

Some important notes to help you with your application

When making an application to us for the first time, you will need to register for an account on our e-Recruitment system. This will differ from any account you may previously have created on NHS Jobs.

We utilise this e-Recruitment system to help you find a job that suits your skills & experience, and that allows us to tailor the application process to ensure that you can provide us with all the information we need to identify the best applicant for each position.

What does this mean for you?

- You will have to enter information into a range of sections. Once you have submitted one application, the information you have entered for your Work & Education History will be saved for re-use in your next application.
- You may have to answer a range of questions specific to the role (these may be pre-application or as part of the Supporting Information).
- You will always need to update the Supporting Information section for each application. This is to allow you to tailor the answer to the vacancy.
- You will now be able to manage all your applications from the Candidate Portal. Here, you can review all emails that you have been sent; all applications submitted and also if you are invited to interview review the relevant information for the interview and in most cases choose your preferred interview slot from those available.
- We will be able to let you know if you have been unsuccessful, invite you to choose an interview slot and generally keep you up to date with other available opportunities with our regular Alert emails.

How can you stand out from the crowd?

- Answer all questions clearly and honestly.
- Make sure you read the Job Description, Person Specification and any other documents posted with the vacancy before you make your application (they are there to help you).
- When answering the questions, make sure you tell us how you meet any of the criteria listed on the person specification. We can't assume you meet the criteria, so if you don't mention an important skill or qualification you will be marked down.

Some extra advice

- When completing the Supporting Information, we suggest keeping a copy of the text you are entering in Word or a text file. This is because the site will only pass the information into our database when you save your entry. That means that if you spend a long time entering the text there is a risk that you may lose your internet connection, if this happens then all your hard work will be lost. **This will also enable you to print your answers if you want a paper copy**
- To make sure you can submit your final application, make sure you have answered all the questions in each of the sections of the application form **AND** ticked the box at the bottom of each section to confirm that it is complete.

Need help?

If you have a technical problem while making your application please email applicantssupport@synuron.org and one of the technical team will be happy to assist you. Please provide clear details of the problem, attach any screenshots that you think may help us to help you

and include your username (normally your email address) and the reference number for the vacancy.

The rest of this document provides more detail on key aspects of the e-Recruitment system used by out Trust, any screen shots used are for guidance purposes only as each organisation using this system has a tailored microsite and is able to customise their application forms and process, therefore not all button locations are exactly the same.

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Create an Account

The site will have a “Register” button to allow you to pre-register your details and sign-up for alerts on all the latest job postings. Alternatively, the first time that you make an application via the personalised Trust microsite you will be taken through the registration process.

Simply click the “Register” button and then complete the relevant information to set up your account.

The screenshot shows the NHS Trust website's 'Jobs' page. At the top, there is a search bar with the text 'Search' and a blue 'Search' button. The NHS logo and 'NHS Trust' text are in the top right. A navigation menu includes 'About Us', 'Patients & Carers', 'Our Services', 'Support Us', 'Find Us', 'Education & Research', 'News & Media', and 'GPs'. A yellow sticky note on the left says 'Use the "Register" button to create an account for this site'. A red arrow points from this note to the 'Register' button in the 'Login' section. The 'Jobs' section contains text about career opportunities and a list of benefits: 'Save time applying for your next job by re-using your saved profile' and 'Be first to be notified of our newest vacancies by using job feeds'. The 'Login' section has 'Login' and 'Register' buttons, with a red 'Click Here' callout pointing to the 'Register' button.

Search Search

NHS
NHS Trust

About Us Patients & Carers Our Services Support Us Find Us Education & Research News & Media GPs

Home Page / About Us / Jobs

About Us

Our Vision

Our Standards

Trust Board

Freedom of Information

Jobs

Current Vacancies

Application

Interview

Jobs

This is the first place we advertise our latest and most inspiring career opportunities. As the largest teaching trust in the South West we can offer a range of jobs to suit you.

If you're interested in a career with us, but do not see a vacancy suitable to you please [register for our job feeds](#) to be the first to know when we post a new job.

Once you apply for your first job you'll be able to:

- Save time applying for your next job by re-using your saved profile
- Be first to be notified of our newest vacancies by using job feeds

Search jobs

Enter search text

Search

Login

Login Register

Click Here

Search

Complete the registration information and then "Save"

- [Home Page](#) / [About Us](#) / [Jobs](#)
- [About Us](#)
- [Our Vision](#)
- [Our Standards](#)
- [Trust Board](#)
- [Freedom of Information](#)
- [Jobs](#)**
- [Current Vacancies](#)
- [Application](#)
- [Interview](#)

Register

If you are a new visitor then please register below. If you are already registered with us then sign in as a [registered user](#)

Please register

Email*

Password*

Confirm Password*

First name*

Last name*

[Click Here](#)

You will then be taken to your Home Page. The sections visible will change dependent on the stage of the recruitment process that you are at.

Register for Alerts.

First of all let's get you registered for alerts. Simply scroll down to the "My Alerts" section and click on the icon or link.





About Us

- > [Our Vision](#)
- > [Our Standards](#)
- > [Trust Board](#)
- > [Freedom of Information](#)
- > **Jobs**
 - > [Current Vacancies](#)
 - > [Application](#)
 - > [Interview](#)
 - > [Offer of Employment](#)
 - > [Criminal Records Disclosure](#)
 - > [Induction](#)
 - > [Staff Benefits](#)
 - > [Working in Bristol](#)

✔ You are now registered - Thank you

My Home

Welcome to your main home page. This is where you always start after logging in.

-  **My Profile**
View and update your profile information.
-  **My Applications**
View and complete your applications.
-  **My Progress Updates**
Review all emails sent to you regarding applications, interviews, offers and hires.
-  **My Alerts**
Subscribe to receive emails about new positions.

Click Here

Search jobs

Enter search text

Account links

Welcome Demo User

- > [My Home](#)
- > [My Profile](#)
- > [My Applications](#)
- > [My Progress Updates](#)
- > [My Alerts](#)
- > [Logout](#)

Then tick the box to switch on alerts (or untick it if you want to stop receiving alerts). Don't forget to "Save"

[Home Page](#) / [About Us](#) / [Jobs](#)

About Us

- > [Our Vision](#)
- > [Our Standards](#)

Job Alerts

Simply tick the check box to activate the alerts, then "Save"

Status

Save

My Profile

This area of your account allows you to enter in key information relating to your personal details, work experience & education history before you even apply for a job. If you don't pre-populate this then don't worry, once you have **completed** and **submitted** an application these sections will be saved for future use.

My Home

Welcome to your main home page. This is where you always start after logging in.

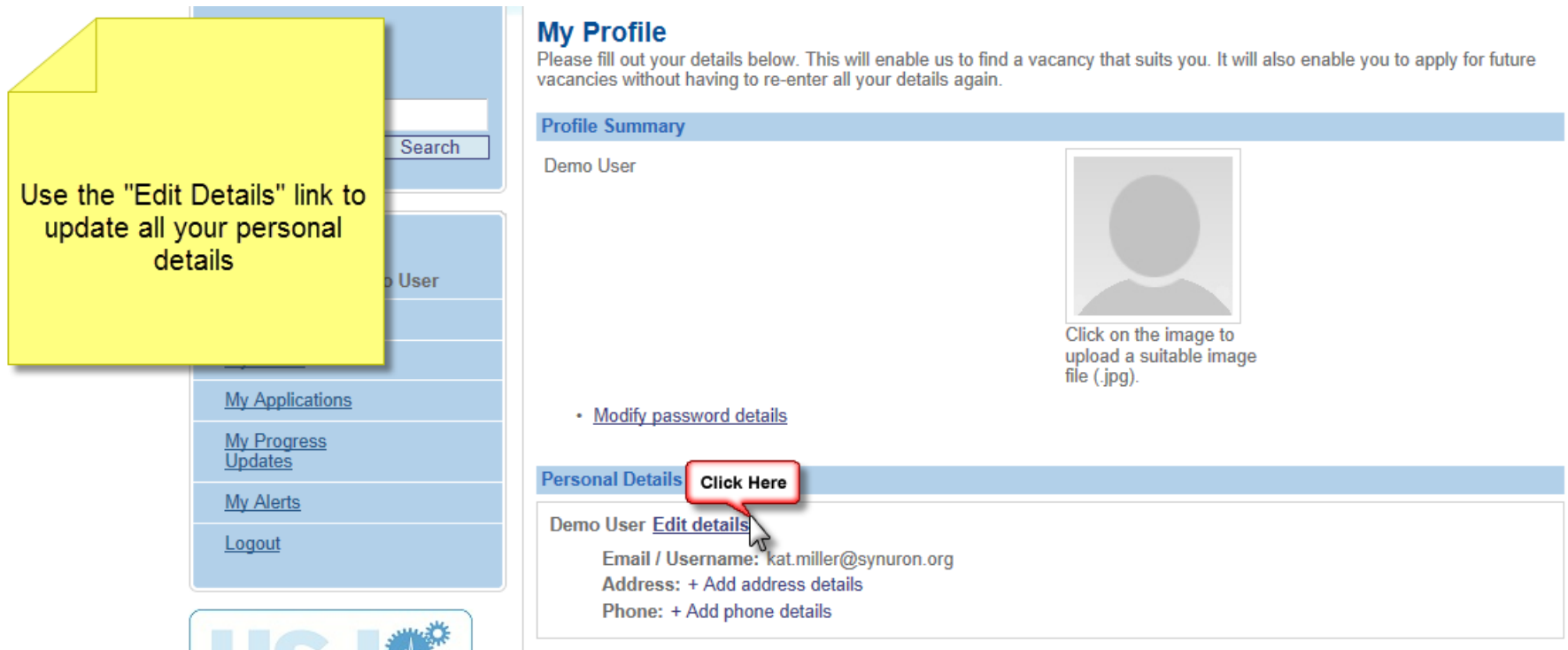


My Profile
View and update your profile information.

Click Here

Personal Details

This is where you can maintain your contact information and basic personal details. The mandatory fields may vary, but you must complete fields marked with a red star (*). Use the "Edit Details" link to update all your personal details.




The screenshot shows a user profile page with a left sidebar and a main content area. A yellow callout box on the left contains the text: "Use the 'Edit Details' link to update all your personal details". In the main content area, a red callout box labeled "Click Here" points to the "Edit details" link under the "Personal Details" section. The "Personal Details" section lists: "Demo User", "Email / Username: kat.miller@synuron.org", "Address: + Add address details", and "Phone: + Add phone details".

My Profile
Please fill out your details below. This will enable us to find a vacancy that suits you. It will also enable you to apply for future vacancies without having to re-enter all your details again.

Profile Summary

Demo User



Click on the image to upload a suitable image file (.jpg).

- [Modify password details](#)

Personal Details [Click Here](#)

Demo User [Edit details](#)

Email / Username: kat.miller@synuron.org
Address: + Add address details
Phone: + Add phone details

Complete the boxes and then "Save"

Personal Details

Edit Personal Detail

Title	<input type="text"/>
Firstname	<input type="text" value="Demo"/>
Surname*	<input type="text" value="User"/>

Work Phone No.	<input type="text"/>	
Home Phone No.*	<input type="text" value="0123456789"/>	Enter your mobile number or 0 if you do not have a home phone
Mobile Phone No.	<input type="text"/>	
Address 1*	<input type="text" value="My House"/>	
Address 2	<input type="text"/>	
City*	<input type="text" value="My City"/>	
County	<input type="text"/>	
Country	<input type="text"/>	
Postcode*	<input type="text" value="SW1 1AA"/>	

Latest Employer*	<input type="text" value="Synuron"/>
Latest Job Title*	<input type="text" value="Tester"/>
Current Salary*	<input type="text" value="1"/>

NI Number	<input type="text"/>
-----------	----------------------

Click Here

You can then click the appropriate link to complete the other sections. The majority of vacancies won't require a CV, so don't worry if you don't have one.

Personal Details

Demo User [Edit details](#)


Email / Username: kat.miller@synuron.org

Address: My House, My City, SW1 1AA

Phone: 0123456789 (Home)

CV

Please upload your CV in txt, rtf, doc or docx format.

 [Upload CV](#)

No files uploaded

Education Details

[+ Add a school or university](#)

Work Experience

[+ Add a company](#)

Professional Qualification

[+ Add professional qualification](#)

Referees

[+ Add a referee](#)

Please use the buttons below to provide the contact details of your referees. Reference requests are sent electronically so you must include a valid email address for each referee.

Referees should be your employing manager or educational provider. You must provide a minimum of 2 or more referees covering the last 3 years of your employment/education.

For doctor/consultant roles, you must provide a minimum of three referees including your Clinical Director.

Character referees can be supplied in addition to the requirements above.

My Applications

This is where you will find your incomplete and submitted applications.

My Home

Welcome to your main home page. This is where you always start after logging in.



My Profile

View and update your profile information.



My Applications

View and complete your applications.

Click Here

My Progress Updates

This area gives all the emails that you have been sent for each application you have started.

My Home

Welcome to your main home page. This is where you always start after logging in.



My Profile

View and update your profile information.



My Applications

View and complete your applications.



My Progress Updates

Review all emails sent to you regarding applications, interviews, offers and hires.

Click Here

Making an Application

Once you have found a vacancy that you want to apply for make sure that you have read the advert, the Job Description, Person Specification and any other associated documents. This will ensure that you have all the relevant information that you require to make a successful application.

Then scroll to the bottom of the advert and click on the “**Apply Now**” button.

Future Contact

Please note that if you apply for a position with this Trust, you will be contacted via our candidate portal or via email. This includes invites for job interviews We therefore recommend that you regularly check your candidate portal and email accounts.

Documents

- [Improving Working Lives at NUH.pdf \(66.00 KB\)](#)
- [NUH Disability Statement.pdf \(39.50 KB\)](#)
- [NUH Equal Opportunities Monitoring Statement.pdf \(52.00 KB\)](#)
- [NUH Equality & Diversity Statement.pdf \(43.50 KB\)](#)
- [NUH Mindful Employer.pdf \(87.50 KB\)](#)
- [Statement - recruitment of ex-offenders.pdf \(48.50 KB\)](#)
- [Band 2 - Admin Officer - Job Description.pdf \(212.50 KB\)](#)
- [Band 2 - Admin Officer - Person Spec.pdf \(186.50 KB\)](#)
- [Band 2 - Admin Officer - KSF.pdf \(67.00 KB\)](#)

[Click Here](#) [Apply now](#)



It is likely that you will then need to answer a range of pre-application questions. Answer each question and follow the on-screen instructions.


You will then either be prompted to Log In, Create an Account (if you are a first time user) or if already logged in you will be asked to confirm that you want to apply.

You will then be taken to the Application Form for the vacancy. The sections of the form may vary from role to role, you need to complete all sections before you can submit the form. You can however, complete the form in any order that you like.

If you have pre-completed your profile information then this will have pulled through to the relevant section. You just need to click in to the section and mark it complete. If you haven't pre-completed your profile information then don't worry, just click in to section of the form you want to start with and enter the relevant information.

It's important to note that websites do not store data when you are typing in the boxes, only when you click save. So for longer questions it may be better to type your answer in Word (or another text editor) and then copy and paste it into the relevant application form section. This makes it easy for you to save your work, means you are less likely to lose what you are typing and most importantly means you can spell check your application before submitting it.

Each form will have different wording on the questionnaires, so make sure you read each section & question carefully to ensure you are providing the information needed by the Hiring Manager.

Position [164-1002 Admin Officer \(band 2\)](#)
Status 
0% complete

[My Application Form](#)
[Review Vacancy Details](#)

Questions

Please complete this questionnaire. Please be aware that your answers will not be saved until the end of the section so you may wish to keep a copy of your answers in a separate file in case you lose connection or get timed out of the system (for instance if you get called away from making your application).

When finished, tick the box to mark this section as completed.

Once you have answered the question(s) in the section make sure you save at the end and tick the box to indicate that section is complete.

Position [164-1002 Admin Officer \(band 2\)](#)

Status

0% complete

[My Application Form](#)

[Review Vacancy Details](#)

Questions

Questionnaire complete.


Restart

When finished, tick the box to mark this section as completed.



Continue

Clicking "Continue" takes you back to the main form view and you can work through your application.

Position [164-1002 Admin Officer \(band 2\)](#)
Status 
53% complete

[My Application Form](#)
[Review Vacancy Details](#)

Personal Details	Completed
Equality & Diversity Monitoring	Completed
Education & Training	Completed
Other Professional Qualifications	Completed
Work Experience	Completed
Referees	Completed
How do you meet the criteria? - Section 1	Completed
How do you meet the criteria? - Section 2	To do
How do you meet the criteria? - Section 3	To do
How do you meet the criteria? - Section 4	To do
How do you meet the criteria? - Section 5	To do
How do you meet the criteria? - Section 6	To do
How do you meet the criteria? - Section 7	To do
Supporting Statement	Completed
Submit And Declarations	To do

Once you have completed all sections (and marked them complete) you will be able to “Submit” your form. Click into the final section of the form, read the information and then complete your submission.

Submit and declaration

The application forms (completed or uncompleted) for all of your applications can be viewed under My Applications when you are logged in.

Position [164-1002 Admin Officer \(band 2\)](#)
Status 
93% complete

[My Application Form](#)
[Review Vacancy Details](#)

Declaration

You must have the required legal capacity to enter into and be bound by these terms and conditions.

In filling in this application you agree to the following rules (terms and conditions of application): Your application will be considered on the information that you provide to us on the application form. All information provided must be accurate and correct.

The information in this section is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree with the statement above

[Click Here](#)

[Save & Submit](#)

[I'll do it later](#)

You will be taken back to your home page and a yellow alert will show your form has been submitted. You will be emailed confirmation that your form has been received and you can view this in the “My Progress Updates” section. You can also view your completed form in “My Applications”.

Make sure you keep an eye on your email account or regularly check your home page (**why not book mark it as a favourite**) because if you are invited to interview you will be contacted via one of these methods.

Interviews

If you are successful at the shortlisting stage then you will be invited for an interview. You will either be alerted via your homepage and email that you have been allocated an interview slot or you will be invited to choose from a list of available interview slots.

Click to enter the “My Interviews” section.

Action List

★ Congratulations! We would like you to come for interview.
Your application is not completed yet.



[My Profile](#)

View and update your profile information.



[My Applications](#)

View and complete your applications.

Click Here



[My Interviews](#)

Arrange interviews and review interviews you have booked already.



[My Progress Updates](#)

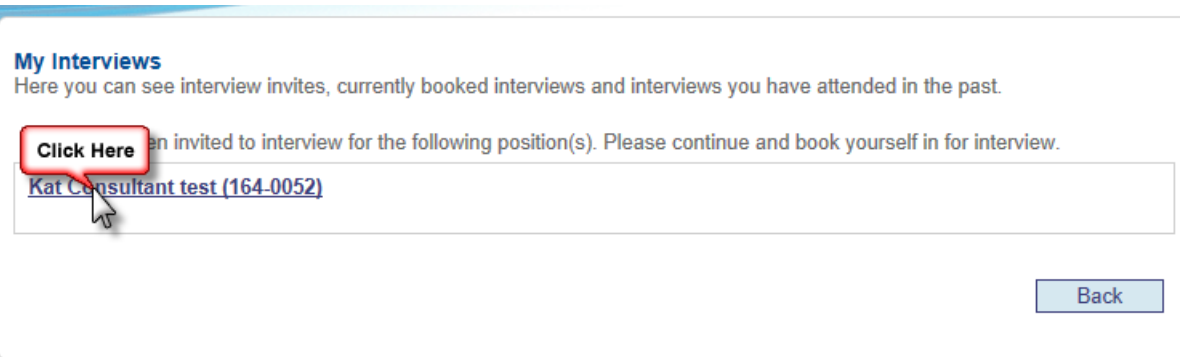
Review all emails sent to you regarding applications, interviews, offers and hires.



[My Alerts](#)

Subscribe to receive emails about new positions.

You will then see a list of your invites, pending interviews and completed interviews. Simply click the appropriate link for the interview that needs booking (orto access the information of an interview you have already booked).



My Interviews
Here you can see interview invites, currently booked interviews and interviews you have attended in the past.

Click Here You are invited to interview for the following position(s). Please continue and book yourself in for interview.

[Kat Consultant test \(164-0052\)](#)

Back

If you have been invited to book your interview slot you will see a list of available options. Take a look at the available times and then click on the “View Details” link of the time you want.

Available interview times

Please select the interview time that is best for you.

Position [164-0052](#) Kat Consultant test

Status

0% complete

[My Application Form](#)

[Review Vacancy Details](#)

	Date	Start Time	End	Location	
View Detail	5 October 2011	09:00	09:45	City Hospital campus	
View Detail	5 October 2011	10:00	10:45	City Hospital campus	
View Detail	5 October 2011	11:00	11:45	City Hospital campus	
View Detail	5 October 2011	12:00	12:45	City Hospital campus	
View Detail	5 October 2011	13:00	13:45	City Hospital campus	
View Detail	5 October 2011	14:00	14:45	City Hospital campus	
View Detail	5 October 2011	15:00	15:45	City Hospital campus	
View Detail	5 October 2011	16:00	16:45	City Hospital campus	

Back

Having reviewed the information presented simply click on the "Book Interview" link.

Interview Time	
Location	City Hospital campus
Address 1	Nottingham University Hospitals NHS Trust, City Hospital campus
Address 2	Hucknall Road
City	Nottingham
Post Code	NG5 1PB
Date	5 October 2011
Start time	11:00
End time	11:45
Description	Please report to the Recruitment Hub in Section A of the hospital 15 minutes before your interview time. You will have to give a presentation on your experience. This should last a maximum of 10 minutes.
<input type="button" value="Book Interview"/> <input type="button" value="Cancel"/>	

You will see confirmation of your booking at the top of the section. Clicking “Back” will take you back to the “My Interviews” section.

Your interview is booked

✓ Your Interview Is Booked

Interview Details

Intro

Position [164-0052](#) Kat Consultant test

Status

0% complete

[My Application Form](#)

[Review Vacancy Details](#)

Interview Details

Location	City Hospital campus
Address 1	Nottingham University Hospitals NHS Trust, City Hospital campus
Address 2	Hucknall Road
City	Nottingham
Post Code	NG5 1PB
Date	5 October 2011
Start Time	11:00
End Time	11:45
Description	Please report to the Recruitment Hub in Section A of the hospital 15 minutes before your interview time.

You will have to give a presentation on your experience. This should last a maximum of 10 minutes.

[Back](#)

Account links

Welcome Demo User

[My Home](#)

[My Profile](#)

[My Applications](#) 1

[My Interviews](#)

[My Progress Updates](#)

[My Alerts](#)

[Logout](#)



Printing My Form

The application form is not designed to be printed (we're doing our bit to save a few trees), you can print each section via your web-browser but the results may not be perfect. If you really want a paper copy of your answers we suggest that you print the text of the answers that you generated/saved in Word.