

Guide for applicants

Section One

This section is the only information the recruiting manager will receive in order to shortlist your application.

We have moved away from the traditional application form or CV format. Instead of asking you to document your education and work history we ask you to explain in your own words how your experiences have given you the skills to meet the essential criteria of the job description. We believe this leads to a less biased shortlisting.

In the free text box you have the opportunity to match your skills and experience to the essential criteria of the job description but you can also include any additional information that you feel might be relevant. Tell us why you want to join the NHS Employers or the team you have applied to work in. Think about what values are important to you and how will they benefit our organisation.

Section Two

The information in Section Two allows the HR team to contact you to arrange for an interview if you are shortlisted.

Referees will not be contacted without your consent. We will require references that cover the past two years.

If you are shortlisted for an interview, the interview panel will receive your full name, your preferred pronouns and telephone number.

Section Three

Please read the information and guide as included in the application form. Declaring an unspent conviction will not automatically exclude you from being successful in your application.

We carry out disclosure and barring (DBS) checks for a small number of roles.

More information about the Rehabilitation of Offenders Act 1974 is available on the [Government website](#).

Section Four

At the NHS Confederation we believe that a diverse and inclusive workforce will enable us to deliver the best service to our members. We are continually reviewing our policies and processes to identify ways we can better promote diversity and inclusion. To support this we gather personal data from the recruitment process so we can analyse how our workforce is made up and which communities we are attracting applications from. The data we gather goes beyond standard equal opportunity requirements and covers protected characteristics plus. The data you provide is separated your application kept in an anonymised form by the HR department. You are not required to complete all or any of this data.