

# Guidance for Candidates

## 1. Completing the application form

Read the instructions within the advertisement and application form very carefully and make sure that you complete all the sections of the application form.

The information you give in the 'application for employment' section will be used to decide if you should be shortlisted for interview.

The 'personal information' and 'monitoring information' sections will not be used for shortlisting, but will be kept for administrative purposes only.

The 'supporting information' section is your opportunity to sell yourself therefore make sure you use it to your advantage. You can include any information here that has not been covered elsewhere on the form. Demonstrate why you would be suitable and how you meet the person specification. You need to convince the recruiter that you have the required skills, knowledge and experience and that they should be inviting you for an interview.

You can include, among other things, details about:

- your duties and responsibilities;
- your skills, knowledge and/or experience which is relevant to the post;
- identify any employment gaps;
- voluntary work you have accomplished;
- research, publication and/or presentation experience

## 2. Providing references on the application form

To ensure that the recruitment procedure proceeds as quickly as possible you must provide the appropriate information in respect of your references. It is your responsibility to ensure that you have approached your referees and received their permission to put their name forward.

Your referees must include:

- your current or most recent employer;
- your previous employers covering at least the last 3 years

If you are a student, please provide contact details of a teacher/lecturer/tutor at your school, college or university. Please note that personal referees, such as friends and relatives, are not acceptable.

E-mail addresses should be supplied wherever possible as reference requests will be sent via email.

If you are successful and receive a job offer, we will always wait for confirmation from you that we can request references from your referees.

### **3. Interview & Assessments**

If you are invited to interview the location and time will be confirmed to you along with any special instructions for the interview. This will be sent by email and it is important that you read this to understand everything that is required for the interview and the documentation that you should bring with you.

Interviews will usually last for 45-60 minutes, however if there are other activities such as a colleague meet & greet, presentation, or task based assessments, this will take longer.

If you are asked to undertake an online assessment ahead of your interview, you must complete this by the specified deadline. If you have not completed an assessment when requested the interview may be cancelled so if you are unable to complete this, please speak to the recruitment contact listed on NHS Jobs for the vacancy.

Please ensure that you arrive in good time for your interview, there are a number of coffee shops on the hospital site or in the surrounding area at both our Denmark Hill and PRUH sites if you arrive early.

### **4. Conditional Offer of Employment**

If you are successful at interview you will usually be notified by telephone and if you accept the offer this will be followed up in writing with our key terms and conditions of employment. KFM is a private company and is not an NHS Employer; our Pay & Benefits Overview document is available on the vacancy information page.

All offers made are conditional on the successful completion of pre-employment checks.

### **5. Standard pre-employment checks**

KFM will carry out a number of pre-employment checks on candidates after they have been made a conditional offer of employment. These checks include;

- Proof of Identity (including home address)
- Proof of Right to Work in the UK
- Employment History & References
- Professional Registration (where applicable to the role)
- Verification of Qualifications (where these are required for the role)

We usually suggest the following documents which are the most commonly acceptable combination for both your ID check and proof of Right to Work;

- Valid UK or EEA Passport
- Valid UK Driving Licence
- Council Tax Bill

However, the following pages list all of the documentation which we can accept.

## **Proof of ID (address and photographic ID)**

*You need to provide 3 documents from the lists below with at least one from each list.*

<b>List 1 - Photo ID</b>
Valid UK (Channel Islands, Isle of Man or Irish) or EU / other nationalities passport
Biometric Residence Permit (UK) card
Valid UK full or provisional photo-card driving licence
Other nationalities photo card driving licence (valid up to 12 months from the date when the individual entered the UK)
HM Armed Forces identity card
Identity cards carrying the PASS (Proof of Age Standards Scheme) logo

<b>List 2 – Proof of Address</b>
UK utility bill or service commencement letter from the service provider dated within the last 6 months
Council Tax bill dated within the last 12 months
UK full or provisional photo-card driving licence (if not already presented as personal photographic identification)
UK full 'old-style' paper driving licence
Most recent HMRC tax notification such as an assessment, statement of account or notice of coding (not P45 or P60), dated within the last 12 months
A financial statement such as bank, building society, credit card or credit union statement (UK or EEA) dated within the last six months
Mortgage statement from a recognised (UK or EEA) lender dated within the last 12 months.
Local council rent card or tenancy agreement dated within the last six months
Evidence of entitlement to Department for Work and Pensions (DWP) benefits dated within the last 12 months.

## Proof of eligibility to work in the UK (Right to Work)

To confirm you have the legal right to work in the UK, please provide either a single document or combination of documents from the lists below;

### List A – evidencing an ongoing, indefinite, right to work in the UK

Single Documents
UK passport, EEA passport or current national identity card
A current passport endorsed to show you are exempt from immigration control, are allowed to stay indefinitely/have the right to abode/have no time limit on your stay in the UK.
Permanent residence card issued to you by the Home Office where you are a family member of a national of an EEA country or Switzerland.
Residence permit, registration certificate or document certifying your permanent residence issued by the Home Office/UK Border Agency.
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office indicating you are allowed to stay indefinitely/there is no time limit to your stay in the UK.

Combination Documents
<i>These documents listed below must be presented with an official document showing your National Insurance number and name such as a P45, P60 NI Card or letter from a government agency or previous employer.</i>
Full birth certificate or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland which includes the name(s) of at least one of your parents, or certificate of naturalisation as a British Citizen.
A current Immigration Status Document issued by the Home Office indicating you are allowed to stay indefinitely/there is no time limit to your stay in the UK.

### List B – evidencing a *time limited* right to work in the UK

Single Documents
A current passport endorsed to that you are allowed to stay in the UK and are currently allowed to do the type of work in question.
A current Biometric Immigration document (Biometric Residence Permit) issued by the Home Office to you which indicates that you can currently stay in the UK and are allowed to do the work in question
A current Residence card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland.

Combination Documents
<i>These documents listed below must be presented with an official document showing your National Insurance number and name such as a P45, P60 NI Card or letter from a government agency or previous employer.</i>
A current Immigration Status Document containing a photograph issued to you by the Home Office, with a valid endorsement indicating you may stay in the UK, and are allowed to do the type of work in question.

## **6. Enhanced pre-employment checks**

Some of our vacancies required an enhanced level of pre-employment checking which may include;

- Disclosure & Barring Service (DBS) check
  - This may require further ID checks
- Fit and Proper Persons Test
  - Including additional background and suitability checks

Where this is the case this will be clearly outlined in the job advert and when any offer is made to you.

## **7. Confirmation of Offer**

Once all pre-employment checks have been carried out, we will agree a start date with you and we will issue you with your contract of employment.

If for any reason we agree a start date prior to all checks being completed, then your ongoing employment will be subject to the receipt of all satisfactory checks.