

FAVERSHAM MEDICAL GROUP

APPLICATION PACK

Thank you for applying for a position at Faversham Medical Group. Please find attached the following documents;

1. Job Description.
2. Person Specification.
3. Safeguarding Statement – Please note that any anomalies in the application form will be addressed at the interview.
4. Self Disclosure Form. **Please complete this form and email to kmicb.fmprecruitment@nhs.net when you apply for the position.**
5. Reference Pro-forma – Please note this will be sent to your current and a previous employer.
6. Salary and Holiday specifics – The pay band for the post will be detailed in the job advert. Full details of Agenda for Change pay banding and holiday entitlements can be found on the NHS Employers Website www.nhsemployers.org/pay-pensions-and-reward/agenda-for-change
7. A Disclosure and Barring Service check (DBS) will be undertaken at a level appropriate for the role. This will include checks against the barred list for clinical staff.
8. We always assess candidates by an interview with at least 2 people. Where it is appropriate for the role, IT tests and psychometric testing may be carried out. A second interview may be necessary in some cases.
9. Checks will be carried out for those who have lived or worked outside of the UK for more than 3 months in the last 5 years.
10. Privacy notice.

FAVERSHAM MEDICAL GROUP

Safeguarding Statement

Faversham Medical Group is committed to the safeguarding of all its patients, staff and visitors.

Safeguarding is a priority with arrangements in place to ensure patients feel, and are safe on Practice premises and during home visits.

The patient experience is of paramount importance and safeguarding initiatives are developed to impact positively upon this.

The Practice ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies, procedures and associated arrangements.

The Practice provides a safe physical environment for its patients and staff, ensuring that premises are of good standard.

Health & Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise the Practice's commitment to the safeguarding of its patients and staff.

The procedures include questioning at interview stage, verification of appropriate qualification, acquiring references, and necessary safety checks.

The Practice has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services.

The Practice has policies and procedures in place to deal effectively with child protection and safeguarding issues together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities.

The Practice's commitment to safeguarding is paramount to the safety of the patients.

Partners and the senior management team will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety awareness of its patients, staff and visitors.

SELF-DISCLOSURE FORM FOR APPLICANTS FOR POSTS INVOLVING CONTACT WITH CHILDREN

WHEN APPLYING FOR THIS VACANCY PLEASE COMPLETE THE FORM BELOW AND SEND TO
kmicb.fmprecruitment@nhs.net

Part One

Faversham Medical Group is committed to safeguarding children from physical, sexual and emotional harm.

As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name.....

Vacancy applied for

Part Two

Have you ever been convicted of any criminal offences? YES/NO

If Yes, please supply details of any criminal convictions in a sealed envelope.

These will only be passed to the interview panel if you are shortlisted for an interview. This form will be destroyed in line with our Recruitment Privacy Notice.

Note: You are advised that under the provisions of Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, warnings and reprimands.

Part Three

Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children? YES/NO

If Yes, please supply details.

Part Four

Have you ever had any disciplinary sanction relating to child abuse? YES/NO

If yes, please supply details.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so.

I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and /or third parties who have an interest in child protection issues.

Signed

Dated

FAVERSHAM MEDICAL GROUP

Copy of reference request WE WILL SEND to Current and Previous employer

Ref

DATE

Private and Confidential
Current/Past employer

Dear **(insert name)**,

We have been given your name and contact details to supply a reference for **(insert applicant's name)**.

Would you please be kind enough to complete the following request and return this to as soon as possible.

Yours sincerely

Kerin Austin
Business Manager

Faversham Medical Practice
Faversham Health Centre
Bank Street
Faversham
Kent ME13 8QR

kmicb.fmprecruitment@nhs.net

FAVERSHAM MEDICAL GROUP

Copy of reference request WE WILL SEND to Current and Previous employer

Reference

Applicant's name:	
Job Title when in your employment:	
Time in employment:	
Dates of employment:	From: Month: Year: To: Month: Year:
In what capacity did they work for you (eg. Employee/apprentice/volunteer):	

	Very poor	Poor	Satisfactory	Good	Very Good	Excellent	Unknown
Sickness record	☐	☐	☐	☐	☐	☐	☐
Punctuality	☐	☐	☐	☐	☐	☐	☐
Honesty	☐	☐	☐	☐	☐	☐	☐
Enthusiasm	☐	☐	☐	☐	☐	☐	☐
Attitude to work	☐	☐	☐	☐	☐	☐	☐
Reliability	☐	☐	☐	☐	☐	☐	☐
Ability to carry out tasks required by the position	☐	☐	☐	☐	☐	☐	☐

Have you had any reasons to investigate or take disciplinary action against the named applicant (whether time has expired or not)?	Yes ☐	No ☐
If 'yes', please provide further details		
Would you re-employ the named applicant?	Yes ☐	No ☐
If 'no', please provide further details		

Do you have any specific concerns about the candidate's suitability to work with children?	Yes ☐	No ☐
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If 'yes' please provide further details

Referee name:

Job Title:

Organisation name and address:

Telephone Number:

Email address:

Signature:

Any other comments

FAVERSHAM MEDICAL GROUP

Recruitment Privacy Notice

Faversham Medical Group is committed to protecting and respecting your privacy. This Privacy Notice sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in connection with our recruitment processes. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation ("GDPR") the Data Controller is Faversham Medical Group. The Data Protection Officer is Pam Ashe, NHS Medway Clinical Commissioning Group, Unit A, Compass Centre North, Pembroke Road, Chatham Maritime, Kent, ME4 4YG

Information we collect from you

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- We process personal details such as name, email address, address, date of birth qualifications, experience, information relating to your employment history, skills and experience that you provide to us.
- Equality & Diversity data such as gender, marital status, ethnic origin, sexual orientation, religion/belief or disability.
- We may collect Psychometric test data.
- If you contact us, we may keep a record of that correspondence.

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

Purpose of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill our job openings.
- We may process Equality & Diversity information for equal opportunities monitoring purposes.

How we process data

- Data can be updated during the recruitment process by candidates on request.
- Attachments will be processed with the corresponding application forms.
- Please refer to our full practice privacy notice for how we handle any safeguarding concerns.
- We do not use automatic decision making on selection

How we store your personal data

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We will keep your personal data on file for 4 months for legal obligations.

Your rights

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- Claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individual's rights under the General Data Protection Regulation.

Practice Privacy Notice

To access our full practice privacy notice, please use the link below.

<http://www.favershammedicalpractice.nhs.uk/info.aspx?p=17>

How to complain

You have the right to complain to the Information Commissioner's Office, you can use this link <https://ico.org.uk/global/contact-us/>

Or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)
There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)

Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to the Business Manager, Faversham Medical Practice, Faversham Health Centre, Bank Street, Faversham, Kent, ME13 8QR.