



Application process recommendations and best practices

Summary	Best Practice Examples	Gaps / Barriers and opportunities identified in your organisation.
<p>If you are accepting CVs as applications, consider these points.</p>	<ul style="list-style-type: none"> - CVs can be a tool for discrimination and bias affirmation and allow candidates to be creative with what they share / not share and may not demonstrate how they meet the essential and desirable criteria. - Eliminate the use of CVs / expression of interest as standard practice as this allows for bias in the shortlisting process with candidate personal details being available. - There may be some recruitment activities where CVs with covering letters are accepted as expressions of interest as an equitable approach to removing barriers for disadvantaged groups. It is then possible to manually add the application to the back end of NHS Trac. For example, during BNSSG refugee recruitment activities, CVs are accepted by some partners as an expression of interest. - If an online application form is not possible, a standard application form template could be used (see link below). 	

<p>NHS Jobs - Long form / Short form / CV Application</p> <p>Trac – Ensure you review accessibility</p> <p>Following recommendations are obtained from Roger Kline: No More Tick Boxes report:</p> <p>Standard NHS practice of only asking for the most basic information to referees should be welcomed and adhered to, including for more senior posts.</p> <p>Informal discussions should not be taken place between recruiters and any referees. Eg; recruiting</p>	<p>-Where applications forms, CV or expressions of interest are used, ensure all clues to gender and race are removed, and anonymity of candidates during shortlisting and with the interview papers shared with the interview panel.</p> <p>Where prospective applicants are unable to access or complete an online NHS Jobs application, Word version of the standard application, Medical and Dental application, Short application and CV application can be found here: http://www.css.nhs.uk/applicationform.pdf</p> <p>These forms are an exact match of the online application forms, capture the required information and make it easier for the shortlisting panel to review applications in the same type and structure.</p> <p>Trac default layout and font may not be customisable and therefore may not be accessible to disabled applicants.</p>	
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