

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 will check at least three years of previous employment or training history and explore any gaps of more than 30 days. One reference should be from your current or most recent employer. Where possible, we aim to cover two separate employers. One reference may be sufficient if you've been with the same employer for three years or more. Additional references may be requested to support decision making.

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

All roles within the State Hospital require membership in the Protecting Vulnerable Groups (PVG) scheme. As part of the recruitment process, we will carry out a criminal record check in line with PVG scheme requirements.

Mandatory Prevention and Management of Violence and Aggression (PMVA) Training

As Scotland's only high secure hospital, the State Hospital requires all staff to complete Prevention and Management of Violence and Aggression (PMVA) training. This is due to the nature of the environment, where there is a potential risk of exposure to incidents involving violence or aggression. PMVA training includes physical elements, and therefore a reasonable level of physical fitness is necessary to participate safely and effectively. In accordance with the Equality Act 2010, reasonable adjustments will be considered where appropriate.

If you are offered a position with the State Hospital you will be asked to complete a pre-employment health questionnaire, which will be reviewed by our Occupational Health Service. It is important that you complete this questionnaire accurately to ensure your fitness for the training can be assessed and any necessary support or adjustments can be arranged in good time. You need to be able to successfully complete the PMVA training to work at the State Hospital. If you are not able to do this, you will be managed supportively and in line with the NHSScotland Capability Policy.

If you have any questions or require further information, please contact tsh.jobs@nhs.scot. You must return all the requested information as quickly as possible to avoid any delays in your employment start date.

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