The information below is designed to help you if you are thinking about, or have already applied to come and work with us.

**Types of contracts**
We offer a variety of types of contracts for jobs at our hospital. When a post is advertised the type of contract available will be clearly stated on the advertisement. Examples of contract include:

Bank – We run our own bank to offer flexible working possibilities, with colleagues working on an ‘as and when needed’ basis. Bank colleagues tell us their availability each month, then as shifts arise these will be cross checked with availability and shifts allocated.

Part Time/Full time posts – Both are common and the hours available for each post will be stated on the top of each advert.

Fixed Term – We do offer from time to time specific fixed term contract positions which are clearly stated at the top of the adverts. These are generally to cover short term funded posts or scheduled long term leave.

Annualised Hours – this is a form of flexible time contract where the numbers of hours to be worked are specified over a year, rather than per day or week. This is typically used in roles where there are variable or seasonal peaks in service.

Job Share - Employment, either part day, part week or part year, in conjunction with another member of staff, to cover the hours and share the responsibility of one full time post.

**‘My Interview’**
If you are invited to an interview, the information here should help you prepare.

Before interview: We encourage informal visits and/or ‘phone calls prior to interview. Either a visit or telephone conversation will enable you to gain extra information and get a better appreciation of the job and the Trust. The email/letter you will receive will explain who you can contact to arrange such a visit.

The interview: The size of the interview panel will depend on the job role, but usually will consist of two or more people. As well as a standard interview, you may also take part in other selection activities such as group selections, tests or presentations, depending on the post. Your letter/email about the interview will notify you if any additional selection activities are required. Should you have any special requirements for the interview please contact a member of the HR team.

Evaluation: You will be evaluated solely on your suitability for the job and judged against the requirements detailed on the person specification. This is why it is so important that your application gives details of when and where you have practiced the skills we are looking for.
All questions will relate to the requirements and circumstances surrounding the job and will not be discriminatory in any way.

During your interview the chair of the panel will tell you when a decision will be made and how you will be contacted. If you are unsuccessful we always suggest that you contact the panel for feedback and welcome future applications to the Trust.

If you are successful you will be issued with a conditional offer of employment which will be subject to pre-employment checking.

**Pre-employment Check Paperwork and Identification**

It is important that you complete all the pre-employment check paperwork as detailed in the interview pack and that you bring all the identification documents requested. This is to ensure that if you are successful we can issue you with a start date and contract as soon as possible. The average clearance takes around 4 to 8 weeks.

To assist the process please:

- Read and follow the instructions on all the forms (when it tells you to use black ink only, please do so)
- Please alert your referees that a reference request is on its way and ask them to respond with the utmost urgency.

We are willing to help you complete the documentation. You can always contact or drop into our HR department.