## Making the most of your application for a HCPC partner role (external applicants)

health & care professions council

## **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 a partner role at the HCPC.

### An overview of our application process

In almost all cases, we ask that you complete your application using the <u>HCPC</u> <u>Recruitment site</u>. The information you provide through the <u>HCPC Recruitment site</u> is the only information that will be considered when reviewing your application. Do not attach / send a CV or any other documents – these will not be passed to the shortlisters.

The application contains two sections – Part 1 and Part 2. Our shortlisting process is anonymous so the information that you provide in Part 1 will not be given to the shortlisters. The information that you provide in Part 2 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. 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.

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 will 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.

## **Completing the online application**

Our partner roles are advertised on our <u>website</u>. If you wish to apply for a particular role, click on the appropriate link. You can then set up your account or login into your existing account and begin your application. If you already have an account, you can use the same login details as before.

### 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 may ask for details of any others needed if you are offered the role.

Please note that employer references must come from a line manager. If your line manager is no longer employed by the company/organisation, or there is a reference policy in place, please supply details for the HR team. 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 role. Your appointment (or continued appointment) is subject to satisfactory references. You can find our reference policy on our <u>website</u>.

### **Employment details**

Complete the employment section as fully as you can providing an employment history of at least ten years, starting with the most recent jobs. Where your employment history does not span ten years, or you have no previous job e.g. because you were at university, please ensure that this is evident in your application form. If you have no previous job experience, please put '<u>No previous job</u>' in the employer field.

### Supporting statement

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 HCPC.

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. Any additional document attached to the vacancy sets out the key skills headings, with an indication of what we are looking for under each key skill heading.

You should complete one box for each key skill heading, covering all the points listed underneath it. 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 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 <u>cannot</u> amend it any longer. Please **print** your form before you submit it, or **save** it on your computer. It is also useful to download and save any additional document attached to the vacancy e.g. Information for Applicants 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 HCPC Partners 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 1. When completing the declarations including previous conduct and other information, including possible conflicts of interest, you may find it helpful to refer to the <u>HCPC's conflicts of interest policy</u>.

### Submitting the form

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

When you have submitted your application, you will no longer have access to it. If you wish to withdraw your application, please contact the <u>HCPC Partner Team</u>. Our vacancies close at 1pm on the day specified. As soon as the closing time has passed, no further applications can be considered.

We will try to help if you have any problems. We are available Monday to Friday, 9am – 5pm. We are not available outside of these times.

### Adjustments for candidates with a disability

We are fully committed to making our recruitment process accessible. If you have specific requirements or need reasonable adjustments, please <u>contact us</u>. You can call us on 020 7840 1722 or email <u>partners@hcpc-uk.org</u>.

### **Equality and diversity monitoring**

The HCPC has a longstanding commitment to making meaningful progress on equality and diversity, both as regulator and as an employer. 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 criminal convictions. We wish to make informed decisions about how relevant any 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.

A conviction will not necessarily stop you from being appointed by the HCPC. Senior staff at the HCPC will consider how relevant the conviction is to the role you have 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 roles where you are likely to have regular contact with vulnerable people, but these exceptions do not include the HCPC.

For more information, please email partners@hcpc-uk.org

### **Declarations and data protection**

The 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 might be withdrawn. If you have already started work with us you might be dismissed.

We take our data protection responsibilities very seriously. The information you provide will be held securely and access restricted to those dealing with your application. Your personal data and the data used for equality and diversity monitoring will be anonymised.

### **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 Partner Team on 020 7840 1722 or partners@hcpc-uk.org

### Applying for more than one role

You may apply for more than one role 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, will automatically be carried over into the new application.

### **Top tips and reminders**

- Print out or download and save on your computer these guidance notes, any additional document attached to the vacancy and your own application. These will not be available to view in later stages of the process.
- Save regularly the system may time-out if you haven't saved, even if you have been entering data. You may lose any unsaved work.
- The submit application button won't appear until all sections have been saved and completed.
- Your response in each key skill box should address the main key skill heading including all the points listed under it.
- Give clear, specific examples of how you meet our key skills requirements, setting out your contribution.

- Do 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.

## How to Apply for a Role

1. Register on the HCPC Recruitment site for Partners.

health & care professions council Date 18-October-2017 13:33		
Applicant Options New Search Login Register Terms & Conditions	You can choose to search vacancies selecting the items. To display all cu	using the various criteria below. To select multiple items within a list, press CTRL when rrent vacancies, ensure that 'All' is highlighted in each pick-list below and then click 'Search'. ous lists below reflect the vacancies that are currently available.
corehr	Job Title Vacancy Type Keyword Search	All All Partner Search

2. Insert your details in order to create your account, review the Terms and Conditions, tick the box and click **Register**.

Applicant Options	Register	
New Search	To apply for a job you first need to use later to complete or check the p	register using an email address. Enter a password that you can rogress of your application.
Login     Terms & Conditions		12 characters and contain at least one upper case letter, one
	Email Address *	
	Confirm Email Address *	
	Password *	
corehr	Confirm Password *	Please insert
	Forename *	your login details
	Surname/Family Name *	
	By clicking on the checkbox you	agree to the <u>Terms &amp; Conditions</u> as outlined in the
	document *	Register

#### 3. Click on **Search** to view all available vacancies.

Applicant Options		Welcome to Partners Recruitment		
•	New Search	You can choose to search vacancies using the various criteria below. To select multiple items within a list, press CTRL when selecting the items. To display all current vacancies, ensure that 'All' is highlighted in each pick-list below and then click 'Search'.		
>	Last Search Results Click to view the results of your last search	The options displayed within the vari	ous lists below reflect the vacancies that are currently available.	
>	Change Password	Current Partners must apply only	via their Portal Account.	
	change rassifora	Vacancy id		
>	My Applications	Numeric vacancy reference id		
>	Terms & Conditions	Job Title	All	
>	My Account	Vacancy Type	All	
_	,		Partner	
*	Logout			
-		Keyword Search		
			Search	
(	porenr			

4. Click on **Job Spec More** to view details of the vacancy and important information and guidance.

Da	ate 18-October-2017 13:41				
A	pplicant Options	Current J	ob Vacancie	s	
•	New Search	Your search re	turned 1 results		
>	Last Search Results Click to view the results of your last search	<u>Test Vacancy F</u>	or Panel Members	•	Apply
>	Change Password	Dept :	Panel Member	Vacancy ID :	001662
		Salary range :	20000 pro rata	Closing Date :	20-Oct-2017
*	My Applications				
>	Terms & Conditions			registration , th HCPC. Lay membe on that <mark>. <u>Job Spec More-&gt;</u></mark>	rs must have no previous registration with
>	My Account	Contact Person :	Ioannis Tsolakis	Contact Email :	partners@hcpc-uk.org
>	Logout			Displaying 1 to 1 of 1	

5. Read the job specification and download the attached documents before you click **Apply for Job**.





6. This will take you to the application page. Click on **Save and Continue**. You will need to enter your personal details on this page.

Please note, your Personal Details will be displayed if you have previously applied for a partner role using the recruitment portal. Please ensure that your personal details are entered correctly.



#### **Applicant Options**

Date 03-October-2017 09:37

۲	New Search
>	My Applications
>	Terms & Conditions
۶	My Account
>	Logout

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#### Personal Details Test Vacancy For Panel Members

Please Insert Your Personal Details	
Title * (Mr, Mrs, Miss, Dr, Prof etc)	Mr V
Forename *	Test Partner
Middle Name	
Surname/Family Name *	Test Partner
Address Line 1 *	184
Address Line 2	Kennington Park Road
Address Line 3	Park House
Address Line 4	Kennington
County * Enter your County	London
Post Code *	SE11 1 4BU
Country * Enter your Country	United Kingdom
Telephone Number *	
Email *	testpartner@hcpc.com
Mobile Number	
Nationality * Enter your Nationality	BRITISH V Save and Continue

7. Once you have checked your **Personal Details** and clicked on **Save and Continue**, you will be able to review your summary page.

## Please note that in order to submit your application you will need to complete all the fields marked with $\sqrt{}.$

Each time you complete a section, the summary page will show a tick next to the page.



#### Date 20-February-2018 10:36

#### **Applicant Options**

- New Search
- Last Search Results Click to view the results of your last search
   Change Password >
- My Applications
- Terms & Conditions
- My Account
- Logout

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### Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	Required
Conflicts of Interest	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later Print Friendly Summary

8. Click on the next section named **HCPC Registration Number – Profession and Modality** (depending on the role and your status, you may need to insert your registration number).



#### Date 20-February-2018 10:36

#### **Applicant Options**

•	New Search
>	Last Search Results Click to view the results of your last search
>	Change Password
*	My Applications

Terms & Conditions

My Account

• Logout

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### Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	1
HCPC Registration - Profession and Modality	Required
Conflicts of Interest	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later Print Friendly Summary

11

9. You will be able to add your **Registered Profession and Modality** or tick the **Section Not Applicable** if you are not registered with the HCPC.



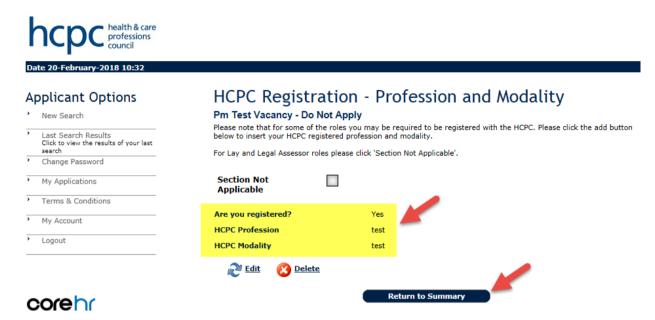
### corehr

10. Confirm if you are registered and add your registered profession and modality. Click on **Save and Continue**.



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#### 11. Review your profession and modality. Click on Return to Summary.



#### 12. Click on the next section named Conflicts of Interest.



#### Date 20-February-2018 10:58

#### **Applicant Options**

New Search

>	Last Search Results Click to view the results of your last search
*	Change Password
>	My Applications
>	Terms & Conditions
>	My Account
>	Logout

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## Your Application

#### Pm Test Vacancy - Do Not Apply

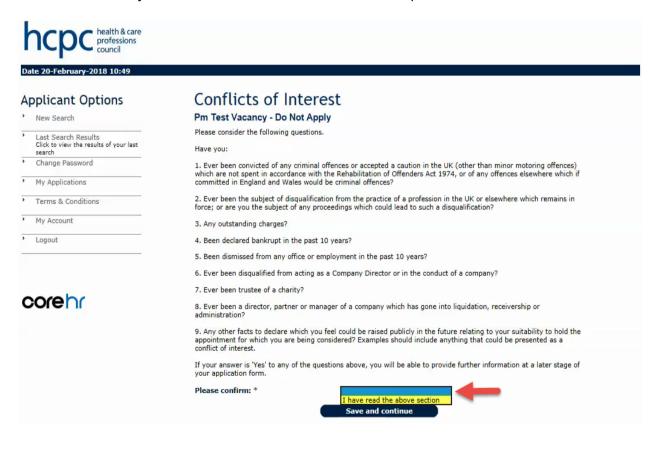
Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

#### 13. Click on Please Click Here to View a List of Potential Conflicts of Interest.



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14. Confirm that you have read the section from the drop down menu.



#### 15. Click on Save and Continue.



#### Applicant Options

Last Search Results Click to view the results of your last

New Search

My Applications

 Terms & Conditions My Account

search Change Password

Logout

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>

#### Conflicts of Interest

- Pm Test Vacancy Do Not Apply
- Please consider the following questions.

Have you:

1. Ever been convicted of any criminal offences or accepted a caution in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in England and Wales would be criminal offences?

2. Ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification?

- 3. Any outstanding charges?
- 4. Been declared bankrupt in the past 10 years?

5. Been dismissed from any office or employment in the past 10 years?

- 6. Ever been disqualified from acting as a Company Director or in the conduct of a company?
- 7. Ever been trustee of a charity?

8. Ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?

9. Any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the appointment for which you are being considered? Examples should include anything that could be presented as a appointment for wh conflict of interest.

If your answer is 'Yes' to any of the questions above, you will be able to provide further information at a later stage of your application form.

Please confirm: \*



#### 16. Click on Return to Summary.



#### **Applicant Options**

New Search

Last Search Results Click to view the results of your last search

- > Change Password
- > My Applications
- Terms & Conditions
- > My Account

Logout

#### **Conflicts of Interest**

#### Pm Test Vacancy - Do Not Apply

A person appointed to a public body could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest when the person concerned holds a public appointment. Information which might be relevant could include either specific events such as those set out on the next page or prominent activities, for example in voluntary organisations.

The following sections provide you with information which may be relevant in this context. All information given will be treated in the strictest confidence.

#### Please confirm:



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17. Follow the same process as per above for the Other Business Interests and Significant Political Activity.



#### Date 20-February-2018 10:59

### **Applicant Options**

New Search

>	Last Search Results Click to view the results of your last
	search

Change Password

My Applications

Terms & Conditions

My Account

Logout



## Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	1
HCPC Registration - Profession and Modality	1
Conflicts of Interest	1
Other Business Interests	1
Significant Political Activity	1
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required
Save for later Print Friendly Summary	

Save for later Print Friendly Summary

#### 18. The next step is to complete the Additional Questions section.



Date 20-February-2018 11:05

### **Applicant Options**

- New Search
- Last Search Results Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout
- corehr

## Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	<
HCPC Registration - Profession and Modality	√
Conflicts of Interest	√
Other Business Interests	√
Significant Political Activity	✓
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

19. Click on Additional Questions and answer all questions.

Important: You must write something in each of the white text boxes provided, even if the answer to the question is "no" otherwise you will not be allowed to move on from this page. If the answer to the question is "no" please write "N/A" in the box.

You can Cancel without saving or Save and continue in order to return to the summary page of your application. When you have completed this page use Save and continue to move on.

ate 20-February-2018 11:08		
pplicant Options	Additional Questions	
New Search	Pm Test Vacancy - Do Not Apply	
Last Search Results Click to view the results of your last search	HCPC Registration Number Please insert your HCPC Registration Number. If you are not a	
Change Password	registrant, please state N/A. *	
My Applications		950 Characters Left
Terms & Conditions	Conflicts of Interest, Other Business Interests and Significant Political Activity Declaration	
My Account	<ol> <li>Do you have 'Conflicts of Interest'? Please refer to the information provided earlier. *</li> </ol>	⊖Yes ⊖No
Logout	If your answer is 'Yes', please provide further details. If your	
	answer is 'No', please state N/A. *	
		950 Characters Left
corehr	<ol><li>Do you have any 'Other Business Interests'? Please refer to t information provided earlier. *</li></ol>	the Ores ONo
	If your answer is 'Yes', please provide further details. If your	
	answer is 'No', please state N/A. *	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
		950 Characters Left
	3. Do you have any 'Significant Political Activity'? Please refer t the information provided earlier. *	to Oyes ONo
	If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *	~
		~
		950 Characters Left
	Additional Declarations	
	<ol> <li>Are you, or have you ever been, subject to the disciplinary process of any professional body or employer or are there any suc proceedings pending?</li> </ol>	Ch ○Yes ○No
	If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *	^
		~
		950 Characters Left
	2. Is there anything in your working or private life, past or presen that may call into question your integrity, independence or suitability as a partner that has not been covered before? *	ıt, ⊖ <sub>Yes</sub> ⊖ <sub>No</sub>
	If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. $\ast$	\$\$\$\$
		950 Characters Left
	<ol> <li>Have you ever worked for or contracted your service to the HCPC either as an employee, partner or were related to the organisation in any other way? *</li> </ol>	⊖Yes ⊖No
	If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. $^\ast$	
		950 Characters Left
	4. Do you have any convictions, which are unspent as defined	⊖Yes ⊖No
	under the terms of the Rehabilitation of Offenders Act 1974? *	
	If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *	^
		~
		950 Characters Left
	Right to work 1. Please confirm that you have the right to work in the UK. *	0
		⊖Yes ⊖No
	<ol><li>Do you need a work permit to allow you to work in the UK? *</li></ol>	⊖Yes ⊖No
	Further Information	
		×
	1. How did you hear about this vacancy? *	
	2. If you selected Other, please clarify here. Otherwise, please	^
	2. If you selected Other, please clarify here. Otherwise, please	950 Characters Left
	<ol> <li>If you selected Other, please clarify here. Otherwise, please state N/A. *</li> <li>Please specify any external channels such as newspapers or</li> </ol>	950 Characters Left
	2. If you selected Other, please clarify here. Otherwise, please state N/A. $^{\ast}$	950 Characters Left

#### 20. Click on the next section named Employment Details.



#### Date 20-February-2018 11:12

### **Applicant Options**

New Search

Last Search Results Click to view the results of your las search	
>	Change Password

My Applications

• Terms & Conditions

My Account

Logout

## corehr

## Your Application

Pm Test Vacancy - Do Not Apply

Completed	Section
1	Personal Details
√	HCPC Registration - Profession and Modality
√	Conflicts of Interest
√	Other Business Interests
1	Significant Political Activity
√	Additional Questions
Required	Employment Details
Required	Reference Details
Required	Qualification Details
Required	Professional Bodies
Required	Reason for Application
Required	Assimilating and Clarifying Information
Required	Working with others
Required	Exercising judgement
Required	Possessing and Building Knowledge
Required	Managing work efficiently
Required	Communicating effectively
Required	Equality and Diversity Monitoring
Required	Final Declaration
	Final Declaration Save for later Print Friendl

21. Add your **Employment Details** by clicking on **Add Current / Previous Employment Detail**.



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22. This action will take you to the **Employment Details** record. Please complete the form as necessary. You will be able to **Cancel without saving** or **Save and review**.

hcpc health & care professions council			
Date 03-October-2017 09:56			
Applicant Options	Employment Deta	ils	
New Search	Test Vacancy For Panel Membe	ers	
My Applications	Please enter your current/previous worl and/or unemployment.	k details. You can include any periods o	f voluntary work, travel, career breaks
Terms & Conditions	Name of Organisation *	Test	
My Account	Employer Address	test	~
• Logout			$\sim$
	Job Title *	test	
	Main duties and responsibilities *	test	~
a a ca b c			×
corehr	Start Date (DD/MM/YY) *	01/10/17	
	End Date (DD/MM/YY) *	02/10/17	
	Reason for Leaving	Test	~
			v 🥒
	Cancel with	ut caving Save and re	

23. Once you have clicked on **Save and review**, this action will take you back to the **Employment Details** section. You can click on **Edit Record** or **Delete Record** or add another employment detail record. Once complete, click on the **Return to Summary** button and ensure that you have listed all your previous / current employment details including portfolio and voluntary work.



#### **Applicant Options**

- New Search
- My Applications
- Terms & Conditions
- My Account
- Logout
- corehr

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LIIIP	ιΟγ	IIICIIC	Detail	5

**Test Vacancy For Panel Members** Please enter your previous work details. You can include any periods of voluntary work, travel, career breaks and employment. Add Current/Previous Employment Details Name of Organisation Test Employer Address test Job Title test Main duties and responsibilities test Start Date (DD/MM/YY) 01/10/17 End Date (DD/MM/YY) 02/10/17 Reason for Leaving Test Edit Record Delete Record eturn to Sum

#### 24. From the summary page, click on Reference Details.



Date 20-February-2018 11:14

### **Applicant Options**

- New Search
- Last Search Results Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout

## corehr

## Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	√
HCPC Registration - Profession and Modality	√
Conflicts of Interest	√
Other Business Interests	√
Significant Political Activity	√
Additional Questions	√
Employment Details	√
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later Print Friendly Summary

25. This will take you to the Reference Details record, click Add Reference.

Please note that you are required to add a minimum of two referees and at least one reference from every employer you have worked for in the last three years, otherwise you won't be able to submit your application. Please refer to further information about references on page 2 of this document.

_	health & care professions council ate 18-October-2017 11:18	
A	pplicant Options	Reference Details Test Vacancy For Panel Members
*	Last Search Results Click to view the results of your last search	Please provide details of at least two referees in the following section. Please refer to the 'Guidance for Applicants' for further information.
>	Change Password	Please ferer to the Guidance for Applicants for further mormation.
>	My Applications	Add Reference
>	Terms & Conditions	Return to Summary
>	My Account	
>	Logout	-

### corehr

26. This will allow you to add a reference to your application. Fill all the boxes as necessary. Once you have completed all relevant fields, click on Save and review.



#### Date 18-October-2017 11:20

#### Applicant Options

New Search

Last Search Results Click to view the results of your last search

- Change Password
- My Applications
- Terms & Conditions
- My Account
- > Logout

### Reference Details

**Test Vacancy For Panel Members** Please provide details of at least two referees.

Referee's relationship to you *	test	
Title *	Dr 🗸	
Forename *	test	
Surname/Family Name *	test	
Job Title *	test	
Company Name *	test	
Contact Number *	0000000	
Email Address *	test@hcpc.com	
Cancel with	hout saving Save and review	

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27. This action will take you back to the **Reference Details** record, where you can add your second reference. You will be able to review your record, **Edit Reference** or **Delete Reference** in this screen. Once you have added all references, click on the **Return to Summary** button to review your entries.



#### Date 18-October-2017 11:22

#### **Applicant Options**

New Search

Last Search Results Click to view the results of your last search

Change Password

My Applications

Terms & Conditions

- My Account
- Logout
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#### Reference Details Test Vacancy For Panel Members

Please provide details of at least two referees in the following section. Please refer to the 'Guidance for Applicants' for further information.

Add Reference

Referee's relationship to yo	u test
Title	Dr
Forename	test
Surname/Family Name	test
Job Title	test
Company Name	test
Contact Number	0000000
Email Address	test@hcpc.com
Edit Reference	Delete Reference Return to Summary

#### 28. Click on Qualification Details.



#### **Applicant Options**

New Search

 Last Search Results Click to view the results of your last search
 Change Password

My Applications

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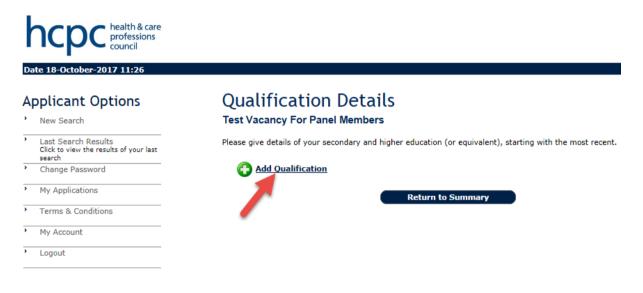
### Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	1
HCPC Registration - Profession and Modality	1
Conflicts of Interest	√
Other Business Interests	√
Significant Political Activity	√
Additional Questions	1
Employment Details	√
Reference Details	1
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required
Save for later Print Friendly Sum	mary

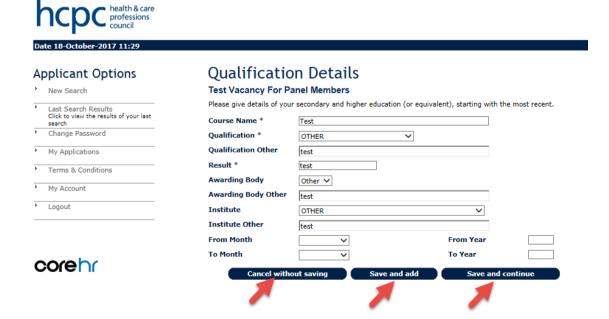
26

#### 29. This will take you to the Qualifications Details record. Click Add Qualification.



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30. This will allow you to add a qualification record. Once done, click on **Save and add** (where you can review / add your records) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section and entered all your qualifications. If your institution/awarding body is not listed, please select "other" from the dropdown menu and then enter the institution/awarding body's details in the text box provided.



#### 31. The next step is to click and complete the **Professional Bodies** record.



Date 20-February-2018 11:18

### **Applicant Options**

,	New Search
>	Last Search Results Click to view the results of your last search
>	Change Password
>	My Applications
>	Terms & Conditions
>	My Account
>	Logout



## Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	1
HCPC Registration - Profession and Modality	1
Conflicts of Interest	1
Other Business Interests	1
Significant Political Activity	√
Additional Questions	√
Employment Details	1
Reference Details	1
Qualification Details	√
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

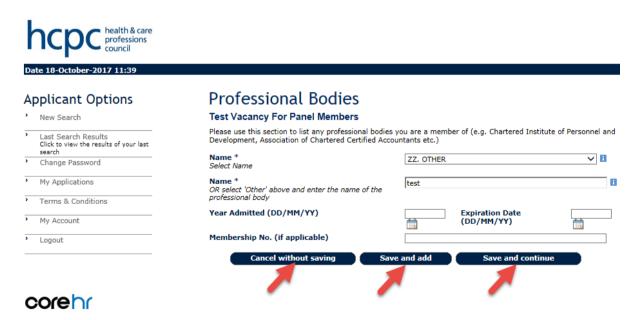
Save for later Print Friendly Summary

32. This will take you to the **Professional Bodies** record. Click **Add Membership** or **Section Not Applicable** if you are not registered with a Professional Body.



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33. Once done, click on **Save and add** (where you can review / add your records) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section and entered all your memberships.



34. The next step is to complete the **Reason for application** and **specific skills** questions. Each answer box has a character limit of 2000 characters. Please click on the **Reason for application** link to begin.



#### Date 20-February-2018 11:20

### Applicant Options

New Search

>	Last Search Results Click to view the results of your last search
>	Change Password
>	My Applications

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Terms & Conditions
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My Account
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Logout

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## Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	4
HCPC Registration - Profession and Modality	1
Conflicts of Interest	√
Other Business Interests	1
Significant Political Activity	√
Additional Questions	1
Employment Details	4
Reference Details	1
Qualification Details	√
Professional Bodies	1
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

35. Click on **Please click here to add your reason for application.** It is important that you refer to the guidance attached to the role before completing the following sections.

_	health & care professions council ate 18-October-2017 11:57	
A	pplicant Options	Reason for Application
*	New Search	Test Vacancy For Panel Members
>	Last Search Results Click to view the results of your last search	Please refer to the 'Information for Applicants' before completing this section.
>	Change Password	
>	My Applications	Return to Summary
>	Terms & Conditions	
>	My Account	
>	Logout	
_		

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36. Once complete, click on **Save** (where you can review your record) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section.



37. The next few steps are to complete the specific skills according to the role you are applying for. Please follow the same process as above.



### **Applicant Options**

- New Search
- Last Search Results Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout



## Your Application

Pm Test Vacancy - Do Not Apply

Section		Completed
Personal Details		1
HCPC Registration - Profession and Modality		1
Conflicts of Interest		1
Other Business Interests		√
Significant Political Activity		1
Additional Questions		1
Employment Details		√
Reference Details	Please note that the	1
Qualification Details	'specific skills' sections may vary	1
Professional Bodies	depending on the role	1
Reason for Application	you are applying for.	1
Assimilating and Clarifying Information		Required
Working with others		Required
Exercising judgement		Required
Possessing and Building Knowledge		Required
Managing work efficiently		Required
Communicating effectively		Required
Equality and Diversity Monitoring		Required
Final Declaration		Required
Save for lat	er Print Friendly Summary	

### 38. Click on Equality and Diversity Monitoring.



#### Applicant Options

New Search

>	Last Search Results Click to view the results of your last search

- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout

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### Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	1
HCPC Registration - Profession and Modality	1
Conflicts of Interest	1
Other Business Interests	1
Significant Political Activity	√
Additional Questions	√
Employment Details	1
Reference Details	1
Qualification Details	√
Professional Bodies	1
Reason for Application	1
Assimilating and Clarifying Information	1
Working with others	1
Exercising judgement	1
Possessing and Building Knowledge	1
Managing work efficiently	1
Communicating effectively	1
Equality and Diversity Monitoring	Required
Final Declaration	Required
Save for later Print Friendly Summary	

39. Click on **Equality and Diversity Monitoring** and complete this section. You can chose 'prefer not to say' for any section you wish not to disclose. You can select **Cancel without saving** or **Save and continue** in order to return to the summary page of your application.

#### hcpc health & care professions council

Applicant Options	Equality and Diver	sity Monitoring
New Search	Test Vacancy For Panel Member	· · · · · · · · · · · · · · · · · · ·
Last Search Results Click to view the results of your last search	by the criteria related to their duties of a	kforce. It is our policy and practise that all applicants will be determined only particular role. No applicant will be treated less favourably than another icity, marital or civic partnership status, parental status, religion or belief, sex
<ul> <li>Change Password</li> </ul>		
My Applications	inform any changes that may be needed	I data from all applicants to monitor our progress in promoting equality and to to our policies, practices and services; as well as for statutory monitoring s to meet our equality duties as a regulator body.
<ul> <li>Terms &amp; Conditions</li> </ul>	All personal information will be treated in	accordance with the principles of the Data Protection Act (1998), and the data
My Account	used for statistical monitoring will be ano identified. Your equal opportunities inform	nymised and published in a way that does not allow individuals to be nation will not form part of any selection or promotion process and will not be
> Logout		
		nable adjustments at interview or in the workplace, please request these ment) since information supplied on this page is used only for anonymised
corehr	Date of Birth (DD/MM/YYYY)	
	Gender *	Prefer not to say 🗸 🚹
	Marital Status *	
	Ethnic Origin *	
	Do you consider yourself to have a Disability? *	Prefer not to say 🗸 🚺
	Disability 1	$\checkmark$
	Disability 2	$\checkmark$
	Sexual Orientation *	
	Religion or Belief *	

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Member of the Travelling Comm Indicate if you are a member of the

#### 40. Click on Final Declaration.



#### **Applicant Options**

- New Search
- Last Search Results Click to view the results of your last search
- Change Password

My Applications

Terms & Conditions

My Account

Logout

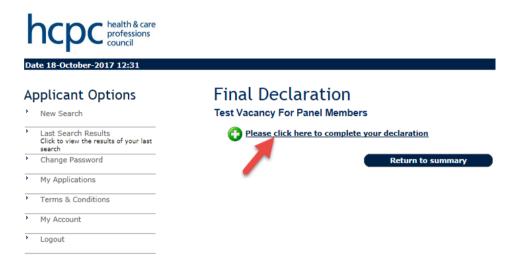
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## Your Application

Pm Test Vacancy - Do Not Apply

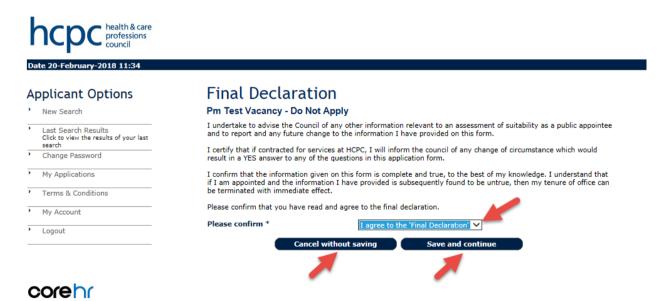
Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	1
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	1
Qualification Details	✓
Professional Bodies	1
Reason for Application	✓
Assimilating and Clarifying Information	1
Working with others	✓
Exercising judgement	1
Possessing and Building Knowledge	✓
Managing work efficiently	1
Communicating effectively	1
Equality and Diversity Monitoring	1
Final Declaration	Required
Save for later Print Friendly Su	mmary

41. Click on Please click here to complete your declaration.



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42. Read and accept the declaration by selecting 'I agree to the Final Declaration' from the drop down menu. You can click on **Cancel without saving** or **Save and continue** in order to return to the summary page of your application.



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43. Return to the summary page where all boxes should be ticked. In case any sections are unticked, return to these and complete all sections first. Only when **all** sections are completed, the accept **Terms and Conditions** box will become visible. Please review the **Terms and Conditions** and tick the box before submitting your application. Alternatively, you can click **Save for later** without submitting your application and / or **Print Friendly Summary** (which provides you with a printable overview of your application). Please note that for safety reasons the **Equality and Diversity Monitoring** questions will not appear when you print your application. Once you have checked your application, click on the **Submit** button when you are ready to submit your application.



### Applicant Options

•	New Search
>	Last Search Results Click to view the results of your last search
>	Change Password
>	My Applications
>	Terms & Conditions
>	My Account
>	Logout

### corehr

### Your Application

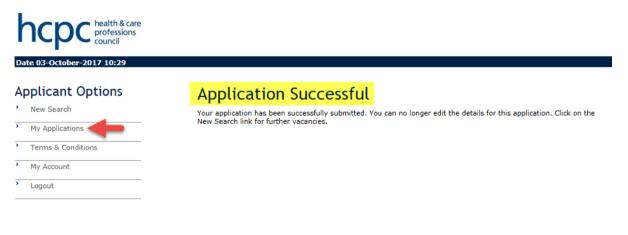
Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	1
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	✓
Working with others	✓
Exercising judgement	✓
Possessing and Building Knowledge	✓
Managing work efficiently	✓
Communicating effectively	✓
Equality and Diversity Monitoring	✓
Final Declaration	✓

By clicking on the checkbox you agree to the <u>Terms & Conditions</u> as outlined in the document 🗌 🕈



44. A message will be displayed on your screen confirming that you have successfully submitted your application. You will be able to view your application/s once submitted under the **My Applications** tab, but you can no longer amend your application.



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