

Applying for a Career with the Dorset Clinical Commissioning Group (CCG) (RGD02)

Before Starting Your Application

Read the Job Description

The first thing you should do if you are interested in a role is read the job description. This lists the purpose and key duties of the role. It is not a comprehensive list of every duty, but is designed to outline the main areas of responsibility and details of the position. This document also includes the person specification for the post – a list of qualifications, skills, experience and abilities that are necessary to perform the role. Ask yourself why you are interested in the job. Do you have similar experience? Why do you think you can do the job? Understanding what the role involves and the essential criteria required will help you in completing your application.

Have the necessary information to hand

Before you start your online application, make sure you have an email address which you can check regularly together with the following details:

- Your National Insurance number
- Work permit information (if applicable)
- Educational/professional qualifications
- Professional Registration/Pin number (if applicable)
- Details of your current and previous employers
- Referee contact information
- Supporting information

Applying for a vacancy

Unless otherwise stated in the advert text, all applications need to be made ONLINE via the NHS Jobs website. To apply for a position, you must click “Apply Now” at the end of the advert and log in/register with the NHS Jobs website as directed. Please do not substitute your CV for the online application form. You are very welcome to post or email your CV to us *in addition* to completing the online application form. Any CV received without an accompanying online application form will not be considered.

Key considerations

The application form plays an important part in the selection process, both in deciding whether or not you will be shortlisted for an interview, and as a basis for the interview itself.

Please do not complete the application form in BLOCK CAPITALS. This is the first impression you will be giving of yourself so please take time to complete the form fully, accurately and in a professional manner.

Please remember that the shortlisting panel cannot guess or make assumptions as to what your experience or involvement in an area has been, so give plenty of information.

Monitoring information and equal opportunities

The CCG is positively committed to the promotion and management of diversity and equality of opportunity. The equality and diversity section of your application is used solely for monitoring purposes. Recruiting managers are not given any equality and diversity details at any stage of the recruitment process, and applicant names and telephone details are only released for interviewing purposes. At the shortlisting stage, the only sections of your application form made available to recruiting managers are the qualifications/training, education, employment history and additional information details which are relevant to assessing suitability against the criteria for the role.

Applications from job seekers who require Tier 2 Sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the CCG is unlikely, in these circumstances, to satisfy the requirements of the Home Office/UK Border Agency. For further information please visit the Home Office/UK Border Agency website - www.ukba.homeoffice.gov.uk/.

We strive to ensure that all stages of our recruitment and selection process are fair and equitable. If you feel you have been unfairly treated, please write to us with details and we will investigate the matter thoroughly.

The Guaranteed Interview Scheme

The Guaranteed Interview Scheme (GIS) is one of the five Commitments of the Jobcentre Plus’ “Disability Symbol”, sponsored by the Department of Works and Pensions (DWP).



The CCG is an accredited user of the “Disability Symbol” and therefore agrees to offer all disabled job applicants who meet the *minimum qualifying criteria* a guaranteed interview. As the commitment is related to abilities, the minimum criteria will be those aspects of the job relating directly to an individual’s abilities, for example, educational qualifications, essential skills and abilities. Normal eligibility requirements of a post will need to be fulfilled first before minimum criteria apply, for example to apply for internal positions you must be an existing CCG employee. The GIS only guarantees an interview NOT an appointment.

Completing and Submitting the Application Form

Qualifications and training information

Give details of schools, colleges, evening classes or training programmes that you have attended or are attending. Emphasise your personal achievements and abilities. You should also give details of any professional registrations that you hold (if applicable).

Your employment history

Please give details of your career history covering a minimum of ten years (if available). Start with your current or most recent employment, whether paid or unpaid.

Do not go into too much detail but make sure that you explain the main duties of each position, in particular those responsibilities and skills which you feel relate to the role which you are applying for.

Put full and accurate dates and check that those dates are correct and in the right order. You can provide additional detail about your knowledge, skills, experience and abilities in the 'additional information' section.

Referee details

We will require a certain number of references, depending on your individual circumstances:

- Less than 3 years with current employer: One reference from current and one from previous employer.
- 3+ years with current employer: One reference from current employer and one personal* reference.
- Existing CCG employees: One reference from current line manager, or no references if manager not changing.
- Currently unemployed: 1-2 references from last two employers and one personal* reference.
- Recent school/higher education leaver: Two references from the academic institution(s) where you studied, and one personal* reference if desired.
- No employment and academic references available: 2-3 personal* references, depending on the circumstances.
- No employment, academic or personal* references available: 2-4 references may be sought from personal acquaintances (not related to or involved in any financial arrangement with you).

** Personal references must be from a professional/qualified person known to you (unrelated) who has some standing in their community, for example your doctor, MP, lecturer etc.*

If you have multiple current employers, we must obtain a written reference from each of them.

All reference requests should be made via the HR/Personnel department of the organisation to ensure that employment can be authenticated.

Where possible we will contact referees via email to speed up the process so please ensure that you provide full contact details including an email address and phone number where available.

Additional information to support your application

This is one of the most important sections of the application form – this is your opportunity to demonstrate why you would be the right candidate for the job. Focus your application towards the specific job you are applying for and do not simply repeat your career history. Remember to pick out the skills, knowledge and experience required for the role; demonstrate that you understand the post and provide evidence that you have the required knowledge, skills, experience and abilities to carry out the role successfully.

Submitting your application

Once you have completed your application form, please double-check the information for accuracy and completeness as submitted applications cannot be amended later.

A vacancy may be closed at any time prior to the advertised closing date if sufficient suitable applications are received and therefore you are encouraged to submit your application as soon as possible to avoid disappointment.

Once your application form has been submitted you will receive an automatic notification from NHS Jobs to confirm that your application has been successfully received by us.

You will then receive a message from the CCG via your NHS Jobs account to confirm that your application has been passed to the shortlisting panel for review.

Application Outcomes

The shortlisting process will commence as soon as possible after the vacancy has closed. Your application will be matched against the person specification criteria for the role and shortlisting scores allocated based on how well you meet the requirements of the post. Once the shortlisting has been completed, you will receive a message via your NHS Jobs account to confirm the outcome of the review, therefore you should ensure that you regularly check your NHS Jobs account and your emails following your application.

If you are shortlisted for interview, we will send you further information regarding the interview process and the next steps. Interviews will normally be held within 1-3 weeks of the closing date depending on the post and availability of the shortlisting panel, and where possible provisional dates will be specified in the advert itself.

If you decide you wish to withdraw your application at any point or you will not be attending your interview please let us know in advance to enable us to ensure our recruiting manager's time is not wasted.

Recruitment Enquiries

All questions and queries regarding the recruitment process at the Dorset CCG should be directed to:

The Workforce Team

NHS Dorset Clinical Commissioning Group
Canford House, Discovery Court Business Centre,
551-553 Wallisdown Road, Poole BH12 5AG

Tel: 01202 541523 / Email: workforce@dorsetccg.nhs.uk