

Recruitment and Selection Policy

Introduction and Benefits

1. The NHS Employment Checks Standards published in March 2008 comprises of six sets of standards NHS organisations must adhere to for the appointment of all new employees to NHS organisations.
2. This policy will set out principles for making selection decisions about candidates applying to positions advertised by the Trust and Retention of Employment (ROE) partner employers.
3. This document describes Trust Policy and Procedures that will help prevent discrimination, and should be read in conjunction with the Trust's Equal Opportunities Policy (no.20).
4. This document describes Trust policy and procedures that protect children and vulnerable adults and should be read in conjunction with the Trust's CRB Policy (no.50).

Purpose

5. The purpose of this policy is to ensure that the NHS Employment Checks Standards, *Immigration, Asylum and Nationality Act 2006* and the 'Key Elements of Safe Recruitment Practice' outlined by the Oxford Safeguarding Children Board are implemented consistently across Oxford Radcliffe Hospitals NHS Trust.
6. This policy ensures adherence to the NHS (Appointment of Consultants) Regulations 1996 for the appointment of Consultant Medical Staff.
7. The policy sets out how consistent and justifiable criteria must be established and used for decisions in selection, transfer and promotion. Without consistency, decisions can be subjective and leave the way open for discrimination to occur.

Policy Statement

8. It is the policy of the Trust to ensure that employees and staff working on Trust premises have had the relevant pre employment checks to protect the interest of patients, notably children and vulnerable adults.
9. It is the policy of the Trust to treat all applicants for positions fairly. It undertakes to judge applications on the knowledge and skills required for the role and not to discriminate unfairly against any applicant on the basis of age, gender, marital status, ethnic origin, nationality, religion, sexual orientation, colour or disability.

Application

10. The policy applies to all applicants to the Trust, all existing employees applying for alternative positions within the Trust and all staff employed under ROE arrangements. The recruitment process applies to all staff apart from medical doctors and senior executive directors. There is a separate recruitment process for medical doctors and senior executive directors.
11. The policy applies to all managers making selection and appointment decisions.
12. The pre employment checks contained in NHS Employment Checks Standards are mandatory for all prospective applicants to positions within the Trust and ROE employer partners. This includes permanent staff, staff on fixed-term contracts, temporary staff, volunteers, students, trainees, contractors and agency staff.
13. The requirements set out in NHS Employment Checks Standards for temporary and agency staff will be set out via the PASA agreements set up with NHS Professionals and employment agencies used by the Trust. It is expected that monitoring and assurance checks carried out will be done via these agreements.
14. All new employees to the Trust (apart from medical staff) will be appointed in line with the Probationary Period Policy no.28.

Responsibilities

15. The Workforce Committee has overall responsibility for this policy.
16. The Director of Human Resources and Organisational Development is responsible for compliance and ensuring the policy is kept updated.
17. All managers are responsible and accountable for selection decisions, ensuring they work within the equal opportunities and immigration legislation framework, NHS Employment Checks Standards and 'Key Elements of Safe Recruitment Practice' outlined by the Oxford Safeguarding Children Board.
18. Prospective and current employees are responsible for presenting the necessary original identification paperwork as and when requested.

Monitoring and Review

19. Adherence to the NHS Employment Checks Standards, *Immigration, Asylum and Nationality Act 2006* and the 'Key Elements of Safe Recruitment Practice' outlined by the Oxford Safeguarding Children Board will be monitored and by regular quality checks of personal files. These checks are carried out by Human Resources and ensure

a record of all pre employment checks is made before a new employee is added to the payroll system (ESR).

20. Internal Audit carry out periodic audits of employee personal files to check compliance with legislation on pre-employment checks and necessary on-going checks needed for employees.
21. The selection decisions made by managers in the Trust will be monitored through a quarterly Equal Opportunities report to ensure the Trust's workforce reflects the local community.
22. The quality of service provided by recruitment teams will be monitored and reviewed through formal feedback from service users.
23. The policy has been assessed through the equality impact assessment process and its application does not provide detriment to any cross-section of the community.
24. The Human Resources Policy Group will review this policy in three years, unless changes in legislation prompt an earlier review.

Training and Development

25. A 'Licence to Hire' management training programme is available. Recruiting Managers are expected to demonstrate knowledge and competencies to enable them to comply with this policy.
26. Advice is available from the Human Resources Department on the application of this process.

Associated Documents

27. This policy should be read in conjunction with the recruitment processes for general and medical staff. (See Appendix 1 and 2)
28. NHS Employment Checks Standards. These can be accessed at <http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx>
 1. *Verification of identity*
 2. *Right to work checks*
 3. *Criminal Records Checks*
 4. *Registration and qualification checks*
 5. *Employment history and reference checks*
 6. *Occupational health checks*
29. Information about employers' responsibilities in preventing illegal working. This can be accessed via the UK Border Agency website <http://www.ukba.homeoffice.gov.uk/employers/>

GENERAL RECRUITMENT PROCESS

This applies to all appointments within the Trust
apart from volunteers, medical and senior executive director appointments

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THE RECRUITMENT PROCESS

Authorisation to Appoint

1. When a vacancy occurs or a new post is established, it is Trust procedure the manager holding the budget must obtain appropriate authorisation to recruit. A Vacancy Control Form must be completed with the necessary signatures after the skill-mix of the team and the costs of introducing a replacement have both been considered. A sample Vacancy Control Form is on page 14. Managers holding budgets must keep within their budget allocation at all times and no appointment will be confirmed without a duly authorised Vacancy Control Form.

Job Description

2. When a job becomes vacant, it is best practice that requirements of the job are reviewed to decide whether the post is still required or whether changes are necessary. By this process, the job description will be reviewed and any changes should be made before the recruitment process commences.
3. It is best practice that every post has a job description. It should be written by the relevant Manager in a clear and concise manner and follow the standard format. (See page 15) In addition, it must be dated, referenced and reviewed each time the post is advertised.
4. Each job description must include, in addition to the main tasks, the following clauses:
 - The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy. (no.20)
 - This job description is subject to review in consultation with the post holder.
 - All staff are required to respect confidentiality of all matters that they may learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act.
 - To actually put in the full text of the Risk Management and Health & Safety paragraphs (see page 16).
5. If the vacancy is a new role, or the role has changed significantly then job evaluation is required in order to determine the appropriate pay band. Please refer to the Trust's Job Banding Policy (no.22). This must be done before the Vacancy Control Form is signed and any advertising takes place.
6. If the appointment is subject to a satisfactory CRB Disclosure (see Criminal Records Policy no.50), this should be stated on the job description as follows: "Oxford Radcliffe Hospitals NHS Trust is committed to carefully screening all staff who work with children and vulnerable adults, and therefore this appointment is subject to a satisfactory CRB Disclosure. All applicants must also give a full employment history on their application form"

Person Specification and Knowledge and Skills Post Outline


7. The Knowledge and Skills Framework (KSF) is an NHS-wide framework that can be used consistently across the service to support personal development in post, career development, and service development. It is best practice that each job has a KSF outline.
8. The purpose of a Person Specification is to identify the skills, experience, qualifications and the personal qualities required by the post holder. Each applicant must be measured against the criteria at both the short list and interview stage of the procedure. Guidance Notes on person specification are attached on page 18.
9. A person specification must be prepared for all posts being advertised as the Recruitment Centre is unable to proceed without this. This should be in the form of a list of essential and desirable criteria set out under the headings provided on the person specification template.
10. When a job becomes vacant, any existing person specification must be reviewed in line with the revised job description and also in line with the Trust's Equal Opportunities Policy. (no.20)
11. Any skills specified should be strictly relevant to the requirements of the job and be justifiable. These should not be unnecessarily restrictive so as to exclude particular or disadvantaged groups, since this may be unlawful discrimination.
12. Extreme care must be taken when considering the essential standards to ensure that the assessment criteria does not have any in-built bias against any particular ethnic origin, nationality, religion, disability, gender, age, background.

Job Advertisements

13. When writing a job advertisement, it is best practice to summarise the requirement of the role drawing on information from the job description, person specification and KSF outline. If the post is of a temporary or fixed term nature, this must be clearly stated in the advertisement together with likely duration.
14. Vacancies at all levels must be advertised at least on the 'internal only' section of NHS Jobs. Exceptions can be made in the case of internal promotions or changes, where there are staff being redeployed, or where the Trust has obligations to employ trainees upon completion of a training post.
15. Print media advertising can be considered when a vacancy has been advertised for a minimum of two weeks on NHS Jobs and there are no suitable candidates through this medium. Expenditure on print media will be charged to departmental budgets.
16. Care must be taken to ensure that the wording of advertisements encourages a wide cross-section of the population to apply.

17. The wording of the advertisements must not be discriminatory in any way. Advice can be sought from the Recruitment Centre if any help is needed.
18. The Recruitment Centre monitors the response to advertisements and can provide information to Managers if required on the effectiveness of advertising and publications.
19. It is Trust procedure that an electronic Vacancy Control form and attachments is sent to the Recruitment Centre, allowing sufficient time to place the advert in the chosen media if this is agreed. Recruitment will require an electronic copy of the advertisement wording, job description and person specification.
20. All vacancies are automatically placed on NHS Jobs. This is a national website and the Trust has its own section. NHS Jobs has the facility to post jobs on an internal vacancies page. Internal vacancies can be accessed via the Trust's intranet.

Short Listing Process

21. It is best practice that short listing is based only on the information contained in the application form using the person specification as the criteria. This must be consistently applied to all applicants and they should be assessed against the selection criteria and not against each other.
22. If an applicant with a disability asks to submit an application in a particular medium, it is a statutory requirement this should be facilitated (e.g. audio cassette) and every effort made to accommodate this request. Local Disabled Employment Advisors are able to assist with this and they can be contacted via HR/Recruitment Centre.
23. The equal opportunities monitoring section of the application form will not be made available to recruiting managers when shortlisting applications.
24. It is best practice that all panel members participate in the preparation of the short list. Where assessors are involved in the interview, they too should contribute to short listing. As a minimum, the short list must be drawn up by two of the panel members.
25. In assessing an application from a candidate who has a disability, detailed consideration must be given to the adaptation of buildings and making reasonable adjustments to the post to enable a disabled person to be considered for employment. Full advantage must be taken of the advice, training, loans of equipment and grants available from the local Disabled Employment Adviser and Remploy. Please seek advice from the HR Manager/Recruitment Centre on this matter.
26. It is a statutory requirement that an applicant with a disability who meets the essential criteria is offered an interview. When an applicant has disclosed they have a disability in their application, a tick will appear in the  column when managers are carrying out shortlisting on the NHS Jobs website.

27. The HR Department may have redeployment candidates who will get prior consideration for vacancies. Please refer to the Trust's Policy on Avoidance & Handling of Redundancies (No. 9) and Sickness Absence Policy (No. 17).
28. In order to avoid allegations of 'favouritism', it is best practice that no one connected by close friendship, marriage/partnership or related to an applicant should be involved in the selection process unless the matter has been cleared with the appropriate Senior Manager/HR Manager.
29. A Short listing Form (page 19) is issued to Managers via email after the closing date. Full reasons for not short listing must be recorded on NHS Jobs. It is best practice that the short list is returned within 48 hours of receipt to the HR Assistant Recruitment. Late applications may be considered at the discretion of the Manager.
30. Any criminal record disclosed in the application form by a candidate shortlisted for interview will be forwarded to the interview panel chair so it can be discussed further at interview.
31. It is best practice that Recruiting Managers give the HR Assistant Recruitment a minimum of 10 days notice of an interview date in order for an interview notification to be sent to candidates at least 7 days in advance. This can be amended by agreement.

Selection Tests/Presentation

32. Where selection tests or presentations are deemed to be necessary, it is best practice they are specifically related to the job requirements and should measure an individual's actual or potential ability to do or train for the particular work or career. Candidates should be informed of the selection process in their interview notification.
33. Recruiting Managers must ensure tests used are relevant to the role and free from any unjustifiable bias (such as cultural, racial or sexual bias) either in content or in scoring mechanism.
34. It is a statutory requirement that selection tests are administered in such a way that the nature of the test itself does not put applicants with disabilities at a disadvantage e.g. test format or time allowed.
35. Advice from the HR Manager/Recruitment Centre should be sought if planning to administer a test during the recruitment process.

The Interview Process

36. Where practicable, if an applicant with a disability requests any special arrangement at interview, these should be considered and accommodated. If there are any difficulties, please discuss with the HR Manager/Recruitment Centre.

37. The Recruiting Manager will want to establish the type of adaptations/help that can be offered to accommodate a disabled person and it will, therefore be sensible and appropriate to discuss with a disabled applicant what the real effects of the disability might be or what assistance would be required to enable them to fulfil their role. Such a discussion should not, of course, be conducted in such a way that would itself give the disabled person any reason to believe they will be discriminated against. Occupational Health should also be involved in these discussions. Advice can be sought from Remploy via the HR department/Occupational Health.
38. It is best practice that all selection interviews must be conducted by a minimum of two appropriate panel members.
39. Each member of the selection panel must make adequate notes of the interview. The notes should be able to demonstrate that a fair and consistent process has been followed for each candidate and indicate the reason for selection/nonselection. Care should be taken when writing notes as these may be requested by the applicant if a recruitment decision is challenged.
40. It is a statutory requirement that interview questions are related to the requirements and circumstances of the job and must not be of a discriminatory nature. For example, candidates should not be asked questions about their ethnic origin.
41. Where the job involves unsocial or irregular hours or travel, the full facts should be presented to all applicants before the interview and should have been made clear on the job description. The interviewers should establish by a simple question whether or not the candidates have fully understood the requirements of the job. Assumptions should not be made about an individual's ability to travel or work unsocial hours. Questions about domestic obligations should not be asked as they could be construed as showing bias against women. These type of assumptions could be discriminatory under the Sex Discrimination, Race Relations or Disability Discrimination Act.
42. In respect of candidates applying for posts which have access to children or vulnerable adults, interviewers should scrutinise the application form and discuss the reasons for career gaps directly. If it is revealed that career gaps were due to convictions, then the advice as set out in CRB Policy (no.50) should be taken into account.
43. It is a statutory requirement that selection decisions are not influenced by factors such as the traditional race or sex profile of the previous post holder or by any colleague's unwillingness to work with members of a particular group, or an applicant with a disability.
44. Informal visits should not be seen as part of the formal selection process. They are simply to provide an opportunity for the candidate to obtain general information about the Trust and department.

45. If any interviewer feels that discrimination has occurred in the selection process, the matter must be reported immediately to their HR Manager. No decision should be made until the issue is resolved.

The Selection Decision

46. The aim of the selection process is to appoint the most suitable applicant to the post by following a clearly defined and fair procedure. It is a statutory requirement that the selection decision is at all times based on individual merit and the necessary attributes for the post. This involves an assessment against the selection criteria as outlined in the person specification.
47. It is best practice that candidates are advised at the interview when they are likely to be informed of the outcome. The Chairperson should ensure that all candidates interviewed are personally informed by a member of the interview panel in an appropriate timeframe. Candidates should be given the opportunity to have feedback on the reasons for non-appointment, since this will be of use for their personal or career development.
48. It is the Chairperson's responsibility to ensure that all panel members have made interview notes on each candidate, and that completed paperwork is returned to the HR Assistant Recruitment. This comprises of an Interview Note Summary Form (page 20) for each candidate interviewed and all panel member notes and details of questions asked. In addition, a Final Outcome Form (page 21) must be completed for each successful candidate. The Final Outcome Form triggers the next element of the process (conditional offer) and will contribute to the preparation of the Statement of Main Terms and Conditions of Employment, as soon as the commencement date has been agreed.

Conditional offer

49. After a verbal offer of employment is given by a member of the interview panel. A conditional offer of employment is forwarded to the candidate detailing the pre employment checks required to be completed prior to a date of commencement being agreed.
50. The conditional offer of employment is sent by the HR Assistant Recruitment within three working days of receipt of the Final Outcome Form from the interview panel chairperson.
51. The HR Assistant Recruitment will ensure all pre employment checks relevant to the role being offered and the candidate's individual circumstances are complete before agreeing a commencement date of employment with the candidate.
52. All pre employment checks are in line with the NHS Employment Checks Standards and are carried to the level appropriate to the role.

Original identification documents

53. A large part of the pre employment checking process involves recording the candidates' proof of identity, their right to work in the UK, and professional registration relevant to the role.
54. The list of identification documents on page 22 covers the identification required to verify identity, confirm the right to work in the UK and can accompany a CRB Disclosure application.
55. Photo identification is required of every prospective employee to the Trust. Where this is unavailable, a passport photograph of the candidate is required, endorsed on the back with a signature of a 'person of standing' in the community who has known to the candidate for at least three years. A 'person of standing' could be a magistrate, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager or civil servant. The photograph must be accompanied by a signed statement from the person signing the photograph. They must supply their name, address and telephone number.

Right to work in the UK

56. It is a statutory requirement that all prospective employees present a valid passport with their current visa detailing their leave to remain in the UK (if applicable). A UK birth certificate issued within 12 months of the birth date, along with proof of National Insurance number can replace a passport as means of proving the right to work in the UK.
57. Citizens of countries which are signatories to the European Economic Area Agreement ("EEA") are able to work in the UK without obtaining any formal immigration clearances.
58. If the prospective employee presents a UK visa with no restrictions on the type of employment they can undertake, it is best practice that a fixed term contract for the role is issued in line with the end date of the UK visa.
59. If the UK visa comes with conditions attached on the type of work the prospective employee can undertake, a Tier 2 Certificate of Sponsorship (work permit) is required.
60. A Tier 2 Certificate of Sponsorship can be issued for 'skilled worker' posts only. The post may be on the Home Office 'shortage healthcare occupation' list or other posts where it can be demonstrated it has been extensively advertised nationally, and it has not been possible to recruit a suitably qualified person who is a permanent resident of the UK or an EEA national. Please seek further advice from the recruitment team as criteria can change.
61. Tier 2 Certificates of Sponsorship are not transferable from one employer to another and are not available for unskilled posts e.g. domestics.

62. When the Trust issues a Tier 2 Certificate of Sponsorship, it is the prospective employee's responsibility to successfully obtain leave to remain in the UK. A date of commencement in the role cannot be agreed until it is confirmed the leave to remain is in place.
63. Certificate of Sponsorship and UK visa regulations are very complex, please seek advice from the recruitment team if in any doubt.
64. If an employee cannot demonstrate they have unlimited leave to remain in the UK, they are subject to an annual check of their passport and UK visa in line with the *Immigration, Asylum and Nationality Act 2006*. The Human Resources Department is responsible for ensuring these checks take place at least every 12 months and the information is recorded on the payroll system (ESR) and on the individuals' personal file. Assistance will be sought from the employees' line manager should they prove difficult to contact or are not responding to requests to present their documents. Failure to provide identification documents on an annual basis may lead to formal action under the Trust's Performance and Conduct Policy (no.3) as the employee is not complying with legislative requirements.

Criminal Records Bureau (CRB) Disclosures

65. In line with the Trust's CRB Policy (no.50) the HR Assistant Recruitment will apply for a CRB Disclosure when it is required for the role.
66. When the role requires a CRB Disclosure, the candidate completes a Criminal Records Declaration (page 23) and forwards it to the HR Assistant Recruitment as part of the pre employment checks.
67. Any disclosures contained in the Criminal Records Declaration or CRB Disclosure will be shared with the appointing manager and authorisation from them to continue with the offer of employment will be recorded.
68. Please refer to the Trust CRB Policy (no.50) for details on when CRB Disclosures are required and the Trust policy statement on the Rehabilitation of Offenders.

References

69. It is best practice that references from the present or most recent employer or present place of study that is able to provide direct knowledge of the individual's work performance and attendance record is obtained. If references are not provided from the present or most recent employer, this should be raised at interview and appropriate referee details obtained.
70. If the prospective employee has indicated on their application form they have previously worked for the Oxford Radcliffe Hospitals NHS Trust, it is Trust procedure that the last line manager will be contacted for a reference and any available details of sickness absence will be obtained and shared with the appointing manager for approval.

71. In certain circumstances, it may be necessary to obtain a verbal reference if the written response has not been received. It is important to ensure that where an offer of employment is made, any such reference must be confirmed in writing. The standard reference form is used when obtaining verbal references ensuring a note is taken of the referee's name and job title.
72. It is important to distinguish between references and testimonials. The latter are usually documents given to the candidate by a referee (often worded 'to whom it may concern'). The Trust does not accept these in place of referees the Trust has requested.
73. When references are received by the HR Assistant (Recruitment), it is Trust procedure they are forwarded to the appointing manager for approval. This will be forwarded via email or secure fax.
74. Once approved, references will be stored on the prospective employee's personal file in a sealed envelope.

Professional registration

75. When professional registration is needed for the role, it is a statutory requirement the HR Assistant Recruitment carries out an on-line check of the professional registration status of prospective employees.
76. A copy of the on-line check will be recorded on the prospective employee's personal file. Please refer to the Trust's Professional Registration policy (no.31) for details of annual checking of current employees' professional registration.

Occupational Health checks

77. The Recruitment Centre will forward a Pre Employment Health Questionnaire to all candidates with a conditional offer. The HR Assistant Recruitment will ensure the Occupational Health department has the correct post title and specialty offered to the candidate. This is to enable the correct level of health screening takes place.
78. The Occupational Health department communicates health screening progress on all health questionnaires received to the HR Department.
79. Once a candidate is declared 'fit' or 'fit with conditions' and the conditions communicated to and accepted by the appointing manager, this element of the pre employment checking process is complete.

Offer of Employment

80. When all pre-employment checks are satisfactorily completed, a date of commencement is agreed with the prospective employee. The HR Assistant Recruitment draws up a statement of terms and conditions of employment. The prospective employee is also booked onto mandatory induction courses appropriate to the role.
81. All new employees to the Trust (apart from medical appointments) will receive an offer of employment subject to a probationary period. This offer will be in line with the Trust's Probationary Period Policy no.28.
82. The prospective employee meets a member of the HR Department on their first day to confirm all pre employment checks and identity requirements are complete as well as sign forms to join the payroll system (ESR). Should this task be carried out by the new employees' line manager, the paperwork will be double-checked by a member of the recruitment team and any errors or omissions are rectified before the individual's details are uploaded onto ESR.
83. If the requirements for presenting original identification documents and/or a completed CRB Disclosure application are not met, the prospective employee cannot commence employment with the Trust. The commencement date will be postponed until these requirements are fulfilled satisfactorily.
84. The new employee's personal file is finalised with all pre employment check paperwork, copies of original identification documents and copies of the signed statement of terms and conditions of employment.
85. A quality control check is undertaken to ensure all elements of the NHS Employment Checks Standards, *Immigration, Asylum and Nationality Act 2006* and the 'Key Elements of Safe Recruitment Practice' outlined by the Oxford Safeguarding Children Board have been met.

Recruitment Records

86. Copies of the Advert, Job Description, Person Specification, KSF outline, application forms and interviewers short listing and interview notes for all unsuccessful candidates for a period of 12 months after the interview date. This is in case of general queries or if unsuccessful, candidates claim unlawful discrimination in the interview process.

Commencement and Induction Arrangements

87. The appointing manager must ensure all practical arrangements are considered and plans are made to do the following:
- Welcome the new employee.
 - Ensure the new employee will be met on their first working day in the department/ward.
 - Ensure there is clarity about their initial working arrangements (shifts, hours etc).

- Ensure that new members of staff complete and return their Induction Checklist within 3 months of their start. This completed checklist should be returned to the relevant HR department.
- The Trust considers these issues a very important part of the recruitment and induction process and it is a Managers responsibility to ensure staffs first impressions are positive.

88. The Trust's Induction Policy (no.46) must be followed for all new staff. The Trust Policy requires all new starters to attend the Trust's Welcome Day on their first working day and the HR Assistant Recruitment will book a place for all new employees on this initial induction. Should the new employee not attend the Welcome Day they were booked onto, the Learning & Development team will re-book them onto the next available course and ensure their attendance.

Recruitment process (revised May 2009)

Action by Recruiting Manager

Action by Recruitment Centre

POSITION BECOMES AVAILABLE

VCF IS FORWARDED TO RECRUITMENT CENTRE BY DIRECTOR

Recruitment Centre confirms VCF has been received, requests information for vacancy.

Recruiting Manager compiles appropriately banded Job Description, Person Specification and advert wording and forwards to Recruitment Centre.

Recruitment Centre confirm when post has been passed by Clearing House.

POST IS ADVERTISED

Recruitment Centre makes applications available via NHS Jobs to Recruiting Manager. Paper applications received are logged onto the NHS Jobs website and forwarded via post or fax to Recruiting Manager for review. Recruitment Centre emails shortlisting form to Recruiting Manager.

Recruiting Manager meets interview panel to review applications on-line and decide which applicants to interview. Recruiting Manager prints copies of applications of candidates shortlisted.

Recruiting Manager organise interview date, venue, time slots. Confirm this with Panel Member names and job titles on Shortlisting form. Department contact nominated on the form to receive interview attendance confirmations. Return shortlisting form via email to Recruitment Centre, JR.

Recruitment emails interview invite letters to candidates. Recruiting Manager is emailed an Interview Pack with an Interview Schedule confirming names of candidates, Candidate Assessment Forms and a Final Outcome Form.

Recruiting Manager requests contact details of candidates from Recruitment Centre if wishes to follow up interview invite email with a telephone call.

INTERVIEWS TAKE PLACE

Recruiting Manager ensures Candidate Assessment form completed for each candidate. Recruiting Manager completes a Final Outcome form for the individual job is offered to. Return the Interview Pack back to the Recruitment Centre, JR.

Recruitment Centre send conditional offer to individual. Recruitment Centre co-ordinate pre-employment checks. Once confirmed, contract is sent and start date is confirmed. Recruitment Centre book the individual on Core Induction on their first Monday at work.

INDIVIDUAL ARRIVES FOR START DATE

Recruitment Centre completes an Appointment Form on the first day. Recruitment Centre carries out the necessary ID checks and where appropriate, completes the individual's CRB form.

or Recruiting Manager completes an Appointment Form on the first day. Recruiting Manager carries out the necessary ID checks and where appropriate, completes the individual's CRB form.

When checks complete, forward documents to Recruitment Centre, JR



Electronic Vacancy Control

A separate form must be completed before recruitment to any post. Before seeking approval to fill a post, consideration must be given to the opportunity presented for savings / skill mix changes

CSU/Department:	<input type="text"/>	Division:	<input type="text"/>
Title of Post:	<input type="text"/>	Cost Centre no:	<input type="text"/>
Name of previous postholder :	<input type="text"/>	New post:	<input type="text"/>
Post vacant from (date)	<input type="text"/>	Post within funded establishment:	<input type="text" value="Y or N"/>
Current Grade:	<input type="text"/>	Required Grade	<input type="text"/>
WTE Hours	<input type="text" value="1.00"/>	Basic Salary or Range:	<input type="text"/>
Current Hours:	<input type="text"/>	Required Hours:	<input type="text"/>
Current WTE:	<input type="text"/>	Required WTE:	<input type="text"/>

1. What are the operational / clinical reasons for this post ?

2. What are the implications of not filling this post (e.g. increased agency costs /overtime)

Offer of employment to new or existing staff must not be made until this form has been authorised by a Directorate Manager or Corporate Director

Will bank, agency or overtime cover be required if this post is not filled ?	<input type="text" value="Y/N"/>		
Name of CSU/Dept Manager:	<input type="text"/>	Date:	<input type="text"/>
Current position - Staff budget:	<input type="text"/>	Current position - Total budget	<input type="text"/>
<u>Approval sign-off (name & insert signature):</u>			
Divisional Finance Manager / Finance Manager:	<input type="text"/>		
Approved (Yes- Y / No- N)	<input type="text"/>	Date:	<input type="text"/>
Directorate Manager / Deputy	<input type="text"/>		
Approved (Yes- Y / No- N)	<input type="text"/>	Date:	<input type="text"/>
Divisional Director / Corporate Director	<input type="text"/>		
Approved (Yes- Y / No- N)	<input type="text"/>	Date:	<input type="text"/>

JOB DESCRIPTION TEMPLATE

JOB TITLE:

BASE (DEPARTMENT/WARD, ETC.):

GRADE/SCALE AND SALARY RANGE (PLUS ANY OTHER ALLOWANCES):

HOURS OF WORK:

MANAGERIAL ACCOUNTABILITY AND PROFESSIONAL ACCOUNTABILITY (IF APPROPRIATE):

DETAILS OF SPECIAL CONDITIONS (E.G. FIXED TERM CONTRACTS):

MAIN PURPOSE OF THE POST:

This should be a paragraph which captures the overall description of the post.

RESPONSIBILITIES

These should list the specific duties of the post set out under sub-headings which reflect the main areas of the post's responsibilities, i.e. clinical, professional, organisational, managerial, etc.

Should include, where appropriate:

- *budgets, staff numbers, equipment*
- *the requirement to recognise that a problem exists, define its parameters and devise a solution; the extent of autonomy in this.*
- *the extent of influence associated with the post and the requirement to represent the trust/organisation externally.*
- *amount of personal responsibility for:*
 - *material assets*
 - *the prevention of risks*
 - *maintaining confidentiality*
 - *planning and monitoring the quality of work (either their own or others)*
- *amount and complexity of effective communication verbal, written or non-verbal*
- *the effort required from job holders in order to fulfil the job responsibilities, and the environment in which these responsibilities are carried out. This may include*

- *Manual dexterity*
- *Level of concentration to be maintained*
- *Extent of precision and accurate work required*
- *Physical effort - handling, lifting, standing*
- *Emotional effort - clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding*
- *Exposure to unpleasant working conditions, i.e. exposure to unavoidable hazards, body fluids, etc.*

All job descriptions must have the following statements:

It should also contain a statement setting out any specific role or duty in relation to statutory regulations or Trust Policy.

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and their role within that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILD PROTECTION

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

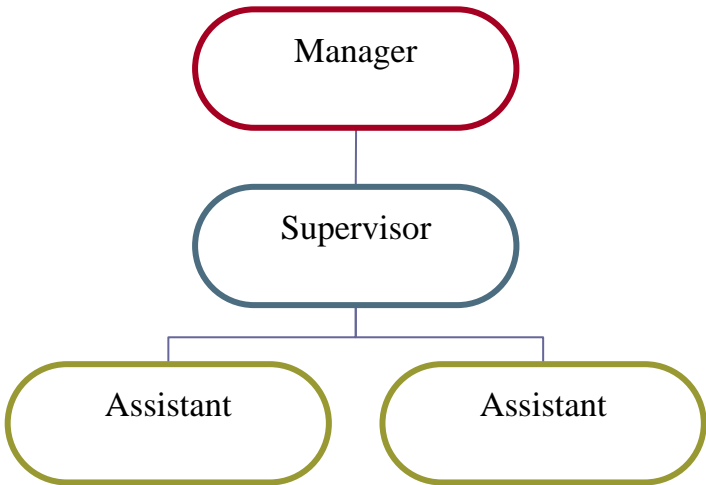
PERSON SPECIFICATION

The person specification describes the core and minimum skills, knowledge, experience and qualifications that are needed to carry out the duties of the job description adequately, including qualifications and the equivalent knowledge and expertise which may be acquired through on-the-job experience. It is important to include as much information as possible in this section.

	Essential	Desirable
Education/Qualifications	<i>comprise any exams, certificates, NVQs, degrees, diplomas and courses required.</i>	
Experience	<i>should comprise experience of any work which demonstrates the skills required for the post, previous work (which is relevant),</i>	
Skills, Knowledge and Abilities	<i>should comprise key skills and knowledge for the post, e.g. knowledge of specialist field, ability to drive, any in-service training in particular skills/competencies and an indication of the level of competency required.</i>	

ORGANISATION CHART

Example might be:



Shortlisting Form

To be completed by Recruiting Manager	To be completed by HR Assistant, Recruitment
Vacancy: <input style="background-color: cyan;" type="text"/>	
Please sign below and return completed shortlist to: Recruiting <input style="background-color: cyan;" type="text"/>	<input style="background-color: cyan;" type="text"/>
Signed and Dated: <input style="background-color: yellow;" type="text"/>	
Panel Members:	Title
1. Name <input style="background-color: yellow;" type="text"/>	<input style="background-color: yellow;" type="text"/>
2. <input style="background-color: yellow;" type="text"/>	<input style="background-color: yellow;" type="text"/>
Interview start time: <input style="background-color: yellow;" type="text"/>	Break time for Panel: <input style="background-color: yellow;" type="text"/>
Interview length: <input style="background-color: yellow;" type="text"/>	
Interview date: <input style="background-color: yellow;" type="text"/>	
Interview venue: <input style="background-color: yellow;" type="text"/>	
Candidates to confirm their attendance to:	
Name: <input style="background-color: yellow;" type="text"/>	Contact No or <input style="background-color: yellow;" type="text"/>
Any special conditions: <input style="background-color: yellow;" type="text"/>	

CRB - Levels of access

In the normal duties of this post at any point during employment, will the postholder

- | | |
|---|--------|
| 1. be working in the Children's hospital | YES/NO |
| 2. be working in any other department which treats/cares for Children | YES/NO |
| 3. be caring for, treating, teaching, training, supervising, giving advice or transporting children (<i>N.B. the definition of a child is 'any person aged under 18'</i>) | YES/NO |
| 4. be caring for, treating, teaching, training, supervising, giving advice or transporting vulnerable adults (<i>N.B. the definition of a vulnerable adult is 'a person who is over 18 and is receiving any form of health care'</i>) | YES/NO |
| 5. be managing staff on a day-to-day basis that care for, treat, teach, train, supervise, give advice or transport children or vulnerable adults | YES/NO |
| 6. The ability, right or permission to approach, speak with or have access to patients and/or patient information | YES/NO |

If answered YES to questions 1, 2, or 3 an Enhanced CRB Disclosure and check against ISA barred lists will need to be completed before a start date can be agreed.

If answered YES to questions 4 or 5, an Enhanced CRB Disclosure and check against ISA barred lists will need to be completed on their first day of employment

If answered YES to question 6, a Standard CRB Disclosure will need to be completed on the first day of employment.

**N.B. You are responsible for arranging the interview and advising panel members.
You are responsible for printing/copying application forms for your panel members.
Please complete and return this document via e-mail to the HR Assistant (Recruitment).
Interview feedback forms and schedule will be sent to you shortly.**

Rating Key: 3 = Exceeds criteria 2 = Fully met 1 = Partially met 0 = Not met/demonstrated
--

Interview Record form

1. This form should be completed for each interviewed candidate. The form should be returned to the HR Department together with the final outcome form.
2. The information on this form may be used to provide feedback to candidates, to complete Work Permit Application forms (if applicable) and to help the Hospital demonstrate that the selection decisions are made on the basis of merit and the application of selection criteria.

You may find it useful to list your criteria in the same order as that detailed in the Person Specification.

Position:		Vacancy no:	
Department:		Candidate's name:	

Criteria related to the person specification	Comments	Rating
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Successful candidate: Reserve candidate: Unsuccessful candidate:

Completed by: _____ Date: _____

FINAL OUTCOME FORM*(To be completed by Recruiting Manager)*

Successful Candidate		Job Title	
Department		Site	Salary
		AfC Band	
Start date*		Professional Reg. No	Expiry date

* Please note that start date is subject to completing satisfactory pre employment checks

Name of Manager		Job title	
Hospital Base		Ext No	Fax no
On first day report to:		Department	Time **

** Please note that new starters will attend trust induction before attending department. This ends at approx 2.30pm

Total Weekly Hours		Full / Part time	No. of days per week	Length of shift
Internal rotation	Shifts	On-call	Emergency Duties rota	Stand-by*
				*circle as appropriate
Flexible Working Options	Yes	No	If yes, give details	
Annual leave entitlements (in hours)		Any dates to be honoured:		
Long Service Entitlement	Yes	No	Hospital accommodation required:	Yes
				No
Interview expenses claim	Yes	No	Work permit candidate	Yes
				No

Please state any additional information for offer letter (i.e. review periods, fixed-term period etc.):

Recruiting Manager signature		Print name	
Job Title		Date	

PLEASE NOTE: If this form is not completed to Recruitment Centre standards, it may delay the appointment of the successful candidate, as the form will be returned to you for completion.

Identification proof needed prior to commencing employment

(in line with NHS Employment Checks Standards March 2008)

	Immigration	Identity	CRB Disclosure	Payroll
Passport (with UK visa where applicable)	✓	✓	✓	
Passport photograph plus endorsement letter		✓		
UK Driving licence - Photocard or paper		✓	✓	
EEA Driving licence - Photocard		✓		
Birth or Adoption certificate (issued within 6 weeks of birth/adoption) - UK	✓	✓	✓	
Birth or Adoption certificate (issued within 6 weeks of birth/adoption) - non-UK			✓	
Marriage or Civil Partnership certificate		✓	✓	
Utility bill - issued within the last 3 months to your current address		✓	✓	
Bank statement - - issued within the last 3 months to your current address		✓	✓	
Appointment letter and signed contract of employment				✓
Evidence of Professional Registration (if applicable) i.e. NMC				✓
P45 or P60 from your last employer	✓	✓	✓	
Bank address, account sort code and number				✓
Next of Kin name, address and contact number				✓
Completed CRB Disclosure Form (if post is subject to CRB Clearance)			✓	
Completed previous NHS service details - Form <u>ESR/NHS Service/F1</u>				✓

**CRIMINAL CONVICTIONS DECLARATION
(Posts exempt from the Rehabilitation of Offenders Act)**

Before you can be considered for appointment in a position of trust with Oxford Radcliffe Hospitals NHS Trust we need to be satisfied about your character and suitability.

Please read the following notes carefully before completing this declaration form. If you require further information, please contact your HR Assistant in the Recruitment Centre. All enquiries will be treated in confidence.

The Oxford Radcliffe Hospitals NHS Trust aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation, age or offending history. We undertake not to discriminate unfairly against applicants on the basis of criminal convictions or other information declared.

Therefore prior to any final decision being made, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the post.

If we do not raise this information with you, this is because we do not believe that it should be taken into account. In that event, you remain free to discuss any of that information or any other matter that you wish to raise. As part of assessing your application, we will only take into account relevant criminal record and other information declared.

The Data Protection Act 1988 requires us to advise you that we will be processing your personal data and, generally, to obtain your consent before processing personal data about you. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1988 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, commission or alleged commission of offences and any proceedings for any offence committed or alleged to have been committed.

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998, and may also be used for the purpose of determining your application for this position and for the purpose of enquiries in relation to the prevention and detection of fraud. Once a decision has been made concerning the appointment, for successful applicants the declaration will be retained on their personal file; for unsuccessful applicants the declaration will be destroyed after 12 months. This declaration will be kept securely and in confidence, and access to it will be restricted to designated persons within the Trust who are authorised to view it as a necessary part of their work.

Name:		Vacancy ref:	
Position:			

Appendix 1 Recruitment and Selection Policy no.19

1. Are you currently bound over or have you ever been convicted of any offence by a court or court-martial in the United Kingdom or any other Country? Note: You do not need to tell us about parking offences.

NO

YES

If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

2. Have you ever received a police caution, reprimand or final warning?

NO

YES

If YES, please include details of the caution, reprimand or final warning, including the date and reason administered.

3. Have you been charged with any offence in the United Kingdom or any other country that has yet to be disposed of?

Please note: you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before any position is offered to you. You do not need to tell us if you are charged with a parking offence.

NO

YES

If YES, please include details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

4. Are you aware of any current police investigation in the United Kingdom or in any other country following allegations made against you?

NO

YES

If YES, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the police.

Appendix 1 Recruitment and Selection Policy no.19

5. Are you aware of any current NHS Counter Fraud and Security Management Service investigation following allegations made against you?

NO

YES

If YES, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the NHS CFSMS.

6. Have you ever been investigated by the Police, CFSMS or any other Investigatory body resulting in a caution, conviction or dismissal from your employment? (Investigatory bodies include Local Authorities, Customs and Excise, Immigration, Passport Agency, Inland Revenue, Department of Trade and Industry, Department of Work and Pensions, Security Agencies, Financial Service Authority, Banks and Building Societies, General, Life Insurance Companies - this list is not exhaustive, and you must declare any investigation conducted by an Investigatory Body).

NO

YES

If YES, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the Investigatory Body.

7. Have you ever been dismissed by reasons of misconduct from any employment, office or other position previously held by you?

NO

YES

If YES, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

8. Have you ever been disqualified from the practice of a profession required to practice subject to specified limitation following fitness to practice proceedings by a regulatory or licensing body in the United Kingdom or any other country?

NO

YES

If YES, please include details of the nature of the disqualification, limitation or restriction, the date, and the name and address of the licensing or regulatory body concerned.

9. Are you currently the subject of any investigation or fitness to practice proceedings by any licensing or regulatory body in the United Kingdom or in any other country?

NO

YES

If YES, please include details of the reason given for the investigation and/or proceedings undertaken, the date, details of any limitation or restriction to which you are currently subject, and the name and address of the licensing or regulatory body concerned.

10. Are you subject to any other prohibition, limitation or restriction that means we are unable to consider you for the position for which you are applying?

NO

YES

If YES, please include details of the nature of the prohibition, restriction or limitation, when and by whom it was made.

If you have answered YES to any of the questions above, please use this space to provide details. Please indicate clearly the number(s) of the question that you are answering:

NOW PLEASE SIGN THE DECLARATION BELOW

I consent to the information provided in this Declaration Form being used by the Oxford Radcliffe Hospitals NHS Trust for the purpose of assessing my application, and for enquiries in relation to the prevention and detection of fraud.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information or provide false or misleading information, this may result in my application being rejected, or, if I am appointed, in my dismissal, and I may be liable to prosecution.

Signature..... Name.....

Post Applied For..... Date.....

Note: if you wish to withdraw your consent at any time after completing this declaration form, please contact your HR Assistant in Human Resources.

MEDICAL RECRUITMENT PROCESS

This applies to all medical appointments within the Trust

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- training posts	14
Vacancy Control Form	15
Identification documents requirements	16
Criminal Convictions Declaration	17

ROUTES FOR APPOINTING MEDICAL STAFF

There are two routes for recruitment of medical staff to the Trust.

89. Trust appointments: The positions are medical posts funded by the Trust. For Consultant appointments, it is a requirement to adhere to the NHS (Appointment of Consultants) Regulations 1996. Job description approval is sought from the Royal College relevant to the specialty, and, when teaching and/or research and development activity is involved in the role, the University is involved in the process.
90. Training posts: The Trust works closely with Oxford Deanery, but will also work with other Deaneries in the UK for certain posts. Deaneries coordinate the delivery and funding of postgraduate medical and dental education. The Deanery acts as an 'employment agent' and appoints training doctors to roles within NHS organisations across the region. When trainees are appointed and allocated to the Trust, the Medical Staffing department co-ordinates all pre employment checks and arranges for the trainee to be added to the payroll system.

THE RECRUITMENT PROCESS - TRUST APPOINTMENTS (NON-CONSULTANT)

Authorisation to Appoint

91. When a vacancy occurs or a new post is established, it is Trust procedure the manager holding the budget must obtain appropriate authorisation to recruit. A Vacancy Control Form must be completed with the necessary signatures after the skill-mix of the team and the costs of introducing a replacement have both been considered. A sample Vacancy Control Form is on page 15. Managers holding budgets must keep within their budget allocation at all times and no appointment will be confirmed without a duly authorised Vacancy Control Form.

Job Description

92. When a job becomes vacant, it is best practice the requirements of the job are reviewed to decide whether the same duties are required or whether changes are necessary. By this process, the job description will be reviewed and any changes should be made before the recruitment process commences.
93. It is best practice that every post has a job description. It should be written by the relevant Manager in a clear and concise manner. In addition, it must be dated, referenced and reviewed each time the post is advertised.
94. Consultant job descriptions will detail the number of Programmed Activity sessions (PAs) allocated to the role. The PAs will give a clear indication of start and finish times and the type of work carried out in each.
95. Each job description must include, in addition to the main tasks, the following clauses:
 - The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy. (no.20)
 - This job description is subject to review following appointment in consultation with the post holder.
 - All staff are expected to respect the requirements of the Data Protection Act.

- Adherence to the stipulations of Risk Management and Health & Safety obligations (see page 16 of the General Recruitment process for standard wording).

Person Specification


96. The purpose of a Person Specification is to identify the skills, experience, qualifications and the personal qualities required by the post holder. Each applicant must be measured against the criteria at both the shortlist and interview stage of the procedure.
97. When a job becomes vacant, any existing person specification must be reviewed in line with the revised job description and also in line with the Trust's Equal Opportunities Policy. (no.20)
98. Any skills specified should be strictly relevant to the requirements of the job and be justifiable. These should not be unnecessarily restrictive so as to exclude particular or disadvantaged groups, since this may be unlawful discrimination.
99. Extreme care must be taken when considering the essential standards to ensure that the assessment criteria does not have any in-built bias against any particular ethnic origin, nationality, religion, disability, gender, age, background.

Job Advertisements

100. All posts will be advertised via the Trust's NHS Jobs website (address: http://www.jobs.nhs.uk/cgi-bin/advsearch?vpd_code=321).
101. Applicants will be asked to apply via NHS Jobs and submit a copy of their current Curriculum Vitae (CV) to the Medical Staffing department.
102. Applicants without access to the internet will be provided paper copies of the relevant information to the role. An application form will be provided and if submitted by other means than the NHS Jobs website, will be accepted by the Medical Staffing department.
103. If an applicant with a disability asks to submit an application in a particular medium, it is a statutory requirement this should be facilitated (e.g. audio cassette) and every effort made to accommodate this request. Local Disabled Employment Advisors are able to assist with this and they can be contacted via Medical Staffing department.
104. Advertisements in national or international print journals or websites known for advertising similar posts will be considered for particularly specialist posts or specialties where recruitment is difficult. The advertising will be coordinated by the Medical Staffing department and the costs will be met by the directorate.

Short Listing Process

105. After the closing date of the advertisement, the Medical Staffing department will forward applications and accompanying CVs to the interview panel as directed.
106. It is a requirement that shortlisting is based only on the information contained in the application form using the person specification as the criteria. This must be consistently applied to all applicants and they should be assessed against the selection criteria and not against each other.

107. The equal opportunities monitoring section of the application form will not be made available to recruiting managers when shortlisting applications.
108. It is best practice that all panel members participate in the preparation of the short list. Where assessors are involved in the interview, they too should contribute to short listing. As a minimum, the shortlist must be drawn up by two of the panel members.
109. In assessing an application from a candidate who has a disability, detailed consideration must be given to the adaptation of buildings and making reasonable adjustments to the post to enable a disabled person to be considered for employment. Full advantage must be taken of the advice, training, loans of equipment and grants available from the local Disabled Employment Adviser and Remploy. Please seek advice from the Medical Staffing department on this matter.
110. It is a statutory requirement that an applicant with a disability who meets the essential criteria is offered an interview. When an applicant has disclosed they have a disability in their application, a tick will appear in the  column when managers are carrying out shortlisting on the NHS Jobs website.
111. In order to avoid allegations of 'favouritism', it is best practice that no one connected by close friendship, marriage/partnership or related to an applicant should be involved in the selection process unless the matter has been cleared with the Medical Staffing department.
112. A shortlisting form is issued to panel members via email after the closing date. Full reasons for not short listing must be recorded on the shortlisting form. Late applications may be considered at the discretion of the lead panel member.
113. Any criminal record disclosed in the application form by a candidate shortlisted for interview will be forwarded to the interview panel chair so it can be discussed further at interview.
114. It is best practice that the interview panel complete their shortlisting and return it to the Medical Staffing department a minimum of 10 days notice of an interview date in order for an interview notification to be sent to candidates at least 7 days in advance. This can be amended by agreement.
115. It is Trust procedure that applications supported by all interview panel members will be invited to interview. Where there is a difference of opinion on an applicant's suitability, advice from the Medical Director is sought.

Selection Tests/Presentation

116. Where selection tests or presentations are deemed to be necessary, they must be specifically related to the job requirements and should measure an individual's actual or potential ability to do or train for the particular work or career. Candidates will be informed of the selection process in their interview invitation.
117. The interview panel must ensure tests used at relevant to the role and free from any unjustifiable bias (such as cultural, racial or sexual bias) either in content or in scoring mechanism.
118. It is a statutory requirement that selection tests are administered in such a way that the nature of the test itself does not put applicants with disabilities at a disadvantage e.g. test format or time allowed.
119. Advice from the Medical Staffing department should be sought if planning to administer a test during the recruitment process.

The Interview Process

120. Where practicable, if an applicant with a disability requests any special arrangement at interview, these will be considered and accommodated. If there are any difficulties, please discuss with the Medical Staffing department.
121. The interview panel will want to establish the type of adaptations/help that can be offered to accommodate a disabled person and it will, therefore be sensible and appropriate to discuss with a disabled applicant what the real effects of the disability might be or what assistance would be required to enable them to fulfil their role. Such a discussion should not, of course, be conducted in such a way that would itself give the disabled person any reason to believe they will be discriminated against. Occupational Health should also be involved in these discussions. Advice can be sought from Remploy via the Medical Staffing department or Occupational Health.
122. It is best practice that all selection interviews must be conducted by a minimum of two appropriate panel members.
123. The interview panel must ensure arrangements are made for adequate notes of the interviews. The notes should be able to demonstrate that a fair and consistent process has been followed for each candidate and indicate the reason for selection/non-selection. Care should be taken when writing notes as these may be requested by the applicant if a recruitment decision is challenged.
124. It is a statutory requirement that interview questions are related to the requirements and circumstances of the job and must not be of a discriminatory nature. For example, candidates should not be asked questions about their ethnic origin.
125. Where the job involves unsocial or irregular hours or travel, the full facts should be presented to all applicants before the interview and should have been made clear on the job description. The interviewers should establish by a simple question whether or not the candidates have fully understood the requirements of the job. Assumptions should not be made about an individual's ability to travel or work unsocial hours. Questions about domestic obligations should not be asked as they could be construed as showing bias against women. These type of assumptions could be discriminatory under the Sex Discrimination, Race Relations or Disability Discrimination Act.
126. In respect of candidates applying for posts which have access to children or vulnerable adults, interviewers should scrutinise the application form and discuss the reasons for career gaps directly. If it is revealed that career gaps were due to convictions, then the advice as set out in CRB Policy (no.50) should be taken into account.
127. It is a statutory requirement that selection decisions are not influenced by factors such as the traditional race or sex profile of the previous post holder or by any colleague's unwillingness to work with members of a particular group, or an applicant with a disability.
128. Informal visits are encouraged as part of the formal selection process. They provide an opportunity for the candidate to obtain general information about the Trust and department.
129. If any interviewer feels that discrimination has occurred in the selection process, the matter must be reported immediately to the Medical Staffing department. No decision should be made until the issue is resolved.

The Selection Decision

130. The aim of the selection process is to appoint the most suitable applicant to the post by following a clearly defined and fair procedure. It is a statutory requirement that the selection decision is at all times based on individual merit and the necessary attributes for the post. This involves an assessment against the selection criteria as outlined in the job description and person specification.
131. It is best practice that candidates are advised at the interview when they are likely to be informed of the outcome. The Chairperson of the interviewing panel should ensure that all candidates interviewed are personally informed by a member of the interview panel in an appropriate timeframe. Candidates should be given the opportunity to have feedback on the reasons for non-appointment, since this will be of use for their personal or career development.
132. It is the Chairperson's responsibility to ensure that notes on each candidate are taken at interview, and that they are returned to the Medical Staffing department. Notification of the successful candidate must be forwarded in writing to the Medical Staffing department. This triggers the next element of the process, the conditional offer.

Conditional offer

133. After a verbal offer of employment is given by a member of the interview panel. A conditional offer of employment is forwarded by the Medical Staffing department to the candidate. This details the pre employment checks required to be completed prior to the date of commencement.
134. The conditional offer of employment is sent by the Medical Staffing department within three working days of confirmation of the successful candidate(s) from the interview panel chairperson.
135. The Medical Staffing department will ensure all pre employment checks relevant to the role being offered and the candidate's individual circumstances are complete before the commencement date of employment for the candidate.
136. All pre-employment checks are in line with the NHS Employment Checks Standards and are carried to the level appropriate to the role.

Original identification documents

137. A large part of the pre employment checking process involves recording the candidates' proof of identity, their right to work in the UK, and professional registration relevant to the role.
138. The list of identification documents on page 16 covers the identification required to verify identity, confirm the right to work in the UK and can accompany a CRB Disclosure application.
139. Photo identification is required of every prospective employee to the Trust. Where this is unavailable, a passport photograph of the candidate is required, endorsed on the back with a signature of a 'person of standing' in the community who has known to the candidate for at least three years. A 'person of standing' could be a magistrate, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager or civil servant. The photograph must be accompanied by a

signed statement from the person signing the photograph. They must supply their name, address and telephone number.

Right to work in the UK

140. It is a statutory requirement that all prospective employees present a valid passport with their current visa detailing their leave to remain in the UK (if applicable). A UK birth certificate issued within 12 months of the birth date, along with proof of National Insurance number can replace a passport as means of proving the right to work in the UK.
141. Citizens of countries which are signatories to the European Economic Area Agreement ("EEA") are able to work in the UK without obtaining any formal immigration clearances.
142. If the prospective employee presents a UK visa with no restrictions on the type of employment they can undertake, it is best practice that a fixed term contract for the role is issued in line with the end date of the UK visa.
143. If the UK visa comes with conditions attached on the type of work the prospective employee can undertake, a Tier 2 Certificate of Sponsorship (work permit) is required.
144. A Tier 2 Certificate of Sponsorship can be issued for 'skilled worker' posts only. The post may be on the Home Office 'shortage healthcare occupation' list or other posts where it can be demonstrated it has been extensively advertised nationally, and it has not been possible to recruit a suitably qualified person who is a permanent resident of the UK or an EEA national. Please seek further advice from Medical Staffing as criteria can change.
145. Tier 2 Certificates of Sponsorship are not transferable from one employer to another.
146. When the Trust issues a Tier 2 Certificate of Sponsorship, it is the prospective employee's responsibility to successfully obtain leave to remain in the UK. A date of commencement in the role cannot be agreed until it is confirmed the leave to remain is in place.
147. Certificate of Sponsorship and UK visa regulations are very complex, please seek advice from the Medical Staffing department if in any doubt.
148. If an employee cannot demonstrate they have unlimited leave to remain in the UK, they are subject to an annual check of their passport and UK visa in line with the *Immigration, Asylum and Nationality Act 2006*. The Human Resources Department is responsible for ensuring these checks take place at least every 12 months and the information is recorded on the payroll system (ESR) and on the individuals' personal file. Assistance will be sought from the employees' line manager should they prove difficult to contact or are not responding to requests to present their documents. Failure to provide identification documents on an annual basis may lead to formal action under the Trust's Performance and Conduct Procedure for Medical Staff (no.4) as the employee is not complying with legislative requirements.

Criminal Records Bureau (CRB) Disclosures

149. In line with the Trust's CRB Policy (no.50) the Medical Staffing department will apply for a CRB Disclosure when it is required for the role.

150. When the role requires a CRB Disclosure, the candidate completes a Criminal Records Declaration (page 17) and forwards it to the Medical Staffing department as part of the pre employment checks.
151. Any disclosures contained in the Criminal Records Declaration or CRB Disclosure will be shared with the appointing manager and authorisation from them to continue with the offer of employment will be recorded.
152. Please refer to the Trust CRB Policy (no.50) for details on when CRB Disclosures are required and the Trust policy statement on the Rehabilitation of Offenders.

References

153. References will be sought from the present or most recent employer or present place of study that is able to provide direct knowledge of the individual's work performance and attendance record.
154. In certain circumstances, it may be necessary to obtain a verbal reference if the written response has not been received. It is important to ensure that where an offer of employment is made, any such reference must be confirmed in writing. The standard reference form is used when obtaining verbal references ensuring a note is taken of the referee's name, job title and contact details.
155. It is important to distinguish between references and testimonials. The latter are usually documents given to the candidate by a referee (often worded 'to whom it may concern'). The Trust does not accept these in place of referees the Trust has requested.
156. When references are received by the Medical Staffing department, it is Trust procedure they are available on the day of interview for the interview panel to review.
157. Once approved, references will be stored on the prospective employee's personal file in a sealed envelope.

Professional registration

158. Professional registration is required for all medical posts. It is a statutory requirement the Medical Staffing department carries out an on-line check of the professional registration status of prospective employees. From November 2009, the Medical Staffing department will ensure professionals registered with the General Medical Council (GMC) hold a valid Licence to Practice.
159. A copy of the on-line check will be recorded on the prospective employee's personal file. Please refer to the Trust's Professional Registration policy (no.31) for details of annual checking of current employees' professional registration.

Occupational Health checks

160. The Medical Staffing department will forward a Pre Employment Health Questionnaire to all candidates with a conditional offer. The Medical Staffing Department ensures Occupational Health has the correct post title and specialty offered to the candidate. This is to enable the correct level of health screening takes place.

161. The Occupational Health department communicates health screening progress on all health questionnaires received to the Medical Staffing Department.
162. Once a candidate is declared 'fit' or 'fit with conditions' and the conditions communicated to and accepted by the appointing manager, this element of the pre-employment checking process is complete.

Appointment form

163. The candidate is sent a copy of the Trust's appointment form to complete their personal details and return with a copy of their last payslip.
164. A member of the Medical Staffing department will calculate the candidate's starting salary based on their grade of post they are being recruited to and their length of service in the NHS or equivalent experience if worked elsewhere.

Offer of Employment

165. When all pre-employment checks are satisfactorily completed, a date of commencement is agreed with the prospective employee. The Medical Staffing department draws up a statement of terms and conditions of employment as agreed with the appointing manager. The prospective employee is booked onto mandatory induction courses appropriate to the role.
166. The prospective employee meets a member of the Medical Staffing department on their first day to confirm all pre employment checks and identity requirements are complete as well as sign forms to join the payroll system (ESR).
167. If the requirements for presenting original identification documents and/or a completed CRB Disclosure application are not met, the prospective employee cannot commence employment with the Trust. The commencement date will be postponed until these requirements are fulfilled satisfactorily.
168. The new employee's personal file is finalised with all pre employment check paperwork, copies of original identification documents and copies of the signed statement of terms and conditions of employment.

Recruitment Records

169. Copies of the advert, job description, person specification, application forms and interviewers short listing, references and interview notes for all unsuccessful candidates for a period of 12 months after the interview date. This is in case of general queries or if unsuccessful, candidates claim unlawful discrimination in the recruitment process.

Commencement and Departmental Induction

170. It is a statutory requirement that all medical staff new to the Trust attend the next available Medical Induction. This induction course covers the statutory requirements for new medical doctors joining the organisation. This takes place on a monthly basis and is coordinated by the Postgraduate Education Centre.
171. On the new employee's first day, they join their department for an induction arranged by them to introduce them to their role and the team they will work in.

THE RECRUITMENT PROCESS - CONSULTANT POSTS

Regulations and guidance

172. The appointment of Consultant medical staff is governed by the provisions of NHS (Appointment of Consultants) Regulations 1996. Detailed guidance is contained in the Department of Health NHS (Appointment of Consultants) Good Practice Guidance (January 2005).

Consideration of new and replacement Consultant posts

173. The Directorate Manager prepares a report to be presented to the Divisional Board for the approval of replacing an existing post or introduce a new post.
174. Once supported by the Division, replacement posts are presented to the Medical Workforce Panel for approval. New Consultant posts are presented to the Planning Committee for approval.
175. When approval is given by the Medical Workforce Panel or Planning Committee, the Consultant post receives its final approval from the Trust Board.
176. When Trust Board approval is confirmed, notification is sent to the Medical Staffing department and a Vacancy Control Form (VCF) is forwarded to commence the recruitment process.

Advisory Appointments Committee (AAC)

177. The AAC members are responsible for selecting the successful candidate for the Consultant role. Their involvement starts at the shortlisting stage through to offering the post after interview.
178. The Trust will follow the regulations set out governing membership of the AAC. To meet these provisions, the Trust will seek to secure a balanced membership. The core membership of the AAC are in line with the regulations as follows:
- a. Lay member - normally the Chairperson of the Trust or another Non-Executive Director
 - b. Chief Executive - or a nominated deputy
 - c. Medical Director - or a nominated deputy
 - d. External assessor (from the relevant Royal College)
 - e. University representative
 - f. Trust Consultant from relevant specialty
179. Non-core members can join the AAC membership as follows:
- a. Second Trust Consultant
 - b. Any other professional member (particularly relevant when the post covers another organisation)
180. It is a statutory requirement that an AAC may not proceed if any core member is not present.
181. The Trust may add additional members to the AAC, but it is best practice to limit the membership to a maximum of eight members.
182. All AAC members should have received appropriate training in equality and diversity and the appointments process.
183. The Trust is responsible for ensuring its employees are provided with the appropriate training before joining an AAC.

184. It is expected that AAC members from other NHS organisations, the Royal College and University have received the relevant training from their employer.
185. It is best practice the following is implemented for AAC to ensure the principles of equality and diversity are demonstrated:
 - a. The AAC consists of a mix of men and women.
 - b. The AAC reflects the composition of the local population and workplace.
 - c. No close relative of any candidate or candidate's spouse serves on an AAC.
 - d. The current postholder is not a member of an AAC to select their successor.

Job description and person specification

186. It is best practice that the job description contains information about the Trust and the department and relevant specialty. To ensure the document is as informative as possible to potential applicants, it is recommended the following is included:
 - a. Person specification (where a particular qualification is essential, it is a statutory requirement not to exclude overseas qualifications comparable to those obtained in the UK)
 - b. Information on the Trust with details of units and clinics
 - c. Details of staffing and relevant services
 - d. Information about associated undergraduate or medical and dental teaching and/or research responsibilities
 - e. Relevant terms and conditions of service
187. A member of the Medical Staffing department co-ordinates the consultation on the content of Consultant job descriptions.
188. The job description drafted by the Directorate Manager is sent to a Regional Advisor and University representative (when teaching and research is a requirement of the role)
189. When consulting with the Regional Advisor, the job description should set out clearly the purpose of the post, the balance of work to be carried out, how the work of the role fits in with the team of Consultants and the facilities available to the postholder.
190. The Trust will seek to respond positively to comments from Regional Advisors and will amend a job description in light of their comments when deemed appropriate.
191. A final draft of the job description will be sent by Medical Staffing to the Regional Advisor for information.
192. When consulting with the University, contact will be made with the Head or Dean of the relevant Medical or Dental School. If the post involves a research and development commitment, consultation will take place with the relevant Responsible Officer at the University.

Timescales for recruitment process

193. It is best practice to follow the timescales below. These have been set out to build in sufficient time for applicants to apply and when shortlisted, prepare for interviews. AAC members need time to decide and agree shortlisted applicants and on the successful candidate and the Medical Staffing department time to administer and co-ordinate the whole process.
 - a. One month between appearance of first advertisement and closing date for applications.

- b. AAC members and interview date set and agreed before closing date of job advertisement. Once confirmed, the Medical Staffing department will write to each AAC member to confirm shortlisting dates and interview date, time and venue.
- c. The Medical Staffing department to forward applications to the AAC members four working days after the closing date for shortlisting.
- d. AAC members to agree the shortlist of applicants and confirm final list to the Medical Staffing department at least 15 working days before interview date.
- e. The Medical Staffing department to forward invitations to interview to shortlisted candidates at least 10 days prior to the interview date.

Job Advertisements

194. All Consultant posts must be advertised unless the post is exempted from the NHS (Appointment of Consultants) Regulations 1996 or the Secretary of State has given consent the post does not need to be advertised.
195. It is a statutory requirement that two advertisements are published. The advertisements may be in national journals or websites commonly used for similar advertisements relating to the profession concerned. A least one of the advertisements must appear in a printed journal.
196. The advertisement is placed on the Trust's NHS Jobs website (address: http://www.jobs.nhs.uk/cgi-bin/advsearch?vpd_code=321) at the same time as being advertised via the selected national journal and website.
197. Applications from men and women and from all sections of the community will be encouraged. Applications from overseas candidates will be encouraged when they have qualifications and experience comparable to that obtained in the UK.
198. The advertisement must contain the following information:
 - a. Job title and specialty
 - b. Working hours (if full time, it is best practice the advertisement indicates that applications from applicants able to work part-time will be considered)
 - c. Hospital base(s)
 - d. Closing date
 - e. Date of interview (Advisory Appointments Committee) if known
 - f. Contact name, email address and telephone number of person applicants contact for informal enquiries and visits to the department.

Co-ordination of applications

199. All interested applicants will be directed to the NHS Jobs website. Access will be available to the job description, person specification and the contact details for informal enquiries and visits.
200. Applicants will be asked to apply via NHS Jobs and submit a copy of their current Curriculum Vitae (CV) to the Medical Staffing department.
201. Applicants without access to the internet will be provided paper copies of the relevant information to the role. An application form will be provided and if submitted by other means than the NHS Jobs website, will be accepted by the Medical Staffing department.

202. On receipt of applications, the Medical Staffing department will carry out the following checks.
- a. Valid General Medical Council (GMC) or General Dental Council (GDC) registration and Licence to Practice.
 - b. Inclusion or eligibility for inclusion on the GMC/GDC Specialist Register.
 - c. Name not included on current NHS Alert list.
- Applications that do not meet these criteria will not be submitted for shortlisting.

Shortlisting

203. It is best practice that each member of the AAC is given the opportunity to review the applications and recommend for shortlist.
204. It is a requirement that shortlisting is carried out by comparing applications against the person specification.
205. AAC members who shortlist must keep note of reasons for not shortlisting applications to provide objective reasons should an applicant request feedback.
206. The Medical Director will agree a shortlist by correspondence. All views of the AAC members will be taken into consideration.
207. When the shortlist is agreed, it is confirmed to the Medical Staffing department.
208. The Medical Staffing department will advise candidates shortlisted for interview and confirm that three employment references will be taken up before the interview takes place.
209. The Medical Staffing department will advise applicants not shortlisted for interview they have been unsuccessful.

AAC Panel (Interview Day)

210. The Medical Staffing department will ensure interview packs are produced for each AAC member. This contains application forms and CVs for each candidate, employment references and a programme for the day.
211. It is best practice that the AAC is attended by an administrator employed by the Trust. Their responsibilities are:
- a. Setting up the layout of the interview room, placing name plates for each AAC member and notices outside the room to direct candidates.
 - b. Meeting candidate and collecting documents they have been asked to bring to interview.
 - c. Make notes at the AAC and provide assistance if required by the AAC members. The administrator is not a member of the AAC and will not contribute to discussions unless requested by the AAC Chair.
212. It is best practice that a member of the Medical Staffing department can be contacted by the AAC Chair on the day of interviews should specialist advice be required.
213. It is best practice the AAC agrees in advance how and who offers feedback to unsuccessful candidates to aid their future career development.
214. A verbal offer of employment may be given to the successful candidate(s). However, it cannot be confirmed in writing until Trust Board approval is confirmed.
215. A brief report of the outcome of the AAC is prepared by the AAC Chair and the recommendation for appointment is sent for approval by Trust Board. This can take between seven and ten working days to complete.

216. Confirmation of Trust Board approval is sent to the Medical Staffing department. A conditional offer of employment is sent to the successful candidate within three working days. The letter details the offer of employment is subject to satisfactory pre-employment checks (as set out by NHS Employment Checks Standards 2008).
217. The pre-employment checks carried out to appoint to Consultant roles are detailed in paragraphs 49 to 80.
218. If a pre-employment check relevant to the Consultant post is not completed satisfactorily, the conditional offer of employment is withdrawn.
219. Once pre-employment checks are complete, a mutually convenient start date is agreed between the department and candidate.

THE RECRUITMENT PROCESS - TRAINING POSTS

The appointment decision

220. Training posts are advertised via the Oxford Deanery website. (http://www.nesc.nhs.uk/primary_areas/oxford_deanery.aspx) Applicants follow the Deanery recruitment process for application, shortlisting and interview. The Deanery coordinates the appointment decision and allocates the successful trainee to a training post hosted by the Trust.
221. When a successful trainee is allocated to the Trust, the Medical Staffing department commence the pre-employment checks in line with NHS Employment Checks Standards before the individual is appointed to the Trust. Please see details of the pre-employment checks the Trust is required to carry out from paragraphs 49 to 80.
222. The date of commencement of employment is set by the rotation system of training posts. When pre-employment checks are not completed before the individual commences employment, the individual visits the Medical Staffing Department on their first day to complete all checks.
223. All trainees appointed to the Trust are booked on statutory induction courses and attend a departmental induction arranged by their specialty.

Electronic Vacancy Control

A separate form must be completed before recruitment to any post. Before seeking approval to fill a post, consideration must be given to the opportunity presented for savings / skill mix changes

CSU/Department:	<input type="text"/>	Division:	<input type="text"/>
Title of Post:	<input type="text"/>	Cost Centre no:	<input type="text"/>
Name of previous postholder :	<input type="text"/>	New post:	<input type="text"/>
Post vacant from (date)	<input type="text"/>	Post within funded establishment:	<input type="text" value="Y or N"/>
Current Grade:	<input type="text"/>	Required Grade	<input type="text"/>
WTE Hours	<input type="text" value="1.00"/>	Basic Salary or Range:	<input type="text"/>
Current Hours:	<input type="text"/>	Required Hours:	<input type="text"/>
Current WTE:	<input type="text"/>	Required WTE:	<input type="text"/>

1. What are the operational / clinical reasons for this post ?
2. What are the implications of not filling this post (e.g. increased agency costs /overtime)
Offer of employment to new or existing staff must not be made until this form has been authorised by a Directorate Manager or Corporate Director

Will bank, agency or overtime cover be required if this post is not filled ?	<input type="text" value="Y/N"/>		
Name of CSU/Dept Manager:	<input type="text"/>	Date:	<input type="text"/>
Current position - Staff budget:	<input type="text"/>	Current position - Total budget	<input type="text"/>
<u>Approval sign-off (name & insert signature):</u>			
Divisional Finance Manager / Finance Manager:	<input type="text"/>		
Approved (Yes-Y / No-N)	<input type="text"/>	Date:	<input type="text"/>
Directorate Manager / Deputy	<input type="text"/>		
Approved (Yes-Y / No-N)	<input type="text"/>	Date:	<input type="text"/>
Divisional Director / Corporate Director	<input type="text"/>		
Approved (Yes-Y / No-N)	<input type="text"/>	Date:	<input type="text"/>

Identification proof needed prior to commencing employment

(in line with NHS Employment Checks Standards March 2008)

	Immigration	Identity	CRB Disclosure	Payroll
Passport (with UK visa where applicable)	✓	✓	✓	
Passport photograph plus endorsement letter		✓		
UK Driving licence - Photocard or paper		✓	✓	
EEA Driving licence - Photocard		✓		
Birth or Adoption certificate (issued within 6 weeks of birth/adoption) - UK	✓	✓	✓	
Birth or Adoption certificate (issued within 6 weeks of birth/adoption) - non-UK			✓	
Marriage or Civil Partnership certificate		✓	✓	
Utility bill - issued within the last 3 months to your current address		✓	✓	
Bank statement - - issued within the last 3 months to your current address		✓	✓	
Appointment letter and signed contract of employment				✓
Evidence of Professional Registration (if applicable) i.e. NMC				✓
P45 or P60 from your last employer	✓	✓	✓	
Bank address, account sort code and number				✓
Next of Kin name, address and contact number				✓
Completed CRB Disclosure Form (if post is subject to CRB Clearance)			✓	
Completed previous NHS service details - Form <u>ESR/NHS Service/F1</u>				✓

**CRIMINAL CONVICTIONS DECLARATION
(Posts exempt from the Rehabilitation of Offenders Act)**

Before you can be considered for appointment in a position of trust with Oxford Radcliffe Hospitals NHS Trust we need to be satisfied about your character and suitability.

Please read the following notes carefully before completing this declaration form. If you require further information, please contact your HR Assistant in the Recruitment Centre. All enquiries will be treated in confidence.

The Oxford Radcliffe Hospitals NHS Trust aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation, age or offending history. We undertake not to discriminate unfairly against applicants on the basis of criminal convictions or other information declared.

Therefore prior to any final decision being made, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the post.

If we do not raise this information with you, this is because we do not believe that it should be taken into account. In that event, you remain free to discuss any of that information or any other matter that you wish to raise. As part of assessing your application, we will only take into account relevant criminal record and other information declared.

The Data Protection Act 1988 requires us to advise you that we will be processing your personal data and, generally, to obtain your consent before processing personal data about you. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1988 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, commission or alleged commission of offences and any proceedings for any offence committed or alleged to have been committed.

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998, and may also be used for the purpose of determining your application for this position and for the purpose of enquiries in relation to the prevention and detection of fraud. Once a decision has been made concerning the appointment, for successful applicants the declaration will be retained on their personal file; for unsuccessful applicants the declaration will be destroyed after 12 months. This declaration will be kept securely and in confidence, and access to it will be restricted to designated persons within the Trust who are authorised to view it as a necessary part of their work.

Name:		Vacancy ref:	
Position:			

APPENDIX 2: Recruitment and Selection Policy no.19

2. Are you currently bound over or have you ever been convicted of any offence by a court or court-martial in the United Kingdom or any other Country? Note: You do not need to tell us about parking offences.

NO

YES

If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

2. Have you ever received a police caution, reprimand or final warning?

NO

YES

If YES, please include details of the caution, reprimand or final warning, including the date and reason administered.

3. Have you been charged with any offence in the United Kingdom or any other country that has yet to be disposed of?

Please note: you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before any position is offered to you. You do not need to tell us if you are charged with a parking offence.

NO

YES

If YES, please include details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

4. Are you aware of any current police investigation in the United Kingdom or in any other country following allegations made against you?

NO

YES

If YES, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the police.

APPENDIX 2: Recruitment and Selection Policy no.19

5. Are you aware of any current NHS Counter Fraud and Security Management Service investigation following allegations made against you?

NO

YES

If YES, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the NHS CFSMS.

6. Have you ever been investigated by the Police, CFSMS or any other Investigatory body resulting in a caution, conviction or dismissal from your employment? (Investigatory bodies include Local Authorities, Customs and Excise, Immigration, Passport Agency, Inland Revenue, Department of Trade and Industry, Department of Work and Pensions, Security Agencies, Financial Service Authority, Banks and Building Societies, General, Life Insurance Companies - this list is not exhaustive, and you must declare any investigation conducted by an Investigatory Body).

NO

YES

If YES, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the Investigatory Body.

11. Have you ever been dismissed by reasons of misconduct from any employment, office or other position previously held by you?

NO

YES

If YES, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

12. Have you ever been disqualified from the practice of a profession required to practice subject to specified limitation following fitness to practice proceedings by a regulatory or licensing body in the United Kingdom or any other country?

NO

YES

If YES, please include details of the nature of the disqualification, limitation or restriction, the date, and the name and address of the licensing or regulatory body concerned.

13. Are you currently the subject of any investigation or fitness to practice proceedings by any licensing or regulatory body in the United Kingdom or in any other country?

NO

YES

If YES, please include details of the reason given for the investigation and/or proceedings undertaken, the date, details of any limitation or restriction to which you are currently subject, and the name and address of the licensing or regulatory body concerned.

14. Are you subject to any other prohibition, limitation or restriction that means we are unable to consider you for the position for which you are applying?

NO

YES

If YES, please include details of the nature of the prohibition, restriction or limitation, when and by whom it was made.

If you have answered YES to any of the questions above, please use this space to provide details. Please indicate clearly the number(s) of the question that you are answering:

NOW PLEASE SIGN THE DECLARATION BELOW

I consent to the information provided in this Declaration Form being used by the Oxford Radcliffe Hospitals NHS Trust for the purpose of assessing my application, and for enquiries in relation to the prevention and detection of fraud.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information or provide false or misleading information, this may result in my application being rejected, or, if I am appointed, in my dismissal, and I may be liable to prosecution.

Signature..... Name.....

Post Applied For..... Date.....

Note: if you wish to withdraw your consent at any time after completing this declaration form, please contact your HR Assistant in the Medical Staffing Department.