# Tips for your job application

## The process

**To apply for a job with us, you will need to submit an online application via our application tracking system (Trac).**

Once you've found a job you'd like to apply for, here's what to do:

## Getting started

**Preparation is important. Here is what to do:**

- **Carefully read the job description and person specification carefully.** This will help you know what skills and experience we are looking for.

- **Contact the hiring manager if you have any questions or want to talk more about the job.**

## Completing the form

To give yourself the best chance of success, we recommend you:

- **Fill in all parts of the application form** completely. This includes details about previous jobs and qualifications.

- **Use the supporting information section to explain how you meet the job requirements.**

- **Give clear examples** of how you have the essential skills and qualifications (ideally any desirable ones too).

- **Make your supporting information specific to the job**

### Did you know?

Our shortlisting process involves scoring applications against the person specification to decide who is invited to interview. Please ensure all relevant information is included.

## Supporting equality and diversity

We want people from all backgrounds and abilities, so if you are:

- a disabled applicant
- a member of the armed forces community (such as a veteran or family).
- a care leaver or have experience of the care system
- an ethnically diverse applicant, applying for a role that is Band 8b or above

and have all the essential skills and qualifications needed for the job, you will be **offered an interview**. Please tell us if you need any **reasonable adjustments** for your interview.

## Final checks

After you submit your application, you **cannot change it**. It is a good idea to do a final check before you submit. Check:

- All information is correct and complete.
- For spelling mistakes and typos.
- Your referees contact details are up-to-date. And that you have their permission.

**Note: Some jobs may close early. It is best to submit your application as soon as possible.**

Once submitted, you'll receive an email to let you know it's been received. Please then check your emails (including junk folders) regularly for updates. Good luck with your application!

## Further information

Got questions? Our Recruitment Administration team is happy to help. Email them at: recruitment.enquiries@berkshire.nhs.uk

For more information on the recruitment process, visit our www.berkshirehealthcare.nhs.uk/apply or scan the QR code below.

### Did you know?

Your application details will be saved in Trac for future applications to save you time.

Scan me