



**Great Western Ambulance Service** 

NHS Trust

### **Joint HOSC Meeting**

To be held at 11am on Friday, 28 January, 2011  
at South Gloucestershire Council offices, Thornbury

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### **Recruitment process**

- 1 The purpose of this paper is to outline the typical recruitment process used to recruit new staff into frontline A&E services within Great Western Ambulance Service.**
- 2 The paper has been prepared following a request from Joint HOSC Chairman, Cllr Andrew Gravells.**

David Whiting  
Chief Executive Officer  
Great Western Ambulance Service

19 January, 2011

## **Background**

The trust acknowledges that staff are its most important resource in the delivery of high quality patient care. Effective and successful recruitment is essential in finding people with the necessary skills, expertise, qualifications and capacity to develop and the ability to make a positive contribution to the aims and the values of the trust. To support this delivery, all recruitment is undertaken in accordance with the trust's Recruitment and Selection Policy thus ensuring that the process is fair, credible, systematic, effective and provides equality of opportunity.

## **NHS Jobs**

NHS Jobs is the dedicated online recruitment service for the NHS, used by all NHS trusts in England and Wales to advertise job opportunities. It attracts over six million web visits and receives applications from more than 250,000 jobseekers every month. The service provides jobseekers with access to vacancies across the NHS through a single portal. Candidates can search and apply for jobs online and track the progress of their application online. NHS Jobs also shares vacancy information directly with Jobcentre Plus, helping the NHS support employment in the local community.

GWAS uses NHS Jobs to advertise all its vacancies, providing information about the job role, job description and person specification.

## **Recruitment Process**

- Vacancy is posted on NHS Jobs.
- Applications received by the closing date are shortlisted against the essential criteria outlined in the person specification to ensure consistency and transparency. The shortlisting manager only has access to part b of the application form containing the employment history and supporting information; they do not have access to any personal details or monitoring information.
- All candidates are advised the outcome of their application at each stage of the recruitment process. Candidates who have not been shortlisted are notified in writing via email. Shortlisted applications are invited in writing to attend an assessment centre and the outcome of the selection process is confirmed to each candidate in writing to conclude the process.
- Due to the very high number of applications received for frontline vacancies such as the emergency care assistant role, typically in excess of 500 per advert, it is not possible to routinely offer feedback to every candidate. However, if a request for feedback is received from an applicant, the recruitment team would endeavour to provide it as soon as possible.

## **Summary**

All recruitment is based on agreed job descriptions and selection is based on relevant knowledge, skills, aptitude and experience and physical ability to do the job as set out in the person specification. This process enables the recruiting manager to establish the most suitable candidate(s) for employment, ensuring that no applicant receives less favourable treatment.