

## **Appendix II**

### **Guide to Completion of Application Form**

Please read this guidance before completing your application. In addition you will need to familiarise yourself with the person specification(s) relating to each specialty and level to which you are applying. You will need to demonstrate how you meet the criteria contained within the person specification.

You must complete ALL mandatory sections of the application form, including the equal opportunities section, or you will be unable to submit your application.

You are advised to save your application on an ongoing basis. Once you have completed your form, you may wish to view and print this application before finally submitting.

You are advised to submit your application as soon as you have completed it as applications will not be accepted after 12 midday on Friday 18 January 2008.

Once you have submitted your form, you will receive an email confirming the receipt of application and the post to which you have applied.

#### **1. Equal Opportunities**

This is a mandatory section of the application form and must be completed.

#### **2. Personal Information**

Please ensure your full name is the same as that registered with the General Medical Council.

Please note that in some specialties it may be necessary to have access to a car, or a form of transport which will enable you to undertake the duties of this post.

#### **3. Qualifications**

Please ensure ALL qualifications are detailed. This may include degrees prior to medical school, intercalated degrees and qualifications obtained following medical school.

Membership exams should also be included and if you have sat an exam and are awaiting the outcome, this can be detailed in the additional qualifications section and it may demonstrate commitment to the specialty.

#### **4. GMC Registration**

If you do not currently hold registration but are eligible, please quote your GMC reference number.

## **5. Achievement of Competencies**

All specialties require you to have achieved foundation competencies as a minimum. If you are not applying directly from foundation, please indicate what evidence you will provide to demonstrate that you have gained these competencies.

## **6. Clinical Experience**

Please use this section to highlight your clinical experience within the specialty as evidenced in your portfolio. Details of all courses attended since graduation and all audits completed with dates of completion should be provided.

## **7. Academic Achievements**

Please list all research projects, publications and presentations in the relevant sections. You must specifically identify those publications which have appeared in peer reviewed journals.

Prizes and scholarships at both undergraduate and postgraduate level and any research grants awarded should be detailed.

## **8. Employment History**

Please indicate your next appointment if the post you are currently occupying ceases prior to August 2008.

You will be required to provide an explanation of any gaps in your employment history.

## **9. Personal Statement**

Please use this section to provide additional information to support your application. *You should use this as an opportunity to demonstrate your commitment to the specialty of your choice and the reasons why you would like to work in Northern Ireland.*

The person specification should help you in completing this section of the application form.

## **10. Declarations**

Please note that details of all charges, including minor motoring offences should be disclosed.

You must confirm all periods of sickness/absence over the past three years.

If you have a disability, you should indicate this to help facilitate your interview and to assist your employer in making any reasonable adjustments to support your disability.

On the day of interview, you will be required to sign the declaration section of the form.

## **11. Immigration Information**

All applicants must complete the immigration section. If you are not a UK or EEA national you must state whether or not you require a work permit. If you do not require a work permit you must indicate the reason why.

Work permit holders will not be eligible, unless there are no suitable UK or EEA national candidates.

## **12. Language Skills**

If your undergraduate training was not taught in English and you do not have a current International English Language Testing System (IELTS) certificate at the appropriate levels, you will be required to cite other evidence of your English language skills (e.g. you have worked in the UK).

Details of your IELTS scores, in accordance with the person specification, must be provided.