Making the most of your application for a GMC associate role

Guidance notes
Your application is important. Our decision about whether to call you in for an interview or assessment event 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 an associate role 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.

The application contains two sections. Part A and Part B. Our shortlisting process is anonymous so the information that you provide in Part A will not be given to the shortlisters. The shortlisters will not be given your name and other personal details, nor any of the information from the diversity monitoring section, nor details of any criminal convictions. The information that you provide in Part B includes information relating to your qualifications, previous employment, why you are applying for the post, and how you meet the key skill requirements - this information will be used for shortlisting.

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 to the next stage this time we will email you to let you know.

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

Completing the online application
Our associate roles are advertised on our website at https://jobs.gmc-uk.org.

If you wish to apply for a particular role, 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. While the GMC does not employ associates, a check
will be carried out to confirm that they have the right to work 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 we will request employer references directly from that company or organisation, perhaps the HR department if your manager no longer works there.

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. Your appointment (or continued appointment) is subject to satisfactory references.

**Employment details**

Complete the employment section 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.

You should also complete the qualifications and member of professional organisations section as fully as you can. You can add further details on each of these sections by using the add button.

**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 300 words (no more than 1,944 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 Information for Applicants 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. 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. 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 300 words (1,944 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 (see guidance below about submitting your form) 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 Information for Applicants document in case you need it for interview preparation – you won’t have access to this document once the closing date has passed.

**Additional information**

It is essential that those appointed as GMC Associates have a certain standard of conduct and probity. Applicants are therefore asked to provide information about cautions, criminal convictions, disciplinary, financial proceedings, disqualifications and other matters in Part A. When completing the declarations including *previous conduct and other information*, including *possible conflicts of interest*, you may find it helpful to refer to the [GMC’s conflicts of interest policy](https://www.gmc-uk.org).

[www.gmc-uk.org](https://www.gmc-uk.org)
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.

Are you satisfied that this section is complete? ✓

Save  Cancel

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 role 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 020 7189 5336 or at associaterecruitment@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.

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 role 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 appointed by the GMC. Senior staff at the GMC will consider how relevant the conviction is to the role you’ve applied for and whether we can proceed with your application and confirm any offer of appointment.

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 role. There are some exceptions, for example role where you are likely to have regular contact with vulnerable people, but these exceptions do not include the GMC.

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

**Declarations and data protection**

The final section of our application process asks you to confirm other declarations and 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.

Please view our associates 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 the Associate Services team on 0161 923 6273 or associaterecruitment@gmc-uk.org.

Applying for more than one role
You may apply for more than one at the same time. But you will have to complete a new application for each role. 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 Information for Applicants document carefully before you begin your application and think about the examples from your previous work experience or other areas where you have demonstrated those skills previously.

- Draft and save your responses electronically before you submit them checking they read properly and there are no spelling or grammatical errors. You only have 300 words (1,944 characters) per box so think about this when you draft your response and try to be as concise as you can be.

- 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. You may want to use the STAR approach, outlining the situation, the task, the action you took and the result. 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.

- 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, and your reasons for wanting to work at the GMC. 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 associaterecruitment@gmc-uk.org.

- Don’t ignore the key skills boxes 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.

**Helpful reminders**

- Print out – or save on your computer– these guidance notes, the Information for Applicants 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.

- You might find it helpful to type your 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.
Your 300 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.

Give clear, specific examples of how you meet our key skills requirements, setting out your contribution.

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.

Last updated on 16 May 2018