Making the most of your application for a job at the GMC

Guidance notes

Your application is important. Our decision about whether to call you in for an interview is based solely on the information in your application. Please read these guidance notes carefully. They are intended to help you make the most of your application for a job at the GMC.

An overview of our application process

In almost all cases, we ask that you complete your application using our online system. This is the only information that will be considered when reviewing your application. Do not attach a CV or any other documents – these will not be passed to the shortlisters.

Very occasionally, we may ask you to complete a shorter online application, and upload a CV and covering letter.

Please note that your written application is anonymous. The shortlisters will only see the information from sections 6 - 12 about your education, qualifications, previous employment, why you are applying for the post, and how you meet the key skill requirements. They won’t be given your name and other personal details, nor any of the information from the diversity monitoring section, nor details of any criminal convictions.

As soon as you have submitted your application, you’ll be sent an acknowledgment email. If you are shortlisted for an interview or assessment centre we’ll be in touch by phone or email. If you didn’t get an interview this time we will email you to let you know. Please note: if you have applied through an employment agency, you may be contacted by them rather than us.

The shortlisting panel is usually made up of the manager of the post you’re applying for and either another member of that team or someone from HR.

Completing the online application

Our jobs are advertised on our website at www.gmc-uk.org.
If you wish to apply for a particular job, click ‘Apply now online’. First, you’ll be asked to confirm that you have the right to work in the UK. We are legally obliged to make sure all our staff have the right to work in UK, and if you are shortlisted you will be asked to bring in your documents to confirm this.

You can then login and begin your application. If you already have an account, you can use the same login details again.

**References**

We need

- at least two references, and

- a reference from every employer you’ve worked for in the last three years. There is only space for three referees in the system. If you’ve had more than three employers in the past three years, use the most recent referees. We’ll ask for details of any others needed if you are offered the post.

Please note that employer references must come directly from that company or organisation, perhaps the HR department if your manager no longer works there. Also, we will ask whether you have any live warnings or sanctions relating to conduct, absence or capability.

If you haven’t worked before, or have been self-employed, please provide details of tutors, business contacts, or character references who can cover the past three years.

We won’t take up references until we have offered you the post. But your employment (or continued employment) is subject to satisfactory references.

**Employment details and education**

Complete the employment and education sections as fully as you can, starting with the most recent jobs and qualifications. You can add further employment or education details using the add button.

If this would be your first job, please put ‘No previous job’ in the employer field.

**Reason for application**

This is a very important part of your application which will help us assess your motivation for applying for the role and your reasons for wanting to work at the GMC. You are limited to about 1000 words (no more than 7,200 characters).

Please don’t include your name or personal details here. This section will be seen by the shortlisters and your application is anonymous in the initial stages.
Demonstrate skills

We use this section to assess whether you have the relevant skills, experience and abilities for the role. The job details document sets out the key skills headings, with an indication of what we’re looking for under each key skill heading.

You should complete one box for each key skill heading, covering all the points listed underneath it. Most jobs have four to six key skills headings, but there seven boxes on the online form. You can leave any spare boxes blank. Do not attempt to complete a separate box for each individual item listed in the document. Remember – one box for each key skill heading including all the points listed underneath it.

Give concise and specific examples to show how you meet each key skill. You can include relevant skills, knowledge and experience from paid work, study, community or voluntary work, or other experience. But if you have been working, the emphasis should be on your recent employment.

Avoid generic statements such as ‘I am good at working as part of a team’. We need specific evidence to show how you demonstrate this.

You have about 500 words (3,600 characters) for your response to each key skill heading.

Don’t forget – save often! If you have not saved for two hours, the system will time out – even if you have been typing in data. You will lose your work and we won’t be able to retrieve it.

You don’t have to complete the form in one go. You can review and change your form up to the point you submit it. Once you have submitted your application form, you won’t have any access to it. So print your form before you submit it, or save it on your computer. It’s also useful to save the job description and key skill document in case you need it for interview preparation – you won’t have access to this document once the closing date has passed.

Submitting the form

The submit button will appear only when all sections have been saved and confirmed as completed.

As you finish each section, tick the box above the save button to confirm you are satisfied that the section is complete. It looks like this on the online system.
When you have submitted your application, you will no longer have access to it, though you can withdraw your application at any stage.

Our vacancies close at midnight on the day specified. As soon as the closing date has passed, the job will disappear from the system, and no further applications can be considered.

We will try to help if you have any problems, but our offices are staffed Monday to Friday, 9.00 - 17.00, and we won't be available outside these times.

**Adjustments for candidates with a disability**

We are fully committed to making our recruitment process accessible. If you have specific access requirements, please let us know. You can contact us on 0161 923 6273 or at recruitment@gmc-uk.org. We can make adjustments such as an application form in an alternative format, an induction loop, someone with you at the interview, or additional time for tests.

We can appoint a named member of the recruitment team to ensure your specific requirements are met.

**Equality and diversity monitoring**

The GMC has a longstanding commitment to making meaningful progress on equality and diversity, both as regulator and as an employer.

Our ambition is to be a fair regulator, an inclusive organisation, and an employer of choice for the most talented people from all sections of society.

As part of this work we monitor candidates’ equality and diversity data across all stages of the recruitment process. The data you provide will only be used anonymously for this monitoring and it is not shared with the shortlisting panel.

**Criminal convictions and the Rehabilitation of Offenders Act 1974**

We ask you to tell us in your application whether you have any unspent criminal convictions, and if you are offered the job we will ask you to undertake a basic criminal background check. Any offer is subject to the satisfactory outcome of this check. We wish to make informed decisions about how relevant any unspent convictions are to the role you have applied for and to ensure a safe working environment for our staff and those we provide services to.

An unspent conviction will not necessarily stop you from being employed by the GMC. Senior staff at the GMC will consider how relevant the conviction is to the job you’ve
applied for and whether we can proceed with your application and confirm any offer of employment.

We keep information about criminal records strictly confidential. It will not be passed to the shortlisting panel and it will only be seen by those who need to see it in order to make a decision on your application.

The Rehabilitation of Offenders Act 1974 sets out that certain criminal convictions are ‘spent’ after a certain period of time. Spent convictions do not have to be disclosed when applying for a job. There are some exceptions, for example jobs where you are likely to have regular contact with vulnerable people, but these exceptions do not include the GMC.

For more information, please email recruitment@gmc-uk.org.

**Declaration and data protection**

The final section of our application process asks you to confirm that the information you have given is truthful and accurate, and that you have not withheld relevant information. If we become aware of any inaccurate information, your application or any offer made may be withdrawn. If you have already started work with us you might be dismissed.

The GMC complies with the General Data Protection Regulation. We hold the information you have provided for a limited period for recruitment purposes. It will be held in secure conditions with access restrictions. Data will be used for employment monitoring purposes, however all personal data will be anonymised.

If you are successful your application will become part of your personal HR record.

Please view our recruitment privacy notice statement here for more information on the processing of your personal data by the GMC for purposes of recruitment.

**Any questions?**

If you have any questions, or if you need the application form in a different format because of a disability, please contact HR on 0161 923 6273 or recruitment@gmc-uk.org.

**Applying for more than one job**

You may apply for more than one at the same time. But you will have to complete a new application for each job. This is to make sure that we have a record of each application in the system, and also because different applications may have different key skills and may be assessed by different shortlisting panels.

If you use the same login details for each application, you will find that some sections, for example your personal details, your education and qualifications details, and your employment history, will automatically be carried over into the new application. However,
you will have to re-enter other sections including your reason of applying and how you meet the key skills.

**Tips to help you make the most of your application form**

**Do**

- Read the job descriptions and key skills document carefully before you begin your application and think about examples from your previous work experience or other areas where you have demonstrated those skills previously.

- Draft your responses before you submit them checking they read properly and there are no spelling or grammatical errors. You only have 500 words per box so think about this when you draft your response and try to be as concise as you can be.

- Each box on the reason for application and demonstrate skills section relates to a key skill listed on the key skills document. The key skills each have a number and you should provide your responses to demonstrate how you meet those skills in that specific box. The shortlisters will score your application based on the information you provide in each of these key skill boxes so it’s important that you make sure the information you have set out in the box corresponds to the correct key skill.

- Make sure you give as much detail as possible in the examples and try to give some background or context to the example rather than simply providing a number or bulleted examples. We score the responses you give from 0-3, with 0 being no evidence demonstrated you meet a key skill, 1 being some evidence, 2 being good evidence and 3 being extensive evidence.

- Avoid statements as these do not demonstrate any evidence to show how you meet a key skill. If you simply say ‘I have excellent customer service skills’ this would score a 0. If you tell us why you do and provide an example to support this then you will be providing evidence that you meet a particular key skill.

- Pick your best examples. They may not be work related but if you’ve undertaken some voluntary work or similar and you feel that is your best example then make sure you use that. It may even be a time when you have demonstrated the skill whilst studying.

- Think about the reason for your application. It’s good in this section to write about any transferable skills and experience you may have but it’s also helpful to set out what it is about the role that attracted you, how this will help your development and what it is about the GMC that makes you want to work for us. We also score
this response from 0-3 so it’s important that you provide as much detail as you can.

- Call the recruitment line or email us if you have any questions about the application form and what you have to do or if you need to discuss any adjustments due to a disability. The recruitment line number is 0161 923 6273 and our recruitment email address is recruitment@gmc-uk.org.

**Don't**

- Rush your application as it’s likely you will make mistakes.

- Make up your own key skills – each box on the demonstrate skills section relates to a key skill in the key skills document. You should make sure you provide your evidence to demonstrate how you meet that key skill here. If you make up your own key skills then you may not be providing the right evidence and as a result you may not score highly enough at the shortlisting stage to be brought through to the next stage of the process.

- Ignore the key skills boxes altogether as this is the information the shortlisters use to assess whether or not you have the skills and experience required for the role.

- Send us a CV instead of completing the key skills boxes. If we haven’t asked for a CV as part of the process this will not be scored by the shortlisters.

- Simply copy and paste your responses from a previous application and submit this. You need to make sure your application form is tailored to the role you are applying for and that you do not mention other roles within the application. So if you are applying for a Revalidation Adviser role there should be no reference to wanting to apply for the Investigation Adviser role in the reason for the application.

**Helpful reminders**

- Print out – or save on your computer– these guidance notes, the job details and your own application. These will not be available to view in later stages of the process.

- If you get a message saying there is no valid certificate in place, it might be because your computer’s security settings are very high, or you are using an older browser. Say yes, you accept the risk.

- Save regularly – the system will time-out if you haven’t saved for two hours, even if you have been entering data. You will lose any unsaved work.
Some candidates find it helpful to type their responses in a Word document and then copy and paste it into the application on the system. This means that you can check the word count as you draft your response and helps ensure you do not lose any unsaved work if you have not regularly saved your application.

The submit application button won’t appear until all sections have been saved and completed.

There are seven key skills boxes, but many of our jobs list only four or five key skills. You can leave the spare boxes blank.

Your 500 word response in each key skill box should address the main key skill heading including all the points listed under it. You should not use one box for each individual point.

Complete your application in good time. We won’t be around in the evenings or at the weekend if you have any questions or have a technical problem.

We do not accept late applications.

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