates for interview.

If you are short listed we will notify you by letter or email (whichever you have nominated), so please ensure you check this on a regular basis.

You will be asked to bring the following documents with you to the interview:

- Proof of your eligibility to work.
- Proof of your identity and address.
- Original copies of any qualification certificates relevant to the role.

Pre-employment checks

Proof of identity (please see List A for acceptable documents).

For all posts you will be asked to provide either of these two combinations:

- Two forms of photographic personal identification and one document confirming your address.
- One form of photographic personal identification and two documents confirming your address.

All documents must be originals, or copies of originals certified by a solicitor.

Eligibility to work

In line with the Immigration, Asylum and Nationality Act (2006) you will also be asked to provide evidence of your eligibility to work. This will usually be your passport. We can provide a list of all acceptable documents if required.

Occupational Health Checks

If you are offered a job with Billingham Medical Practice you will be sent an occupational health form to complete. Please complete this and return in the envelope provided as soon as possible.

All appointments are conditional on receipt of a satisfactory occupational health check.

Disclosure and Barring Service Checks (DBS)

The DBS provides access to information across England and Wales about criminal convictions and other police records to help employers make an informed decision when recruiting staff.

DBS checks will only be requested when the post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975, and will only be carried out on the prospective employee after a provisional decision to offer the position has been made, the offer of employment will be conditional on the receipt of a satisfactory check.

Professional Registrations and Qualifications

For some posts you will require qualifications and/or registration with a professional body. This will be stated on the person specification or on the job advert. Appointment to any position is conditional on satisfactory registration check and/or qualification checks and information disclosed on the application form will be checked. If these are required for the post you will be asked to bring the original certificates with you to interview.

Any offer of employment may be withdrawn if information is knowingly withheld, or false or misleading information is provided.

If you require any further information or clarification on any of the above, please contact the Gill Abraham on 01526 869805 or email her on gill.abraham@southwestlincolnshireccg.nhs.uk

List A – Acceptable Documents for confirming your identity

Acceptable photographic personal identification include:

- Current UK (Chanel Islands, Isle of Man or Irish) passport or EU/other nationalities passport.

- Passports of non EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
- A current UK (or EU/other nationalities) photo-card driving licence (providing that the person checking is confident that non UK photo card driving licences are bona fide)
- A national ID card and/or other valid documentation relating to immigration status and permission to work.

Any document that is not listed above (ie an organisational ID card) is not acceptable.

Acceptable confirmation of address documents include:

- Recent utility bill (gas, electricity or phone) or a certificate from a supplier of utilities confirming the arrangement to pay for the services on prepayment terms (note: mobile telephone bills should not be accepted as they can be sent to a different address). Utility bills in joint names are permissible.
- Local authority tax bill valid for current year.
- Current UK photo card or old style driving licence (if not already presented as a personal ID document).
- Bank building society or credit union statement or passbook containing current address.
- Most recent mortgage statement from recognised lender.
- Current local council rent card or tenancy agreement.
- Current benefit book or card or original notification letter from department of work and pensions confirming the rights to benefit.
- Confirmation from an electoral register search that a person of that name lives at the claimed address.
- Court order.