**The Application Process**

The application and interview process for a role within the NHS may be different from what you’ve experienced in the past.  Its really important to highlight all of your skills, even if not work experience, but any sporting, childcare or youth group involvement – its all great experience that needs to be included in your application and personal statement.

**Application forms**

Make sure you:

* follow the instructions carefully
* provide all the information the questions ask for
* give specific examples of things you have done, particularly if you are asked to show how you meet the selection criteria; your application is likely to be scored according to how closely you meet the selection criteria.
* take the opportunity to show your understanding of the NHS values or the values of the organisation you are applying to and how you would apply them in your everyday work
* work within any white space available for each section and don’t miss any sections out
* make a practice copy first that you’re happy with before you complete the actual application form, either on line or hard copy
* Finally, most forms give you the opportunity to say something about yourself and why you’re applying so use this wisely. The thinking you’ve done in terms of your career planning so far can help you complete this section.

**Interviews**

An interview is your chance to give a good account of yourself!

Preparation is key and you will increase your chances if you:

* check out in advance where the interview will be held, work out how to get there and arrive with plenty of time to spare. Remember that hospitals and universities can be large and busy places: you need to know exactly where you need to be for your interview
* remember the interview panel is on your side. You have been invited to the interview because they liked your application form and want to know more about you
* listen carefully to the questions they ask, and answer them as clearly as you can
* be prepared to demonstrate your understanding of the NHS values or values of the employing organisation and how you would apply them in your everyday work
* don’t rush. Think about your answers. If there’s something in the question you don’t understand, ask for clarification
* think in advance about any questions you might have for the panel and take the opportunity to ask them at the end