Medical Application Forms

Specialty application forms

Application forms are standardised and competency-based, in which you are asked to provide specific evidence of relevant experiences, skills and potential. The national application portal for all training posts (Foundation, Core & Specialty) is www.oriel.nhs.uk.

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 personal details will be stored for future applications.

Key points about all application forms:

- They focus on key skills and attributes
- 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

Plan, Prepare and Preview:

- View the form, read general applicant guidance notes plus those for each specialty. The Oriel portal has a very useful applicant handbook.

- Pay attention to **"essential"** Person Specification criteria, make sure all are addressed with hard evidence
- Start gathering your information early – refer to 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 for reference

NHS Jobs Applications

Applications for other non-training medical posts are available to apply via the NHS jobs website: www.jobs.nhs.uk

Filling the "white space"

Where there are open sections for you to present information, these may be word count limited. Try to keep these sections concise, brief and to the point.

Use specific examples to showcase personal skills e.g. Clinical Leadership, Management, Quality Improvement, Audit etc and vary your examples to match the specialty.

When writing examples, use the 'STAR' model (**S**ituation, **T**ask, **A**ction, and **R**esult); this will give you a basis to focus your evidence. Aim to describe not just an experience, what you learnt from it and if you have implemented any changes.

A supporting statement is requested in most NHS forms where you are presented with an

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area of up to roughly 1000 - 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

- Ensure your evidence realistic, consider your experience at a national and local level

- 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

- End with a 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

Some employers are using social media as a tool for promoting their opportunities and for submitting applications. This is a powerful career marketing tool so make good use of the opportunity