

We have put this information sheet together to provide you with an understanding of what happens after you apply for a job with Bromley Healthcare and to answer some of the more frequently asked questions.

OUR RECRUITMENT PROCESS:

The process outlined below is intended as a guide only:

- After the application deadline all applications are processed. As part of the processing each application is scored against the required job criteria.
- A shortlist of suitable candidates is produced.
- Candidates shortlisted for interview are contacted by email asking them to obtain a suitable interview slot.
- After all interviews have taken place, each interviewee will be notified as to whether they were successful or unsuccessful in their application.
- An appointment is made subject to satisfactory references, qualifications checks and Criminal Records Bureau check (where appropriate).
- You should not resign from your current role until all checks have been processed.

FREQUENTLY ASKED QUESTIONS:

How do I register with NHS jobs and start using the site?

We advertise all our vacancies via NHS Jobs (www.jobs.nhs.uk), to get started you can simply search the site for jobs that are suitable. Once you have found a suitable job, you will need to register as a first time applicant. You will be asked for your name, email address, a password and a secret question and answer. You will then receive a verification email to confirm your email address. Once you have done this, you can create your personal account.

How secure is the site?

NHS Jobs are dedicated to providing a safe and secure environment for you to search for jobs and manage your personal data. They use the latest industry-standard security technology. This includes many different layers of IT security, including firewalls and anti-virus software.

How do I know my application has been successfully submitted?

Always check your online inbox as you will receive an email confirming receipt of your application. To reduce the use of paper we undertake most of our recruitment communications by e-mail.

What will it cost?

The service is free for jobseekers.

If I have a problem using the site who do I contact?

For queries regarding using the site please contact NHS Jobs, their contact details are on the NHS jobs home page

At what stage are references requested?

In many cases once a job offer is made, this will be subject to clearance checks. Reference checks are a standard part of Bromley Healthcare's pre employment checks and are requested as soon as an offer is made. On some occasions, with your permission, we may request references before an offer is made. If this is the case in a role you are applying for this will be discussed with you before any action is taken.

SAFER RECRUITMENT:

Bromley Healthcare is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children and vulnerable adults is central to any recruitment process.

Our selection processes are based on good practice in selecting the best candidate for the job and ensuring equality of opportunity for all applicants while excluding, or rejecting those who may be unsuitable to work with our service users. We expect candidates to understand their duties and responsibilities to child protection and safeguarding children, young people and vulnerable adults as it applies to the post for which they have applied.

The following steps may be taken as part of our recruitment processes depending on the role:

- Your identity will be confirmed by sight of original documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996
- Original documents relating to all the professional qualifications required to fulfill the post must be supplied

- Your employment history will be examined and clarification will be sought where there are gaps and discrepancies arising from information provided either by you as the candidate or your referee(s)
- References will be used to check employment dates and relevant experience. A minimum of two written references will be taken up and, for some posts, these references will be requested prior to interview
- The identity of all referees will be verified
- All candidates are required to provide details of any relevant unspent convictions. Under the Rehabilitation of Offenders Act 1974, all “spent” convictions must be disclosed for certain posts. All jobs falling into this category will be identified on the Job Description
- For posts working with children, young people or vulnerable adults, a CRB check, will be requested. All jobs requiring a CRB check will be identified in the Job Description

Please note that a contract of appointment will only be made after receipt and verification of satisfactory checks.

It is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

Useful sites for further information:

[Safeguarding Vulnerable Groups Act](#)

[Equality Act 2010](#)

[Criminal Records Bureau](#)