

RECRUITMENT PROCESS

Your application

Found a job you want to apply for? Make sure you read the Job Pack, then click the 'Apply Now' button to get started.

The Job Description and Person Specification tell you exactly what we are looking for. This makes it easy for you to match your skills, experience, and qualifications to the role. If you feel you are a good match for the role, the next step is to complete the online Application Form which entails a specific set of questions designed to guarantee consistency and fairness for everyone.

Make sure you do not miss out! Apply before the Job Advert closes.

Shortlisting

As soon as the Job Advert has closed, the recruitment panel will start the shortlisting process. Your application will be assessed using the criteria outlined in the Job Description and Person Specification.

Interviews

If you are invited for interview, congratulations! You now need to start thinking about preparing for your interview: what questions could you be asked, and what do you want to ask us?

At your interview, we want to know about you. It is essential to show:

- Why you are interested in the job.
- What kind of person you are.
- Knowledge and experience of living our values.
- Skills and strengths you already have.
- Skills you are developing.

You might also be asked to do practical activity, such as completing a short assessment, or delivering a presentation. If you need to do this, we will let you know before your interview.

After your interview

Once all interviews have been completed, the preferred candidate will receive a provisional offer of employment, subject to the following being satisfactory.

Verification of identity

Before you start work with the State Hospital as part of NHSScotland, we must confirm that your identity is genuine, relates to a real person, and is being used legally. This check is carried out for every potential new employee, regardless of nationality.

Medical screening

Pre-employment medical screening is required. You will receive a paper form to complete, which must be signed and returned as instructed.

References

We need to check at least three years of previous employment or training history. We also require a minimum of two references, including your current or most recent manager. We will also ask you to provide contact details for each person so that references can be obtained. Please make sure your referees have agreed to provide a reference.

Right to work in the UK

You must confirm you are eligible to work in the UK.

Qualifications and professional registration

Original relevant educational certificates and verification of registration are required.

Background checks

Depending on the job, we may need to carry out a criminal record check. For some jobs, you will need to join the Protecting Vulnerable Groups (PVG) scheme.

You must return all the requested information as quickly as possible to avoid any delays in your employment start date.

October 2023