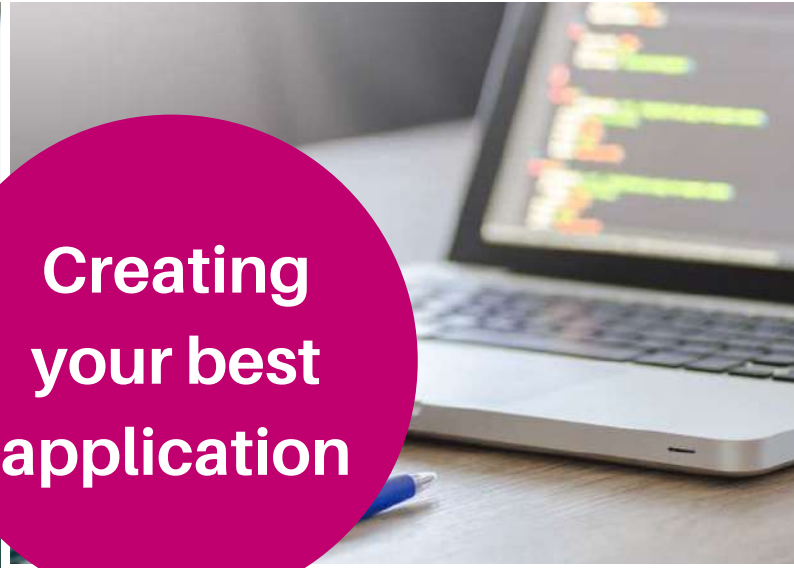




**NHS**  
**Lancashire Teaching  
Hospitals**  
NHS Foundation Trust



**Creating  
your best  
application**

**We promise,  
it's worth  
the read!**





# COVID-19 Update

The Government have announced their intention to introduce the need for mandatory COVID vaccinations for all frontline patient facing roles (and those staff working in patient areas). This will come into effect from 1st April 2022.

The role you are considering may be in scope and as such, if you are appointed, it is likely that your COVID vaccination status will form part of your Occupational Health assessment.

If you would like further information on the vaccine, or for ways to book this, please visit [www.nhs.uk](http://www.nhs.uk)

**December 2021**




Kevin McGee  
CEO

**Hello, welcome and thank you for considering joining our hospitals or continuing your career with us.**

We have put this interactive information pack together because we know that completing an application form can be challenging. But it's really important to us that we find out everything about you so that we can make the very best recruitment decisions.




We want to help you in the best way we can, so we have created an e-learning resource to help you complete your application form. No registration is needed - just click here  to access it.



These are challenging, yet exciting, times for our hospitals as we move forward into the new collaborative NHS world in which our roles and relationships will take greater prominence as the entire NHS recovers from the ongoing effects of the pandemic.

What won't change, however, is our vision to always provide excellent care with compassion to our communities. Our ambition, success, identity and values remain so important in recruiting and retaining the best staff as well as developing and delivering excellent services.

No doubt you want to find out about us as well and how we aim to achieve our vision. To help you do so we've pulled together highlights about our hospitals that you can access here  and we look forward to receiving your application form soon.

Good luck **Kevin McGee, CEO**





# MAKE YOUR APPLICATION THE BEST IT CAN BE!



You are here!



Your application is the start of your journey to a new role. We've put together a step-by-step guide to help you complete your application. All you have to do is click  to access it, no login is required.

Have a look at this Top Tips mini-video we've put together for you to make your application the best it can be! 

\*If you're invited to interview and need adjustments to participate, it's important that you contact the recruiting manager as early as possible to discuss them. You can view the accessibility of our sites at [Access Able](#).

Make sure to follow us on social media @LancsHospJobs



APPLY



SHORTLIST



INTERVIEW\*



APPOINTED



PRE-EMPLOYMENT CHECKS 



START!

Contact [recruit@lthtr.nhs.uk](mailto:recruit@lthtr.nhs.uk) if you need help accessing information about the role

# APPLICATION FORM

## TOP TIPS!

We've put our top 5 tips in this short animation



# 1

Please don't rush it! Put time aside to complete your application and proof read it - even if it means going to the library or a friend's house for no interruptions. Save your application as you're going along and return to it later if needed - you don't have to complete it all at once.

# 2

Get all your relevant certificates and training courses together and put them in date order before you start. It'll make completing your application easier!

# 3

Be sure to use a tablet, laptop or PC to complete your application - the form works best on these. Make sure that you have a good internet connection too - you've put the hard work in so don't lose it to a poor signal!

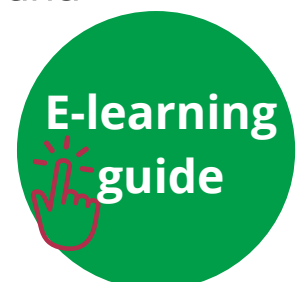
# 4

We use the person specification to decide who to interview. Make sure that you've provided examples of how you meet the **essential** criteria in your supporting information. If it will help you to know more about the role you could give the recruiting manager a call, or drop them an e-mail, and have a chat. Contact details are always at the end of our adverts.

# 5

Sometimes we can all miss what's in front of us. Ask someone to read over your application to pick up any mistakes and check that you've demonstrated how you meet the essential criteria.

Don't forget to use our handy e-learning resource here!



# WE WANT YOU TO BRING YOUR WHOLE SELF TO WORK

The idea behind our Inclusion ambassador forums is that they can be used to provide our people with a voice, give support, discuss issues, review policies/procedures but also educate colleagues and help us to truly embrace and celebrate difference. Together we can make a positive difference.



**To learn more about our Inclusion Ambassador Forums please contact [Inclusion@lthtr.nhs.uk](mailto:Inclusion@lthtr.nhs.uk)**

Thanks for reading this guide and we hope that you've found it useful. We look forward to receiving your application soon!