



Medical Application Forms

Specialty application forms

Application forms are standardised and competency-based, combining generic personal information and “white space” in which you are asked to provide specific evidence of relevant experiences, skills and potential. There is a single vacancy and application portal www.oriel.nhs.uk. From here you can apply to any specialty training programme.

All applications are made online, with a standard Part 1 for factual information and then a Part 2 for specialty specific questions, each of which will ask for different information tailored to their Person Specification requirements. Your part 1 information will be stored for future applications.

Key points about all application forms:

- They focus on information selectors rather than what you think you'd like to provide
- They take longer than you think to complete
- Competency questions are key to shortlisting decisions
- Accuracy and attention to detail are essential
- On-line applications should be completed in more than one sitting; and checked before you send
- Avoid submitting on the closing date, as if web traffic is slow, this can lead to disqualification from application due to missed deadlines!

Plan, Prepare and Preview:

- View the form, read general applicant guidance notes plus those for each specialty.
- Pay attention to **essential** Person Specification criteria, make sure all are addressed with hard evidence
- Start gathering your information early – draw from your CV
- Proof-read carefully and always show to someone else before sending
- Don't leave it until the last minute.
- Keep a hard copy

NHS Jobs Applications

Applications for other NHS jobs use the application form hosted on www.jobs.nhs.uk. There is a specific form for medical and dental posts. Guidance on how to complete the forms can be found on the Health Careers website:
<https://www.healthcareers.nhs.uk/>

Filling the “white space”

Where there are open sections for you to present information, check for word counts; draft first. Use space well; don't offer two brief sentences when you could be using 250 words to sell yourself.

Use specific examples to showcase personal skills e.g. teamwork, communication, ethics etc and vary your examples to match specialty. When writing examples, use the ‘STAR’ model (**S**ituation, **T**ask, **A**ction, and **R**esult); this will give you a framework to focus your evidence and will stop you from rambling. Aim to describe not just an experience, but what you learnt from it.

Medical Application Forms

A supporting statement is requested in most NHS forms where you are presented with a blank page in which to sell yourself within 1500 words.

The “white space” is used to differentiate between candidates, so:

- List your evidence against the “Essential Requirements” detailed in the Person Specification. It often helps to list the key criteria and offer a sentence or two about each
- Use the opportunity to show what makes you distinct from other applicants.
- Avoid re-using the same stories and experiences for every criteria.
- Use original, authentic experiences, don't make up examples.
- Make your evidence realistic – don't try to prove that you saved the world, averted national disaster, reformed the NHS etc. Selectors are not impressed by tall stories.
- Give your narrative reflective quality – show how an experience developed your personal or professional insight or helped you learn something about practice, principles or yourself
- Don't ramble or write lots of narrative.
- End with a short, punchy USP (Unique Selling Point) statement – why you should choose me!

Other evidence

Within any application process, check carefully to see if any additional evidence is requested. For example, some consultant posts request a CV in addition to a completed application form. Do not send it unless it has been requested.

Some employers may create a tailored application form in order to encourage you to target your evidence to a specific role.

Documents confirming your eligibility to apply could also be requested e.g. right to work in the UK or evidence of the right level of competence.

You could be given the option of giving a link to a LinkedIn profile, so if you have a LinkedIn page, think about what this would present to a potential employer. This is a powerful career marketing tool so make good use of the opportunity to showcase the areas it is hard to find room for in a standardised application form.