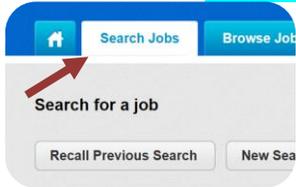
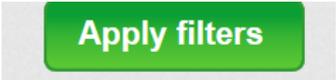


START LOOKING FOR A CAREER IN THE NHS. YOU WILL BE SURPRISED AT THE OPPORTUNITIES!

 <p>START HERE</p>	<p>Go to: https://www.jobs.nhs.uk/ and register. This allow you to save jobs as favourites, set up searches and receive new jobs alerts via email</p>	<p>TIP: Look in the TOP RIGHT hand corner of your screen</p> 	 <p>Password must be a minimum of 9 characters and contain characters from each of the following groups: A-Z, a-z, 0-9</p>	<p>Now LOG IN and SEARCH</p> 
<p>Helping YOU find your way around ...</p>				<p>Use the keyword field if you are looking for a specific role.</p> 
<p>The job type filter helps you narrow down the search and see ONLY the jobs you are looking for:</p> 	<p>You can also apply further filters such as: staff group and job type (see notes on the back).</p>	<p>Then click on</p>  <p>To see your results.</p>	<p>How much do you want to earn? Select your desired salary.</p> 	<p>Type in where you live (location) "Cheshire" or your home postcode and select how far you can travel (distance)</p> 
<p>Permanent, Fixed term, Bank, Voluntary and Apprenticeships</p> 				
<p>Then click on</p>  <p>To see your results.</p>	<p>Take the time to scroll through the results listed. You can select more filters but ...</p> 	<p>... remember to click on</p>  <p>For a new set of results.</p>	<p>To find out more about a position, select a job by clicking on the <u>blue underlined wording</u></p>	<p>WELL DONE!!</p> 

The filters:

1. **Distance:** how far are willing to travel from you home postcode?
2. **Salary range:** what is your (gross) salary expectation?
3. **Staff Group:** what area of the NHS would you like to work in? Choose estates and ancillary for support/non clinical jobs such as catering maintenance, domestic services, housekeeping
4. **AfC bands** (Agenda for Change): you will know this if you have worked for the NHS before. If not, please ignore. More information here: <http://www.nhsemployers.org/agendaforchange>
5. **Other pay band:** pay band specific to clinical staff
6. **Job type.** Options are:
 - a. Permanent
 - b. Fixed term (temporary)
 - c. Bank (flexible hours)
 - d. Honorary (professional but no pay)
 - e. Locum (temporary – for professionals)
 - f. Voluntary (no pay)
 - g. Training (return to work)
 - h. Secondment (temporarily transferring across Trusts)
 - i. Apprenticeship (learn as you earn)
7. **Posted date:** you can narrow the search down to a specific period of time
8. **Additional filters:** lets you select only jobs suitable for newly qualified applicants (with no work experience)

▼ AfC pay band

▼ Other pay band

▼ Job type

▼ Staff group

▼ Salary range

▼ Additional filters

NHS Careers Jargon Buster

Value based recruitment (VBR) is an approach to help attract and select students, trainees and employees, whose personal values and behaviors align with the NHS values outlined in the NHS Constitution. More information here: <https://www.hee.nhs.uk/our-work/attracting-recruiting/values-based-recruitment>

Hints & tips

1. Register with <https://www.jobs.nhs.uk/>
2. This allows you to save jobs as favourites.
3. And receive appropriate jobs alerts email
4. Keep an eye on the closing date (although NHS Jobs will send you reminders).
5. Make sure you read the job description and person specification before you apply
6. You can explore roles on <https://www.healthcareers.nhs.uk/explore-roles>
7. The application process is quite detailed. Although you can save it and go back to it, ensure you set aside some time to work on it.
8. Job application may close early so submit it promptly