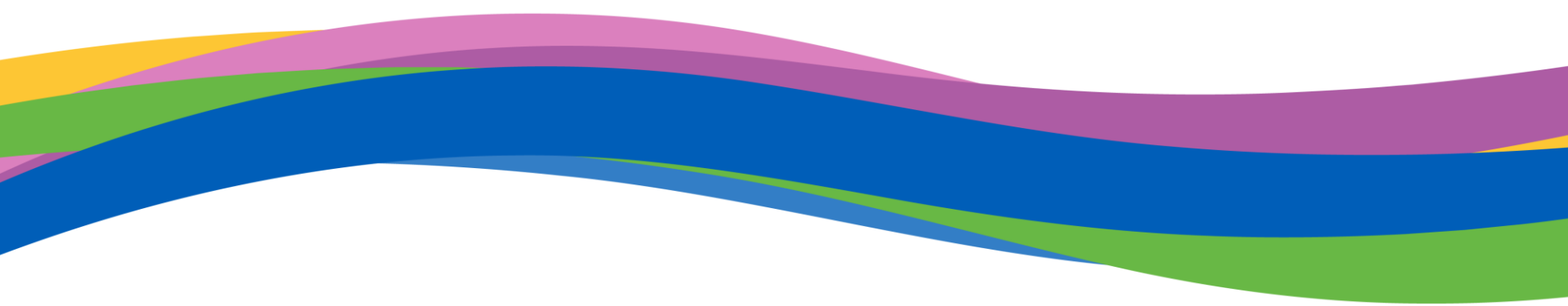




Dorset County Hospital
NHS Foundation Trust

Welcome to Team DCH

New Candidate Guide



♥ Healthier lives 👤 Empowered citizens 🌱 Thriving communities

Congratulations!



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Congratulations on your recent offer of a post with Dorset County Hospital NHS Foundation Trust.

We are delighted you will be joining Team DCH!

To help you through your recruitment journey, this guide should answer any questions you may have. **Please note that all our processes are governed by NHS Employers.**

If you have any further questions, please don't hesitate to give us a call.

Your Offer Letter



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Please read your offer letter thoroughly.

The letter will provide vital information about your offer and the process we will be following.

There will be information relating to your ID check, Occupational Health, DBS checks and more.

Should you have any queries relating to your offer, please contact your advisor via email on Trac.

Your ID Check (Part One)



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Your ID check is a very important part of your clearances which are completed in two steps.

Within your offer letter, there will be a link inviting you to **book** into a virtual ID check appointment. This will be conducted over MS Teams.

We will ask you to provide **three forms of ID confirming your current address**. This could include a bank statement, council tax bill or diving license.

Trac has a handy checklist of what ID you can use.

Please ensure the copies of your ID are emailed to us at least 24 hours before your appointment. If we do not receive these copies in advance, we may have to reschedule your appointment.

Your ID Check (Part Two)



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To verify your right to work, we are required by law to use a **third-party verifier** – at DCH, we use Trust ID. Please note this is only suitable for UK passports. If you have an overseas passport, we will need to see this at your virtual ID check and undertake a sharecode check.

We will send you a separate link for Trust ID to verify your valid passport. Please follow the link and upload a clear photo of your passport, along with a clear photo of yourself that matches your passport photo.

If you don't have a valid passport, please do not worry. Let us know as soon as possible and we can arrange a face-to-face ID check.

References

We must obtain a reference for **every** employment/study over **the previous three years**. Please provide the name, job title, email address and dates the reference covers for each referee.

We can accept a character reference if you have not been in employment, but this must be from a person of 'standing in the community'. For example, a doctor, teacher, solicitor, manager.

Should you have any **gaps in your employment**, we will require you to complete a **personal statement** outlining your activity during this period.

Depending on what is highlighted in your reference, you may be required to attend a pre-employment meeting to discuss. This is standard process so not be alarmed!

We encourage you to regularly chase your referees to ensure a timely response.

Depending upon your role, we will send you a link to complete an **Occupational Health assessment**.

Once this is submitted and reviewed, Occupational Health will be in touch to arrange a face-to-face or telephone appointment.

We must await full Occupational Health clearance before a start date can be agreed, so please complete your assessment as soon as possible.

DBS Check



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A lot of our roles will require a DBS check. We will let you know if this is needed for your role, and which type we may require.

We will send you a link to complete a DBS application form. Please note, this will not progress without your ID check so please make sure you have completed that too.

We can accept an existing DBS certificate for the required level for your post which has been issued within the last three years. Please ensure you scan a copy along with your ID as we will need to have sight of this at your ID check.

If you have joined the Update Service, please let us know. We will still need your original certificate. If you do not have this, we must request a new check.

Onboarding Forms



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You will be sent a separate link to complete a number of important forms via our onboarding portal.

Please ensure your complete and submit these forms as soon as possible.

The forms will include a new started form where you will need to input your bank details so we can ensure you get paid.

Salary Queries



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Your salary will automatically be set to the bottom of the salary band, unless you have relevant NHS experience.

Please provide us with recent (within the last three months) NHS pay slips to provide evidence of this.

Any salary discussion must be undertaken with your new line manager.

Handing in your Notice



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We strongly advise you to **not hand in your notice** until we have issued your unconditional offer letter.

Once your clearances are complete, we will email you to confirm this and ask that you contact your new line manager to discuss a start date.

Once we have been informed of this date by your line manager, we will update your Trac account and book this in for you.

Starting your New Role



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Once your new start date has been agreed, we will issue your contract.
This will be approximately two weeks before your start date.

We will also liaise with you to arrange your induction and confirm those details. This is a **mandatory training course and will help you settle into your new role and Trust.**

Your **ID badge and uniform** will be arranged by your line manager who will complete applications for both and arrange for you to have your picture taken on your first day.

Good luck in your new role!