Dental SHO posts in HDS and OMFS units

commencing August 2012

Application Guide
Section 1

Important Information

Your Application: Your Responsibility

Dental SHO Training Posts in HDS and OMFS Units in Scotland

Dental SHO Posts Available for 2012’s Entry

Dental SHO Recruitment Process 2012
Important - please note the following

Established as a Special Health Board in 1 April 2002, NES is responsible for managing education, training and lifelong learning in NHSScotland. The role of NES is to manage the application and recruitment and selection process of applicants to Dental SHO training posts in Scotland in partnership with NHS Scotland Health Boards.

An offer of a placement in a post does not constitute an offer of employment in a specific post.

Employment offers are the responsibility of the employing NHSScotland Health Board which will issue the Contract of Employment once the appropriate pre-employment checks have been carried out. The initial placement(s) and rotas in the post will also be confirmed by the employing Health Board.

Good luck with your application and best wishes for your future career!

Your application: your responsibility

The application process is dependent on you completing your application to the posts / schemes comprehensively. Getting it right is an important part of maximising your chances in achieving entry to your preferred training scheme / post. Therefore please spend some time reading this guide. You are reminded that your application is yours and, as such, should be completed by you alone.

It is also your responsibility to retain a final paper/electronic copy of your application prior to submitting it.

This guide has been produced to assist all applicants who are taking part in the Application and Recruitment process for Dental SHO training posts within the HDS and/or OMFS units in Scotland for August 2012 entry.

Please note: Plagiarism will not be tolerated
Dental SHO Training Posts in HDS and OMFS Units in Scotland

Dental SHO Posts Available for 2012’s Entry

The following Dental SHO posts within the HDS are available commencing in August 2012:

- Dundee Dental Hospital
- Glasgow Dental Hospital and School
- Edinburgh Dental Institute
- Aberdeen Dental Hospital and School

The above posts offer excellent basic training in a range of dental specialties.

In addition a number of Dental SHO posts are available in OMFS units as follows:

- Southern General Hospital, Glasgow - Oral & Maxillofacial Surgery
- Monklands Hospital, Airdrie - Oral & Maxillofacial Surgery/Orthodontics
- Crosshouse Hospital, Kilmarnock - Oral & Maxillofacial Surgery/Orthodontics/Restorative Dentistry
- Ninewells Hospital, Dundee – Oral & Maxillofacial Surgery
- Falkirk and District Royal Infirmary - Oral & Maxillofacial Surgery
- Queen Margaret Hospital, Dunfermline – Oral & Maxillofacial Surgery
- St John’s Hospital, Livingston - Oral & Maxillofacial Surgery
- Aberdeen Royal Infirmary - Oral & Maxillofacial Surgery

The approximate number of posts in each hospital will be available in January 2012. This information will be available on our website on:

Dental SHO Training Posts in HDS and OMFS Units in Scotland

Dental SHO (posts in HDS and OMFS units)
Recruitment Process 2012 - Overview

The process has been developed over a period of time with the aim of having one standardised assessment: an online application, long-listing, short-listing, an interview, clinical scenarios and portfolio assessment process.

If you are intending to apply for Dental SHO posts within the HDS and/or OMFS units, you will find all the relevant information and guidance on our website, as well as the link to make your application:

The website has been designed to help dentists who want to train for Dental SHO (HDS or OMFS) posts to identify the available opportunities, make informed judgements about where they wish to train and guide them through the application system. This website will be the central source of information regarding the Dental SHO recruitment process for the duration of recruitment and selection, therefore you are advised to refer to this on a regular basis.

If you are applying for both sets of Dental SHO posts i.e. posts within the HDS and OMFS units, you are required to complete only one single application form. If successful, you will be invited to attend a single interview process and will be asked to rank your individual preferences within the available Dental SHO posts. You will receive an individual score for your Dental SHO post within the HDS and an individual score for your Dental SHO posts within the OMFS units. Based on your individual scores, you will be matched to your preferences.
Section 2

Application Information
Eligibility Criteria
GDC Registration
Immigration Legislation and Information
Applicants with Disability
How to Apply for Dental SHO Posts in HDS and/or OMFS Units
Application Information
Applicant Information

Eligibility Criteria

Please check the person specification at:

Please note that applicants should be on target for satisfactory completion of Dental Foundation Programme or equivalent by 31/07/2012.

GDC Registration

To be eligible to apply for specialty training as a minimum you will have to be eligible to apply for or hold temporary registration with the GDC. Candidates are advised to contact the GDC directly regarding any queries pertinent to registering with the GDC.

www.gdc-uk.org
Applicant Information

Immigration Legislation and Information

ALL candidates are required to submit copies of proof of identity and immigration status by the closing date for applications. The closing date is 12 noon on 19 January 2012. This includes those who are UK citizens. Evidence of immigration status should normally consist of a date stamped passport and accompanying letter from the Home Office. You are required to scan and e-mail your supporting documents to:

dental.recruitment@nes.scot.nhs.uk

With the introduction of the Points Based System for immigration by the UK Border Agency (UKBA), prospective applicants must ensure that they are aware of the changes in legislation and how this may impact on their eligibility to be considered for training posts if they are non-UK or non-EEA Nationals.

Please see the following link for further information:

Home Office UK Border Agency
www.ukba.homeoffice.gov.uk/visas-immigration/working/

Dental Recruitment will be checking immigration status, eligibility to work in the UK, as well as confirmation of identity. If you are invited to interview you will be required to bring the originals of evidence of your immigration status with you to present to the Recruitment team.

Failure to provide the required proof of immigration status will result in the application being ineligible.

Please note, should we receive notification of any new legislation set down by the UKBA/Home Office which may impact on any of our applicants, between recruitment opening and offers being issued we will communicate this on our website:

Applicant Information

Impact of Immigration Changes

We encourage all applicants who are NOT UK citizens to contact us for individual advice on the recruitment process at:

dental.recruitment@nes.scot.nhs.uk

This will allow us to advise you on the recruitment process on an individual basis. This includes those who are EEA Nationals.

We can only offer advice if your immigration query relates to your training place. If you have completed your training and are looking for employment you should always contact the UK Border Agency for further information.

Overseas candidates wishing to apply who would require Sponsorship can self-assess the likelihood of obtaining a Certificate of Sponsorship for the post on the UKBA website.

Please note: All offers of employment will be subject to you obtaining the right to work in the UK without restriction by the start of the training period on 1 August 2012.

Information is requested on immigration status to ensure that all applicants are eligible to work in the UK prior to commencement of the training programme. This information will not be used in the recruitment and selection process, it will be retained separately by the Dental Recruitment team and will be referred to only when matching to a post takes place.

If you have any concerns about this section of the application form, please contact us on:

dental.recruitment@nes.scot.nhs.uk
Applicant Information

Applicants with a Disability

Positive About Disabled People
NHSScotland is ‘Positive About Disabled People’, and as such we provide job opportunities for disabled people. Please be advised the information you provide in your application will not be used to inform any recruitment and selection outcomes.

Information is requested under the ‘Disability’ section of the online application form. Although completing this section is entirely optional, it would be extremely useful for us to have this information, as it will assist us in making any reasonable adjustments for you through the recruitment process.

Please note this information will not be shared with any prospective employers during the recruitment process. It would only be shared provided your consent had been given on the application form, once a post has been obtained, to ensure that any necessary arrangements / adjustments can be made.

Equal Opportunities Form

Please note that all details on this form will remain totally anonymous and will not be made available to selection panels. We want to ensure that there are no barriers to joining our workforce and that our processes are fully inclusive. One way we can ensure this is to analyse all the data provided in this section and ensure that training opportunities are being accessed by as wide a community as possible.

The equal opportunities monitoring form will be detached from the rest of the online application and will be used for monitoring purposes only.
How to apply for Dental SHO posts in HDS and or OMFS units

Application Information

In order to apply for any of the above posts you are required to:

- access the on-line recruitment system at the link provided below
- complete and submit an online application form by the closing date via the online recruitment system
- submit the requested supporting documentation by the closing date by scanning the documents and e-mailing them to dental.recruitment@nes.scot.nhs.uk

https://www.scotmt.scot.nhs.uk/DentalSHO/

The link to the online recruitment system will be activated when the application process opens on 5 January 2012. You will be asked initially to create an account which then enables you to enter the site and key in your application details. On account creation, an email will be sent to you to confirm your email address and activate your account.

Dentists without full GDC registration may create accounts for the purposes of applying for Dental SHO posts. Please follow instructions carefully on the 'account creation' page. Those specifying that they have graduated from one of the GDC's ‘approved overseas’ schools will be asked to prove this at the long-listing stage of the recruitment process.

Please note, if you are applying for only Dental SHO posts you are required to click on the “SHO only” option when completing your application. Similarly, if you are applying for only Dental SHO posts within OMFS units you are required to click on the “OMFS only” option. If you are applying for both sets of posts then you are required to select the “SHO & OMFS” option.

You are advised to carefully consider your options before you complete your application form. Please select the appropriate option (SHO only, OMFS only or both SHO & OMFS) depending on the posts you are interested in.

Once you are logged onto the online recruitment system, please click on the 'Edit' button, and proceed to edit the sections of your application.
How to apply for Dental SHO posts in HDS and or OMFS units

Application Information

If you do not have immediate access to the internet, or are unable to complete an application form for any reason, or you have any other queries or concerns about the application form process, please contact us by 17 January 2012, two days prior to the closing date on dental.recruitment@nes.scot.nhs.uk

If you are a MAC user, the online recruitment system has been tested and is “MAC-friendly”. However, should you experience any difficulties in completing the application form, please contact dental.recruitment@nes.scot.nhs.uk

All other users are asked to contact dental.recruitment@nes.scot.nhs.uk in the first instance, if experiencing any technical difficulties.

Saving Information on the Form

You can save as you go, enabling you to log in and out as often as you like whilst updating your application form. All updates are saved whenever you click on the ‘Save’ button. If you have made a mistake, just type over it. The online recruitment system auto-saves the data every time you move between form sections but does not auto-save at timed intervals. For security reasons, the online recruitment system will automatically log you out if you have not used your computer for over 15 minutes. Please ensure you save your application regularly.

Once you are happy with the information you have typed into each section of the form these should be signed, and when your application form is fully completed press SUBMIT. **Please note, once you have submitted your application you will not be allowed to edit any information in your application form therefore you are advised to check your application form prior to submitting it.**

Please ensure you press the SUBMIT button before the closing date, which is 12 noon on 19 January 2012.

Once you have pressed submit a pop up message will appear on the screen to confirm that you have successfully submitted your application, you will also be sent an email to confirm this. If you do not see a pop up message on the screen you have not submitted your application form. Please ensure you have completed all of the application form and try to submit again. If you experience further problems submitting your application form please contact the Dental Recruitment team on dental.recruitment@nes.scot.nhs.uk

Remember

You have not applied for Dental SHO post until each section of your application has been signed and your application submitted online and your supporting documents have been e-mailed to dental.recruitment@nes.scot.nhs.uk.
How to apply for Dental SHO posts in HDS and or OMFS units

The application form must be completed in FULL. Many fields are mandatory and are denoted by an asterisk *. Please take time and care in completing the application form. ALL candidates should read the questions on the form carefully.

To help you complete the online application form, you should take the time to read and consider the person specification, programme descriptors and other relevant documents on the website


The information in each programme descriptor should help you decide which post you wish to apply for and what each of the schemes involves. If you have any questions regarding a specific scheme and its components, please contact the relevant HR/NES contact listed on each programme descriptor.

If you have any queries about completing the application form please e-mail us by 17 January 2012 at
dental.recruitment@nes.scot.nhs.uk
by 18 January 2011.

How to apply for Dental SHO posts in HDS and or OMFS units

Personal Details:

- We may need to contact you during the recruitment process, please provide a valid contact email address and telephone number. Please note that majority of the correspondence will be issued via e-mail.

- Please ensure you provide an address from which you will collect mail until August 2012. You must notify us of any changes to your name or address.

Other Personal Details:

Please provide your GDC number, which will be confirmed with the GDC. If you do not have full GDC registration, please leave the space blank. If you have graduated outside the UK, we will check with the GDC (during long-listing) whether your university and qualifications are recognised by the GDC.

If you require Tier 2 Sponsorship to undertake employment in the UK, you will be required to provide evidence that the language of instruction and examination of your degree was in English or that you have recently taken an appropriate English examination in an English-speaking country. You will be required to demonstrate you have the necessary knowledge of English for example by having an original IELTS certificate at the specified level as per the Home Office regulations.

You will be required to bring evidence (evidence of undergraduate training in English or evidence of an appropriate English Examination) with you to the interview.
How to apply for Dental SHO posts in HDS and or OMFS units

Confirmation of Identity and Immigration Status

All candidates are required to submit proof of identity and immigration status. This includes those who are UK citizens. Failure to provide the required proof of identity and immigration status by the closing date of the applications (19 January 2012) will result in the application being ineligible.

Identity:

All applicants are required to send us either one copy of ID and two copies to evidence proof of address or two copies of ID and one copy of proof of address. Please refer to Appendix A for a list of all acceptable photographic and non-photographic forms of ID. One copy of ID must be a photographic ID which must include a copy of the passport (and any relevant pages such as visa etc).

Immigration Status:

Evidence of your immigration status includes:

- Passport (personal details)
- Visa (if applicable)
- Letter/s from the Home Office/Work Permits UK/Visa UK/Immigration & Nationality Directorate (if applicable)

If you have stated that you require Tier 2 Sponsorship to legally work in the United Kingdom (UK) or you are a non-UK or EEA national, you will also be required to provide your VISA and Home Office/UK Borders Agency supporting documentation. Please note, the stamp in your passport must be accompanied by any supporting documents issued by the Home Office or UKBA.

You must also be aware of the criteria of obtaining Tier 2 Sponsorship as stipulated by the Home Office.
How to apply for Dental SHO posts in HDS and or OMFS units

Spousal Status
If you have spousal status and your spouse is the lead applicant, please note we require evidence of your name as dependant on the documentation you provide. We have been advised to request sighting of the original stamp in passports confirming immigration status and if invited to interview, you are required to bring this with you.

Please remember to submit copies of your spouse’s documents as part of your application (copy of spouse’s passport, visa and a copy of your marriage certificate) to dental.recruitment@nes.scot.nhs.uk by the closing date of 12 noon on 19 January 2012.

English Language Skills
Please note, if you require Tier 2 Sponsorship to undertake employment in the UK you must be aware of the English Language requirements as stipulated by the Home Office. It is your responsibility to ensure that you meet these requirements. Please refer to Person Specification for English language criteria.

You are required to demonstrate skills in written and spoken English evidenced by one of the following:
- Undergraduate qualification undertaken in English; or
- IELTS test

If you believe that you have adequate communication skills but do not fit into one of these examples you must provide supporting evidence. Proof of the above e.g. degree certificate or English Language Certificate must be e-mailed to dental.recruitment@nes.scot.nhs.uk by the closing date of 12 noon on 19 January 2012.

Non UK nationals should ensure that they are aware of recent changes to the immigration rules for Postgraduate Dentists. For further information on how this may affect your application or for any other queries regarding your Immigration status and entitlement to undertake employment in the UK, please visit the Home Office's website on www.homeoffice.gov.uk or contact the Home Office's Immigration and Nationality Enquiry Bureau, by telephone 0870 606 7766 or by email: indpublicenquiries@ind.homeoffice.gsi.gov.uk
How to apply for Dental SHO posts in HDS and or OMFS units

Sections 1 to 8

Your answers to these questions will be taken into account by the shortlisting panel when determining whether or not you will be invited to interview, please provide clear and full answers. Please use your own words and draw from your own experiences as you will be questioned further at interview. Please complete all questions to the best of your knowledge.

Please be aware that if any part of this application is not fully completed your application may not be put forward for short-listing

Candidates should be aware that plagiarism will not be tolerated. Where there is any concern surrounding the authenticity of an answer the panel reserve the right to further investigate this matter.

You will be required to bring with you to your interview the originals plus two copies of each document and evidence of competencies to support statements made on your application form and to prove that you have achieved the required competences. You should start to think now about what evidence you may want to take with you.
How to apply for Dental SHO posts in HDS and or OMFS units

Section 1: Qualifications
You are required to demonstrate that your dental qualification is primary registerable with the GDC.

Please include qualifications obtained at time of application. When completing this section, please remember you will be required to bring evidence of these qualifications to interview, i.e. original documents. If these are unavailable, then you must provide other attestation.

If you are a Non-EEA national, please state if you have or have not obtained Part 1 and/or Part 2 of the Overseas Registration Examination (ORE) / International Qualifying Examination (IQE) or the date that you are due to sit the Overseas Registration Examination (ORE) / International Qualifying Examination (IQE).

Section 2: Details of current / most recent post
Please include details of whether your current/most recent post is/was part of a Dental Foundation programme.

Acronyms
VT – Vocational Training
DF2 – Dental Foundation (year 1 VT; year 2 HDS / SDS)
LDFT – Longitudinal Dental Foundation
DF1 – Dental Foundation (year 1 HDS; year 2 VT)
SHO OMFS – Senior House Officer in an Oral Maxillofacial Unit
SHO – Senior House Officer
HDS – Hospital Dental Service
CPD – Continuing Professional Development

Section 3: Other posts held since graduation from Dental School
Please list in reverse chronological order starting with the most recent, and provide reasons for any gaps in employment. Please also include a brief summary of your role. If there are any gaps in your career, please provide an explanation for these gaps. If the post mentioned was not full time please state how many sessions (half days) you worked per week.

Please make sure the dates and duration of post are accurate, that you give the proper job titles, the full employer’s name and address.
How to apply for Dental SHO posts in 
HDS and or OMFS units

Section 3a: SHO experience if more than two years
If you will have already undertaken two or more years as a Dental SHO by August 2011, please provide 
justification for further training, in no more than two hundred words. Please note, if the justification 
provided is not adequate, you will be placed on the reserve list and will not be matched to a 
post until the pool of appointable candidates is exhausted.

Section 4: Audit experience
Detail your experience of audit (clinical review, quality improvement) and explain your role within 
the process. Please also describe the clinical relevance of the standards in one of the audits you have 
listed above and explain how a useful outcome was or might have been reached. If you have no audit 
experience please state this on the application form.

Section 5: Research experience
Detail your involvement in research and explain your role in the project(s) in which you have taken 
part. Include undergraduate and postgraduate experience where appropriate. Using your experience, 
please also explain the purpose of research in dentistry and how you might judge the reliability of 
presented findings. If you have no research experience please state this on the application form.

Section 6: Presentations
List any oral or poster presentations. Presentations may include undergraduate projects and 
postgraduate work and need not necessarily involve research projects in which you have been 
involved. Please state whether the presentation was at a workplace, national conference, international 
conference etc. If you have no presentation experience please state this on the application form.

Section 7: Personal statement in support of your application
This is one of the most important parts of the application form. Here, you can tell us why you 
are applying. As this is an extremely competitive process, you are advised to pay particular attention 
to this section of the application form. Please refer to the person specification whilst completing this 
section. Please ensure that you have given full details of: your experience; what skills you would bring 
to the new position; reasons why you should be offered a post; your achievements and any courses 
attended which might be relevant to your application etc.

Remember to pay attention to content, grammar and presentation of your personal 
statement as these will be assessed at shortlisting.
How to apply for Dental SHO posts in HDS and or OMFS units

Section 8: References
You need to provide three references from supervisors who can comment on your recent knowledge, skills and progress. Once referee must be your current clinical or educational supervisor (even if you have only been working with them for a short time) and the other two should be your previous supervisors. You are required to bring the references to the selection centre. NES will not contact referees on your behalf.

It is your responsibility to request references from your referees and bring the originals to interview. We strongly advise you to contact your referee upon submitting your application to ensure the referees are given sufficient time to return the references to you. The referees have been advised to return the structured reference form to you in a sealed envelope.

The structured reference form is available on

Please note the following:

- The first referee should be from your current/ most recent post.
- References must be provided using the structured reference form. References in other formats will not be accepted.
- Your referees must be able to comment on your clinical ability
- Identify referees who are able to comment on your skills, abilities and knowledge and who may offer opinion on your suitability for the post. You should not use family members and friends.
- It is a requirement to verify a minimum of three years of previous employment and a period which covers at least two positions with separate employers. It is your responsibility to ensure that your references cover a period of three years.
- **References must be brought to the selection centre, fully signed, stamped and dated.**
How to apply for Dental SHO posts in HDS and or OMFS units

**Section 9: Disability**

NHSScotland is “Positive about disabled people”, and as such we provide job opportunities for disabled people. NHS Scotland operates a Job Interview Guarantee (JIG), which means that if you have a disability, and meet the minimum criteria outlined within the person specification, you will be guaranteed an interview. Please be advised the information you provide will not be used to inform any recruitment and selection outcomes.

Information is requested under the “Disability” section of the online application form. Although completing this section is entirely optional it would be extremely useful as this will not only assist in making any reasonable adjustments through the recruitment process, but will also be useful in providing the required support once a post has been obtained. This information will not be shared with interviewers or prospective employers prior to appointment without your consent.

**Section 10: Declaration**

There are a number of mandatory sub-sections regarding safer pre-employment checks which we ask you to complete. Please read this section carefully, before completing it.

If you hold a full and current driving licence valid for driving in the UK you are required to evidence this by providing a copy of your driving licence to

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dental.recruitment@nes.scot.nhs.uk
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by the closing date of 12 noon on 19 January 2012. *If you do not have a vehicle for work purposes, then you are required to state your intended alternative mode of transport (Please provide a signed and dated declaration outlining your alternative mode of transport).*

If you have any concerns about the declaration section of the application form, please contact us on

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dental.recruitment@nes.scot.nhs.uk
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How to apply for Dental SHO posts in HDS and or OMFS units

Section 11: Supporting Documentation
All applicants are required to submit copies of proof of their identity, immigration status and qualifications achieved (full details on supporting documents is available at the end of this document). You are required to scan the documents and e-mail these to
dental.recruitment@nes.scot.nhs.uk
by the closing date of 12 noon on 19 January 2012. If you are unable to e-mail your supporting documentation, please contact us on
dental.recruitment@nes.scot.nhs.uk immediately.

Summary of the Documentation Required:
1. Two copies of Photographic Identification and one copy of proof of Address document or One copy of Photographic Identification and two copies of proof of Address documents
2. A copy of passport (it is essential you provide copies of your passport’s front page and any pages containing your personal details) and evidence of your immigration status if you are a non UK / EEA national
3. Evidence of your name as a dependent on the documentation, i.e. UK Borders Agency supporting documentation (only if you have spouse status)
4. A copy of full and current driving licence valid for driving in the UK or A copy of a signed and dated declaration outlining your alternative mode of transport (if applying for a post in OMFS units)
5. A copy of Degree Certificate and any other qualifications mentioned in the application form
6. A copy of the GDC registration / membership certificate
7. A copy of Overseas Registration Examination (ORE) Certificate or International Qualifying Examination (IQE) Certificate (if applicable and already obtained)
8. Evidence of English language competency if degree obtained out with the UK.
How to apply for Dental SHO posts in HDS and or OMFS units

Equal Opportunities Monitoring Form
Please note that all details on this will remain totally anonymous and will not be made available to the selection panel. We want to ensure that there are no barriers to joining our workforce and to be as fully inclusive as possible. One way we can ensure this is to analyse all the data provided in this section and ensure that training opportunities are being accessed by as wide a community as possible. The equal opportunities monitoring form will be detached from the rest of the online application and will be used for monitoring purposes only.

Completed Application
A complete application will comprise of the following being completed by the closing date:

- Application form completed and submitted via the online recruitment system
- Supporting documentation e-mailed to dental.recruitment@nes.scot.nhs.uk

The closing date is 12 noon on 19 January 2012.

Please be advised, it is the applicant’s responsibility to ensure that all relevant documentation is received by the Dental Recruitment team by 12 noon on 19 January 2012. Failure to do this will result in the application being ineligible.

Please note that once you have submitted your application form you will no longer be able to update or edit the details within your application form therefore you are advised to check your application form prior to submitting it.
Section 3

The Long-listing and Short-listing Process
- Long-listing
- Short-listing

The Interview Process
- Dates and Location
- Supporting Documents
- Interview Format
- Preference Form
- Interview Expenses
- Feedback on Application and Interview Performance
The Long-listing and Short-listing Process

Long-listing:
The Dental Recruitment team will check that applications meet the requirements and essential criteria outlined in the Person Specification.

Short-listing:
Short-listing will take place from 6 February 2012 onwards.

At short-listing applications are scored based on the criteria outlined in the Person Specification. The Person Specification is available on the link given below:


The short-listing process is anonymous and individuals who do not possess all the essential criteria will not be short-listed.
The Selection Centre

If you have been short-listed and invited to the selection centre, you will be notified via email by the Dental Recruitment team advising you of your interview time and date. **You are advised to check your emails on a regular basis.**

The number of applicants invited to the selection centre will be dependent on the number of interview slots available and the rank allocated according to your specific short-listing score. If you are shortlisted but have not been invited to the selection centre due to unavailability of interview slots, you will be placed on a reserve list in rank order and you will be emailed this by the Dental recruitment team advising you of the same. If interview slots become available, you will be invited to the selection centre depending on your rank.

If you are placed on the reserve list, you are advised to keep yourself available for the interviews and check your emails regularly as it is likely that you may be invited to interview at short notice.
The Interview Process

Dates and Locations
The selection centre will take place in Edinburgh on the **29 and 30 March 2012** at the Clinical Skills and Assessment Centre (CSAC), Western General Hospital, Edinburgh. If you are offered an interview, the recruitment team will contact you by email to invite you. You will not be allowed to pick your own interview time and date.

The email address you have provided on your application form will be used by the Dental Recruitment team so please ensure the email address is valid. You will also be given a deadline by which to respond to the e-mail (usually 48 hours), if you have not responded to that e-mail within the time allowed, the interview offer will be withdrawn and offered to the next ranked applicant.

Please be advised, it will not be possible to make alternative interview dates or timings once they are fixed. You should also inform us **without delay** if you are unable to attend at the selection centre to which you have been invited and which you have accepted.

It is likely that the interview slot allocated to you, may be re-scheduled depending on the availability of the interview slots and you will be advised of this by email / telephone.

If you are not invited to the selection centre but are short-listed, you will also be e-mailed to confirm this. We cannot give a specific timescale for this as it will depend on how quickly interview offers are accepted and confirmed.

Candidates are responsible for arranging their own accommodation and transport, for the interview.

Some suggested websites for travel and accommodation include:

- [www.rail.co.uk](http://www.rail.co.uk) – Rail travel timetables within the UK
- [www.visitscotland.com](http://www.visitscotland.com) – Scotland tourist information for accommodation
- [www.flybmi.co.uk](http://www.flybmi.co.uk) – Flight information within the UK
- [www.easyjet.com](http://www.easyjet.com) – Flight information within the UK
- [www.ryanair.com](http://www.ryanair.com) – Flight information from Ireland
- [www.multimap.co.uk](http://www.multimap.co.uk) – To access precise travel directions, using postcode of destination.
The Interview Process

Supporting Documentation (important information)

In addition to the required documentation to support any statements made in your application, it is mandatory that you also bring the originals of the following documents to the interviews you are invited to attend. Additional documents may be required under certain circumstances, but if this is the case you will informed of this when invited to attend an interview:

All Applicants:

- Original proof of identity. Please note, only a passport will be accepted
- Two documents to provide evidence of address
- Your GDC certificate (original plus two copies) / evidence of eligibility for registration.
- Evidence of all qualifications listed on your application form, including official translations if the original is not in English
- Verified evidence or proof of competences cited on your application form
- Evidence of eligibility to take up employment in the UK, including evidence of immigration status (stamp in the passport but supporting documents issued by the Home Office / UKBA) if a non-UK/EEA national, or appropriate passport, birth certificate or naturalisation papers for UK/EEA nationals
- Evidence of eligibility to take up employment in the UK (for Bulgarian and Romanian nationals) including evidence of immigration status (stamp in the passport but supporting documents issued by the Home Office / UKBA)
- Portfolios (hard copy only). Electronic copies of portfolios will not be accepted.
- Evidence of English language competency
- Three References

Applicants who require Tier 2 Sponsorship/work permit to undertake employment in the UK (additional documents):

- Three months bank statements to provide evidence of availability of maintenance funds
- A copy of English Language Test Certificate (if already obtained)
  or
- A copy of Degree Certificate to provide evidence that your degree is equivalent to a United Kingdom bachelor’s degree or above

If you require Tier 2 visa/work permit you must be aware of the criteria of obtaining a Tier 2 visa/work permit as stipulated by the Home Office.
The Interview Process

Supporting Documentation (important information)

Portfolios

You are required to bring to the selection centre a hard copy of your CPD Portfolio.

If you are applying straight from Dental Foundation Programme, you will already be familiar with the concept of keeping a portfolio (or collection) of evidence of your progression. You will be able to use this as evidence by bringing summary print-out from your e-Portfolio supplemented with any additional information. Those who are not applying direct from training programmes will need to compile a folder of evidence.

Your portfolio should include:

- Evidence of core CPD (continuing professional development) activity as required by the GDC and other verifiable/ non-verifiable CPD, e.g., courses and scientific meetings attended in the past two years. (Please check GDC website for more details)
  
  www.gdc-uk.org

- Evidence of involvement in audit/ clinical review and research projects (if applicable)
- Evidence of local, national or international presentations (if applicable)
- Clinical papers you have published (if applicable)
- Evidence of involvement in clinical assessment (LEPS/ DOPS), patient assessment questionnaires (PAQs), workplace assessments e.g., Multi-source feedback (MSF).
- Anonymous clinical log/ case presentations (must be signed by your clinical supervisor)
- Critical incident analysis (reflective commentary on some challenging clinical situations and how they affected the outcome).

Please note the following:

- The portfolio should come with internal verification to confirm the authenticity of your work, i.e. the signature of your Clinical Manager/ Lead clinician or Practice Principal.
- It should be well presented typed/ printed or legibly hand written.
- **Portfolios must be presented as hard copies. Electronic copies will not be accepted.**

Please do not include patient details.
The Interview Process

Selection Centre Format

The selection centre process for Dental SHO posts in HDS and OMFS units is combined. Irrespective of whether you are applying for HDS or OMFS or both posts you will be required to attend a 25 minute face to face interview and three 10 minute clinical scenarios.

If you are applying for both sets of posts i.e. posts in HDS and OMFS units you will not be required to attend two interviews. You will be allocated to a panel which will consist of an HDS and an OMFS representative.

Interviews – Dental SHO posts in HDS
One 25 minute interview slot, structured questions based on domains in the application form and Person Specification, plus two x 10 minute basic dental skills clinical scenarios and one x 10 minute practical assessment

Interviews – Dental SHO posts in OMFS units
One 25 minute interview slot, structured questions based on domains in the application form and Person Specification, plus two x 10 minute basic dental skills clinical scenarios and one x 10 minute practical assessment

Interviews – Both sets of posts (HDS and OMFS)
One 25 minute interview slot, structured questions based on domains in the application form and Person Specification, plus two x 10 minute basic dental skills clinical scenarios and one x 10 minute practical assessment

Please note that this year one of the three clinical scenarios may be a practical assessment.
The Interview Process

Preference form

If you are shortlisted for interview, you will be invited to rank your preferences for the Dental SHO posts in HDS and OMFS units by logging into the online recruitment system (using your username and password). As the Dental SHO recruitment process is combined, you will be required to rank both sets of posts (if you are interested in both posts) in one list. Candidates will be able to choose from all available Dental SHO posts in Scotland and will be asked to rank their choices in order of preference.

Interview panels will not have access to this information and will only be advised if you are applying for Dental SHO posts in HDS and or OMFS units.

If you do not wish to undertake a particular post in a hospital / region, then you should not rank it. By ranking a specific post, you are stating that you would be prepared to undertake the post in that specific hospital / region if none of your other preferences are available to you. It is important that you think carefully about this before completing the form.

If you are applying for Dental SHO posts within the HDS only then you will be allowed to rank up to four preferences, if you are applying for Dental SHO posts in OMFS units only, then you will be allowed to rank up to eight preferences and if you are applying for both sets of posts then you will be allowed to rank up to 12 preferences in total. This preference form will be based on the options you have selected whilst making your application – SHO only or OMFS only or both SHO & OMFS.

★ Please read the programme descriptors available on our website to help facilitate your decision-making.

The closing date for submitting your online preference form is 12 noon on 2 April 2012.
The Interview Process

Preference form

If you have saved your online preference form prior to the selection centre, the information provided on your scheme choice will not made available to the appointment committee prior to interview. The closing date for submitting your online preference form is **12 noon on 2 April 2012**.

**You must ensure that you have saved the preference form as a final list before the deadline. Once the deadline has passed you will not be able to alter the form, therefore please consider your choices carefully and make sure you have put the schemes in your preferred order. You should be willing to accept a job, if offered, from any of these schemes.**

Please note that information on specific rotations within HDS and OMFS units will not be available until you have accepted the post. This is not taken into account on the preference form or in the matching process. The rotations are the responsibility of the consultants and tutors within the HDS and OMFS units and this information will be communicated to you prior to commencement of the training programme. We recommend you contact the hospitals you wish to rank on your preference form for more detailed information on specific posts. Please also, refer to the programme descriptors available on our website prior to ranking your preferences.
The Interview Process

How to claim interview expenses

Expense claim forms will be provided on the day of interviews.

Expense claim forms must be submitted no later than three months following the interviews. Please remember to keep a copy of any expense claim you submit as well as a note of when and to whom you have sent this to. You must submit proof of expenses, claims without any evidence will not be processed.

Please note, first class travel will not be reimbursed and candidates are advised to find the most timely and cost effective method of travel. For those candidates travelling from outside the UK, reimbursement will only be made from the point of entry to Scotland.

Please note, your expense claims will be processed after the recruitment process is complete. If you withdraw from the recruitment process or reject the final offer made to you, you will not be reimbursed for your expenses. Please note, reimbursement is subject to NES's own policy.
The Interview Process

Feedback on application and interview performance

Feedback to candidates who were not shortlisted for the selection centre:
The shortlisting outcomes will be emailed to all candidates on 1 March 2012. If you wish to obtain feedback on your application, please email us on
dental.recruitment@nes.scot.nhs.uk

Feedback to candidates who were unsuccessful at the selection centre:
Applicants who are unsuccessful at interview can obtain feedback on their interview by emailing the Dental recruitment team on
dental.recruitment@nes.scot.nhs.uk

Please note, if requesting feedback via email, please ensure that you include ‘DENTAL SHO RECRUITMENT FEEDBACK. In the subject line of your e-mail.'
Section 4

Matching and Offer Process

- Wave 1 / Stage 1 Offer Process
- Further Offers
- Pre-employment Checks
Matching and Offer Process

Candidates will be able to choose from all available Dental SHO posts in Scotland. They will be asked to rank their choices in order of preference. Final scores will be allocated to all candidates following the interviews. Final scores will include the short-listing score, interview score, clinical scenario scores, practical assessment score and the portfolio score.

All appointable candidates will be ranked based on their final Dental SHO (HDS or OMFS) score. Those who applied for both types of posts will have two scores, one for HDS and another for OMFS post.

Applicants will be ranked in descending order on the basis of their overall score/s and matched according to their preference list. Thus the top ranking applicant will be matched to his/her first choice. This process will be repeated for each successive applicant. Once the posts in a particular unit are filled applicants will be matched to their second choice. This process will be repeated until all posts are allocated.

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, candidates who require Tier 2 sponsorship may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit UK Border Agency website on www.homeoffice.gov.uk

Overseas candidates wishing to apply who would require sponsorship can self-assess the likelihood of obtaining a Certificate of Sponsorship for the post on the UKBA website.
Matching and Offer Process

Wave 1 / Stage 1 Offer Process

Offers will be made from 5 April 2012 onwards. Candidates who have been interviewed should check their emails daily following their interview date. Successful candidates will have 48-hours to consider and then accept, hold or reject an offer and thus withdraw from the recruitment process (please see table below for more detail). We will send all information to the e-mail address you provided on your application form.

Successful applicants will be offered a ‘best possible preference’ offer which will be based on the rank obtained and the preferences submitted.

Candidates who have opted to apply for both SHO and OMFS posts may be offered more than one post in Wave One based on rank obtained and will be required to accept or reject one of the posts within 48 hours.

Option Implication

<table>
<thead>
<tr>
<th>Option Implication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept</td>
</tr>
<tr>
<td>The candidate is then excluded from any further re-cycling of offers in the process and is considered to have committed to the post offered.</td>
</tr>
<tr>
<td>Candidates have 48 hours to respond to the offer. If the candidate does not respond to the offer, it will be assumed that the candidate has withdrawn from the recruitment process</td>
</tr>
<tr>
<td>Hold</td>
</tr>
<tr>
<td>Candidates may opt to hold the offer if in case another post (higher preference) becomes available.</td>
</tr>
<tr>
<td>Candidates have 48 hours to respond to the offer in the first wave. If the candidate does not respond to the offer, it will be assumed that the candidate has withdrawn from the recruitment process</td>
</tr>
<tr>
<td>Withdrawn offers are then re-offered to other candidates.</td>
</tr>
<tr>
<td>Reject and Withdraw from the recruitment process</td>
</tr>
<tr>
<td>Should a candidate withdraw from the recruitment process, no further offers of any kind will be made.</td>
</tr>
</tbody>
</table>
Matching and Offer Process

Further Offers

Candidates who selected the ‘hold’ option described in Wave One above will be made a re-offer where a higher preference for them is now available (if no such preference has become available, no offer will be made). If the candidate who has selected the hold option is not re-offered by 5 April 2012, it will be assumed that the candidate will have accepted the offer made in the first wave.

Option Implication

<table>
<thead>
<tr>
<th>Option Implication</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accept the New Offer</strong></td>
<td>If an offer of a higher preference is now available, candidates who have opted for the hold option in the first wave are given the option of accepting the new offer within 48 hours.</td>
</tr>
<tr>
<td></td>
<td>Candidates have 48 hours to respond to the offer.</td>
</tr>
<tr>
<td></td>
<td>If no action is taken by the end of the 48 hour period, then this second offer is withdrawn and the first offer will be considered to have been accepted. It is therefore vital that candidates act within the 48 hour period to ensure they secure the offer they prefer.</td>
</tr>
<tr>
<td><strong>Reject this New Offer</strong></td>
<td>This option allows a candidate to reject an offer and accept the offer made in wave one. The candidate will not be made any further offers and is considered to have committed to the post.</td>
</tr>
<tr>
<td></td>
<td>Candidates have 48 hours to respond to the offer.</td>
</tr>
<tr>
<td></td>
<td>If no action is taken by the end of the 48 hour period, then this second offer is withdrawn and the first offer will be considered to have been accepted. It is therefore vital that candidates act within the 48 hour period to ensure they secure the offer they prefer.</td>
</tr>
<tr>
<td><strong>Withdraw from the recruitment process</strong></td>
<td>Should a candidate withdraw from the recruitment process, no further offers of any kind will be made.</td>
</tr>
</tbody>
</table>

This process will continue until 13 April 2012 or sooner if there are no more posts to recycle.

No further recycling of offers will take place following 13 April 2012 and any remaining vacancies will be filled using the reserve list or will be filled by local recruitment process.

Final offers will be released on 16 April 2012.

Please note that failure to take up a formally accepted post is considered professional misconduct.

Please note that failure to take up a formally accepted post is considered professional misconduct.
Matching and Offer Process

Pre-Employment Checks

It is essential that every dentist working in the NHS is fit and safe to work with patients.

You will be asked to make key declarations on your application form relating to your honesty and probity. In addition, further pre-employment checks will be carried out by the employing NHS Scotland Health Board on all successful applicants. These checks will include Fitness to Practice updates from GDC, occupational health clearance, Disclosure Scotland, references and immigration status checks.

All posts will commence on 1 August 2012
Section 5

Additional Information

What happens after I accept an offer to a post?

What happens if I do not secure a placement after the offer process is complete?

Special Circumstances

Complaints Procedure

Information and questions
Additional Information

What happens after I ‘accept’ an offer to a post?

If you ‘accept’ the post offered to you and do not express an interest in obtaining any more offers, it will be assumed that you have committed to the post offered. NES will undertake a ‘handover process’ with the respective NHSScotland Health Boards whereby your details will be sent to the respective employers.

Following this, your respective employer will make a formal offer of employment to you and will undertake any necessary pre-employment checks prior to commencement of the post. Any further correspondence and information regarding your work rota will be issued by the relevant employing Health Boards.

What happens if I do not secure a placement after the offer process is complete?

If you have not been offered a post after the final offer stage and are appointable, you will be placed in rank order (based on your interview score) on the reserve list.

Dependent on the vacancies left at the end of the offer process, matching of remaining candidates (from the reserve list) to available posts will be undertaken locally.
Additional Information

Special Circumstances
All candidates, regardless of their personal circumstances, will be required to compete for a post, in the normal way and all will be judged on their individual merit. If successful, you are advised to discuss your special circumstances with your prospective employer prior to commencing the post.

Complaints Procedure
The Complaints and Appeals process for the 2012’s Dental SHO recruitment and selection round is available at:


Please be advised, any complaints submitted will not be investigated until the Dental recruitment and selection process is complete.

Information and Questions
For information regarding the Dental SHO recruitment process or most frequently asked questions, please visit our website:


For general enquiries please email the Dental Recruitment team on dental.recruitment@nes.scot.nhs.uk

In the event that any applicant feels that their security has been compromised during the application process, they should contact dental.recruitment@nes.scot.nhs.uk

Please note our website is updated on a regular basis.
Appendices

- Dental SHO timetable 2012
- Dental SHO recruitment flowchart
- List of acceptable ID documents
## Appendices

### Dental SHO timetable 2012

#### Key Dates

The timetable for the Dental SHO (HDS and OMFS units) recruitment process is also available at [www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/hospital-dental-service.aspx](http://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/hospital-dental-service.aspx)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 January 2012</td>
<td>Online recruitment system open for Dental SHO posts in HDS and OMFS units</td>
</tr>
<tr>
<td>19 January 2012 (12 noon)</td>
<td>Closing date for Dental SHO (HDS and OMFS units) online applications</td>
</tr>
<tr>
<td></td>
<td>Closing date for receiving supporting documentation</td>
</tr>
<tr>
<td>1 March 2012</td>
<td>Candidates to receive shortlisting results</td>
</tr>
<tr>
<td>29 and 30 March 2012</td>
<td>Dental SHO (HDS and OMFS units) Interviews</td>
</tr>
<tr>
<td>2 April 2012 (12 noon)</td>
<td>Closing date for completing and final save of online preference form</td>
</tr>
<tr>
<td>5 - 13 April 2012</td>
<td>Offers to candidates</td>
</tr>
<tr>
<td></td>
<td>Candidates have 48 hours to respond to the offer</td>
</tr>
<tr>
<td>16 April 2012</td>
<td>Final matching results released</td>
</tr>
<tr>
<td>May 2012 onwards</td>
<td>Employing Health Boards start to issue formal employment offers to candidates who have accepted their posts</td>
</tr>
<tr>
<td>1 August 2012</td>
<td>Posts commence</td>
</tr>
</tbody>
</table>
Appendices

Dental SHO (HDS & OMFS) Recruitment Process Flowchart

- Complete and Submit application via the online recruitment system + supporting documents to dental.recruitment@nes.scot.nhs.uk
- Applications are longlisted
- Applications are shortlisted
- Invite to Interview letters and unsuccessful application letters issued. Successful candidates are asked to complete the online preference form
- Selection centre held in Edinburgh. Candidates will be interviewed by a panel comprising of representatives from both SHO and OMFS units
- Preferences completed
- Matching / Allocation to schemes – stage 1
- Wave 1 results released
- Further Matching / Allocation to schemes
- Final results released to candidates and Employers
- Handover of candidate details to NHS Employers
Appendices

List of Acceptable ID Documents

PIN Guidelines (Safe pre and post employment checks) Policy for NHSScotland December 2007

Photographic ID:
- Valid Passport – any nationality (essential)
- UK photo card driver’s license
- National ID card and / or other documentation relating to Immigration status and permission to work

Acceptable Confirmation of address ID:
- Utility bill – mobile not acceptable
- Bank statement
- Local authority bill for the current year*
- Current UK driver’s license (if not used for other form of ID)
- Current benefit book or card from DWP
- Mortgage statement from recognised lender*
- Local council rent card or tenancy agreement*
- Confirmation from electoral register search*
- Court order*

*must be within the last six months (unless there is good reason not to be) and must contain the name and address of the applicant
Appendices

List of Acceptable ID Documents

Acceptable Non-Photographic ID:

- Marriage / civil partnership certificate
- Full UK birth certificate – issued within 6 wks of birth
- Current full driving licence (old version) provisional not acceptable
- Residence permit issued by Home Office to EU Nationals on inspection of own country passport
- Adoption certificate
- Divorce or annulment papers
- Police registration document
- Certificate of employment in HM Forces
- Most recent tax notification from HM Revenue and Customs (formerly IRD)
- Current benefit book or card, or original notification letter from the DWP confirming legal right to benefit
- Current firearms certificate
- Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms)
- GV3 forms issued to people who want to travel in the UK without valid travel documents
- Home Office letter IS KOS EX or SOS EX2
- Building industry sub-contractor’s certificate issued by HM Revenue and Customers (formerly IRD)
Appendices

List of Acceptable ID Documents

When appointing someone who has recently left school or further education, in addition to photographic personal ID, the following three documents can be requested as sufficient proof of their identity:

- Full UK birth certificate – issued within six weeks of birth
- NI number or proof of issue of an NI number
- Certificate of education qualifications (certificates should be originals from the school / university / awarding body)

If no acceptable photographic documentation is available the candidate must:

- Provide two forms of non-photographic ID (as per above)
- Provide two documents confirming their address (as per above)
- All four documents must be from a different source
- Provide a passport sized photo of themselves, endorsed by a ‘person of standing’ in the community who has known the candidate for at least three years
- Provide a signed statement from the person endorsing the photograph indicating how long they have known the candidate
- Employers must check the signature on both the photograph and the letter and that it contains a legible name, address and telephone number
- A copy must be taken and kept on file. Copies must be signed and dated by the person taking the copy