



## Latham House Medical Practice Guidance for Applicants

Latham House Medical Practice (the Practice) recommends that you read the following notes carefully as the Practice's decision to shortlist you for the interview will be based solely on the information you provide. If there is anything on the Application Form that you don't understand please contact the Practice's Contracts & Performance Manager (01664 503131).

The advertisement, Job Description and Person Specification will inform you as to the level of qualifications, experience, skills, knowledge and understanding required to perform the role to the Practice's required standards. The Person Specification contains the criteria by which your application will be shortlisted, you must pay attention to this when completing the Application Form.

### **COMPLETING THE APPLICATION FORM**

Read the Application Form carefully before you write anything. It might help you to make a copy of the blank Application Form to write out a rough copy. Please complete the Application Form in black ink or type. Please write in English. If you have a disability, or need assistance in completing the Application Form please contact the Practice's Contracts & Performance Manager.

### **EMPLOYMENT, PREVIOUS EMPLOYMENT / CAREER HISTORY**

Write the names and addresses of your present, most recent and past employers (if any) give the current or most recent first, dates, job titles and duties, salaries, and reasons for leaving. Please include any part-time, temporary and/or voluntary jobs.

### **EDUCATION, QUALIFICATIONS & TRAINING**

Within this section of the Application Form you should provide details of your education, qualifications and training.

### **RELEVANT EXPERIENCE**

Having read the Job Description and Person Specification, use this part of the Application Form to clearly state why you have applied for the position and how your experience and achievements to date, either through employment or activities outside of work, make you the most suitable candidate for the position. You must address each of the essential criteria detailed on the Person Specification which are identified as being assessed by means of your Application Form. In the event of the Practice receiving a large number of applications, the Practice reserves the right to shortlist candidates according to both the essential and desirable criteria detailed within the Person Specification. If you need to continue beyond the pages of the Application Form please extend the available space within the Application Form or use the same size white paper.

Please note, it is not sufficient to say simply that you have done or can do this job. If you already work for the Practice, or another Medical Practice you must not assume that those assessing your application will know anything about you, or your abilities, your skills or your level of knowledge and understanding. The decision to invite candidates to attend interview will be made in relation to the information detailed within the Application Form.

## **REFERENCES**

The Practice will only take up references if the Practice proposes to offer you the job which will be after the interview(s). If you are a school or college leaver then please provide information relating to the most recent educational establishment you have attended. If you have been working on a temporary basis through an agency, then please let us have their details. If you are returning to work after an extended period and have difficulty in providing us with details of your last employers please inform the Contracts & Performance Manager. Your referees will be asked to provide an assessment of your suitability for the position for which you are applying. References from friends or family members are NOT acceptable. The Practice will not confirm an appointment unless we have received satisfactory references.

## **CLOSING DATE**

Please submit your completed Application Form before the closing date. Applications received after the closing date will not be considered. Completed Application Forms should be submitted either electronically or by post, to the email/address detailed at the end of the Application Form. Should you be selected for interview you will be contacted shortly after the closing date. Unless we contact you within a month of the closing date, please assume you have not been shortlisted on this occasion.

## **ASSESSMENT PROCESS**

The Practice's assessment process can be comprised of different parts. The assessment process will always include a formal interview; and may also include a presentation and/or a test.

The interview panel is normally comprised of 2 - 4 people. The interview panel's questions will relate to the position, the Job Description, the Person Specification and your Application Form. The Practice keeps a record of each candidate's assessment so that the reasons for the Panel's decisions are clear, consistent and objective.