Applicant Guide

Recruitment 2021

Contents

Section 1 – Application Form – Using the Online System

In order to apply for a 2021/22 Dental Vocational Training (DVT) or Therapist Vocational Training (TVT) post you are required to:

- access the online recruitment system https://new.oriel.nhs.uk/Web/ and create an online account
- submit the required supporting documentation by the closing date by scanning and uploading the documents to your online account
- complete and *__submit__* the application form by the closing date (12:00 Noon on Friday 16th October 2020)

Creating an Oriel account

Before you can open an application on Oriel, you will need an Oriel Account. To create your Oriel account, click on the 'Login' bar on the Oriel home page which will take you to the Register link. The application form will be activated when the application process opens at 10:00am on Friday 18th September 2020. Prior to the application stage, we advise all candidates to download the Oriel User Guide from the homepage to enable you to familiarise yourself with the online system. This document includes step-by-step guidance on the Oriel system.

> It is imperative that you provide a **valid email address** when completing the application form. All information and correspondence regarding the recruitment process will be sent to the email address you provide. Please ensure your inbox is kept clear to receive emails and that you check your emails regularly (including Junk folders).

When creating your Oriel account, a confirmation email will be sent to the address you provide. Please ensure that you keep your logins safe and secure. If you enter your password incorrectly 5 times, your account will be locked.

If you get locked out of your account, please contact nationalrecruitment@nes.scot.nhs.uk for assistance.

If you have any other queries or concerns about the application form process or have difficulty uploading documents, please contact the Dental Recruitment Team **by 12 Noon on 15 October 2020, at the very latest at** 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, all users are asked to contact Recruitment Team in the first instance.

Searching for the DVT and / or TVT vacancy
In order to view a vacancy, go to https://new.oriel.nhs.uk/Web wher you can search for a specific vacancy using any combination of the Specialty/Sub-specialty, Post type and Training grade filters.

Saving Information on the Application Form
Once you have found the vacancy to which you wish to apply, click on it. This displays the vacancy advert. From here, click on "Apply Here" to begin your application. Use the "Next" and "Previous" buttons to navigate from page to page of the application form. You can use the tick box displayed alongside PAGE TRACKER near the top of the application form to mark a page as completed. Each time you successfully complete a page of the application form and move on to the next page, a green confirmation message box is displayed at the top of the screen to inform you that your progress has been saved. Please note you will not be allowed to proceed to the next page if the previous page is not completed.
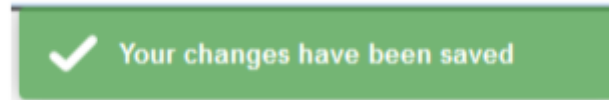
Submitting your Application Form
Mandatory fields are marked with a * symbol. The application form must be completed in **FULL**. Please take time and care in completing the application form and read the questions carefully.

At any time during the completion of an application form, you can save your progress by clicking on the Save button, which is displayed at the top of the application form. When you have saved your progress, a green confirmation message box is displayed at the top of the screen to inform you that your changes have been successfully saved. If you wish to exit your application, click on the Home button, which is also displayed at the top of the screen. Remember, you should avoid using the browser back button to return to the rest of the Oriel system. For security reasons, the online recruitment system will **automatically log you out if you have not used your computer for over 60 minutes** (a 'count-down' is displayed at the top of each page as shown below). Please ensure you save your application regularly. When you have completed all the pages of your application form, and have uploaded the relevant documents, you can submit your application form.

Your application form will become read-only once it has been submitted. You will not be able to edit the information provided in your application form once it has been submitted. However your contact details will remain editable.

Please note: Most recruitment communications will be via Oriel message direct to your Oriel account. Any communications will also be sent by e-mail, so you must provide an active email address. Please ensure you check your Oriel account regularly for messages throughout the recruitment process.

Your contact details can be updated within the "My Profile" section.

To update your profile, Exit this form and select the 👤icon in the main menu.

On the final page of the Application form, the Declaration page, a "Submit Application here" button is displayed. Click on this to submit. Once you have successfully submitted your application, a confirmation page is displayed.

You must ensure you submit your application before the closing date, which is 12:00 Noon on Friday 16 October 2020.
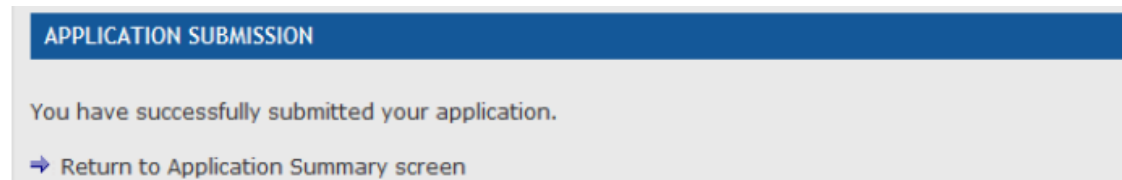
If you experience problems submitting your application form, please contact the Dental Recruitment team on: dental.recruitment@nes.scot.nhs.uk

Remember: You have not applied for a Dental Vocational Training (DVT) post or a Therapist Vocational Training (TVT) post until your application and your supporting documents have been underlined submitted. You will receive email confirmation from Oriel confirming your application has been submitted.

Section 2 – Application Form: Advice for Completing Each Section

To help you complete the Oriel application, you should take the time to read and consider the Person Specification, Dental Booklet and other relevant documents on the NES website: https://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/dental-vocational-(foundation)-training/trainee.aspx

Do not leave your application until the last minute! Completing an application form will take some time and includes uploading documents.

All applicants are expected to make good use of the reminders and checklist in Section 5 and Section 6 of this guidance document.

Complete all questions to the best of your knowledge paying attention to the grammar, presentation and content of your answers, as this will be assessed at long listing. Use your own experiences and answer in your own words.

> **Please refer to the relevant criteria listed on the Person Specification on the NES Website when completing the sections of your application form detailed below.**

1: Personal Details

Candidates must agree to submit one application only which they must complete themselves. Candidates should be aware that plagiarism will not be tolerated. Where there is any concern surrounding the authenticity of an answer the panel reserves the right to investigate this matter further.

The NES Dental Recruitment team will need to contact you during the recruitment process; please provide a valid contact email address and telephone number under Contact Information. Please note that the majority of correspondence will be issued via email. However, please ensure you provide a postal address from which you will be able to collect mail until July 2021, if possible. You must notify us of any changes to your name, address or email. Health Boards or Dental Recruitment may issue important pre-employment correspondence to successful candidates via the postal service.

Disability and special arrangements

NHS Education for Scotland (NES) is "Disability Confident", and as such we provide job opportunities for disabled people. NES operates a Guaranteed Interview Scheme (GIS), which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview during visitation. The information you provide will not be used to inform any recruitment and selection outcomes.

Information is requested in this section under the "Disability" sub-section. Although completing this sub-section is entirely optional, it would be extremely useful as this will provide the required support once a post has been obtained.

2: Eligibility to Apply

This section of the application is where you declare if you hold or will be eligible to hold FULL registration with the UK GDC by the start date. Please note this information is not used as part of your application but is passed onto your employer if you are successful.

Under the Language Skills sub-section, if your undergraduate training was not in English, you will be asked to provide details of your International English Testing System (IELTS) score. You must have achieved as a minimum the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application: Overall 7.0, Speaking 6.5, Listening 6.5, Reading 6.5, Writing 6.5. We may accept IELTS test scores that are more than two years old if you can provide evidence to demonstrate that you have maintained your English language proficiency during that time.

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 takes place. If you have any questions when filling out this section, please refer to: https://www.gov.uk/government/organisations/uk-visas-and-immigration in the first instance. You can also email the Dental Recruitment Team on dental.recruitment@nes.scot.nhs.uk for advice regarding completing this section of the application.

3: Criminal Records and Fitness to Practise

It is vitally important that you read, understand and answer the questions asked in this section by ticking each box. Please read the notes below carefully before completing this part of the form. If you require further information, please contact dental.recruitment@nes.scot.nhs.uk. All enquiries will be treated in strict confidence.

4: References

References are not required during the application process. Please proceed to the next page of the application form. *Please note – you may be asked to provide a reference during the visitation period, and we would advise that you obtain 2 references in advance of the visitation period on 21 May 2021. Please use the structured reference template provided on our website.*

5: Competences

You are required to demonstrate that you will have a Primary Dental Qualification (BDS, or equivalent) on commencement of appointment. You will also be required to confirm your current status in this section (e.g. Final Year Student, graduated less than 3 years ago, graduated more than 3 years ago) and the date of your last clinical activity. Please note, as per the person specification on our underline, recent clinical experience within the last 2 years is an essential requirement.

We also ask you to confirm if you have ever been removed or relinquished from a Vocational Training post. If yes, please provide details of this.

As per the recruitment procedure for Vocational Training, candidates who graduate from a UK and an Overseas University will classed as Batch 1. Candidates who are due to graduate from an EEA University will be classed as Batch 2.

Applicants for whom DVT is the only route available to be admitted onto a relevant NHS Dental Performers List will be given priority in the recruitment process. This would apply to candidates who will graduate from a UK Dental School, or to candidates who will graduate from overseas Dental Schools, i.e. from outwith the EEA. Applicants who will graduate from an EEA Dental School meaning those who have alternative routes for entry onto a relevant NHS Dental Performers List, will be put on hold at the point of application. All applications will be coded into either Batch 1 or Batch 2 dependent on graduating Dental School.

Batch 2 applicants will be unable to obtain a post until there are no suitable Batch 1 candidates to fill posts. Therefore, they will _not_ be invited to participate in visitation and cannot be matched in the main round. Only if there were posts remaining following clearing and no Batch 1 candidates, would we open recruitment to Batch 2 candidates.

We will contact you by email confirming which Batch you have been placed in when the application window has closed. Further email communication will be sent throughout the recruitment process.

6: Employment History

You should provide details of relevant dental experience only in this section. If you have no employment history, check the box, **I have no employment history** and proceed to the next section. Details of any future-dated periods of work experience should not be included on your application form. Please make sure the dates and duration of posts are accurate, that you give the proper job titles, sector and the employer's full details. Please do not include any work experience not related to dental.

You are not required to complete the section relating to gaps in employment as part of your application.

7: Evidence of Selection Criteria

You are not not required to complete this section of the application. Please proceed to the next page of the application form.

8. Supporting Information

Please note you are not required to upload your documents under this section. This section is for information on what supporting documentation is required. You will be required to upload the documents to the Declarations tab of the application form to confirm your identity. You should refer to the Supporting Documents Guidance, available on our [website](#) or Section 4 of this guidance document for further details.

9. Preferences

You are not required to complete this section during the application stage. The preference list will be activated on **21st May 2021**. Information and access to the Dental Trainer Information Site (DTIS) will be provided on this date in order to complete your preference list in Oriel during visitation.

10. Equality and Diversity Monitoring Form

Please note that all details will remain totally anonymous and will not be made available to the Trainers. We want to ensure that there are no barriers to joining Vocational Training 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.

11. Declarations

You will be required to upload the supporting documents to this section of the application form to confirm your identity. Each file is required to be uploaded individually by selecting 'Add new file' and you must 'Save and exit' after you have uploaded each document. Please read this section carefully, before agreeing to the declaration and submitting your application.

Pressing the submit button at the bottom of the page will **automatically** submit your application. By pressing the submit button you are **confirming** that you understand you will **NOT** be able to add, amend or remove **ANY** information entered against this application once submission has occurred.

If you have any queries about completing the application form, please e-mail us no later than 12 Noon on by 15th October 2020 at:
dental.recruitment@nes.scot.nhs.uk

> **Remember:** You have not applied for a post until your application has been submitted. If you do not receive confirmation within one hour of your submission, please contact the Dental Recruitment Team: dental.recruitment@nes.scot.nhs.uk

Section 3 – Researching Available Trainers

Once visitation opens, you will be able to view the available Trainers on the NES Dental Trainer Information System (DTIS). You are responsible for contacting trainers to arrange meetings and interviews. To enable this, you must:
- o   Review the Trainers Prospectus in DTIS
- o   Contact Trainers to arrange a call/online meeting/visits

Further guidance regarding the visitation period will be sent to you near to the time, it will outline what to expect during this period of the recruitment process.

Trainer Prospectus
The Trainer prospectus include details of the trainer, practice, their arrangements for training and details of how to contact them. The prospectuses will be available on the NES Dental Trainer Information System (DTSI). You will be sent a link to this and have access when visitation opens.

Visitation Period
Successful recruitment into Dental Vocational Training (DVT) or Therapist Vocational Training (TVT) is dependent on matching with a Trainer. It is therefore very important that Trainers get to know you prior to the end of visitation. It is your responsibility to look up trainers and contact them to arrange meetings and interviews. Applicants who are not matched in the first round of recruitment will be put through to the Clearing Process.

You should endeavour to make contact with all of your preferred Trainers to arrange a visit to the practice, where possible and an interview and to discuss the opportunities for employment with them. This is to maximise your chances to get onto their preferred list of candidates.

This is a very competitive process and you should take some time to think about how to set yourself apart from other applicants.

NB: In order to include you on their Preference List, Trainers will need to know your **Oriel Pin number**. You will be allocated a pin number when you set up your Oriel account. You can find this by going to My Profile and then select Personal Info & Activity as shown in the picture below.
It will not be possible for Trainers to include you on their preference list without this number.

Preference List

Candidates who are invited to attend the visitation period are required to submit a rank order preference list (indicating which Trainers you would like to complete training with) by **10:00 am on 7th June 2021**. The Preference List will be available via your online Oriel account and will be activated following invitation to the visitation period on 21st May 2021. You can include up to seven Trainers on your Preference List. It is essential to consider your preferencing options carefully:

- Which Trainer(s) would you like to work for?

- You should not include any Trainers on your Preference List that you would not be prepared to work with.

Please note, if you do not submit any preferences then you cannot be matched to a trainer and will therefore go into the Clearing Process.

You will have access to the Preference List section when visitation commences. Further guidance is available in the Oriel Guide including a detailed explanation of preferencing and matching, as well as several examples. If in the meantime you would like additional information regarding this part of the process, please contact the Dental Recruitment team via dental.recruitment@nes.scot.nhs.uk

Section 4 - Supporting Documentation

All candidates are required to provide:
- ➢ Three forms of identity documentation 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*
- ➢ Proof of immigration status (this includes UK and EEA citizens)

Copies of these documents must be uploaded to Oriel before the closing date.

Acceptable ID Documents
- ➢ **Photographic ID:**
  - ○ UK (Channel Islands, Isle of Man or Irish) or EU/other nationalities valid passport - You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry.
  - ○ UK full or provisional photo card driver's license.
  - ○ National ID card or other documentation relating to immigration status and permission to work – You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.

- ➢ **Address ID:**
  - ○ UK full or provisional photo-card driving licence; or a full old-style paper driving licence - if not already presented as a personal ID document

You may also provide one of the following documents, however, these must be dated within the last three months and must contain the full name and address of the applicant:
  - ○ Utility bill (gas, water, electricity or phone landline) or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible. Mobile phone bills are <u>*not*</u> accepted.
  - ○ Financial statement (i.e. bank, building society, credit card or credit union statement) containing current address. Statements printed from online banking will only be accepted once stamped and verified by your bank.
  - ○ Confirmation from an electoral register search that a person of that name lives at the claimed address

You may also provide one of the following documents, however, these must be dated within the last twelve months (unless there is good reason not to be) and must contain the full name and address of the applicant:
- Local council rent/tenancy agreement or authority tax bill for the current year (i.e council tax)
- Most recent HM Revenue & Customs tax notification (i.e.tax assessment, statement of account, notice of coding) - A P45 or P60 is not acceptable
- Mortgage statement from a recognised lender
- Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (e.g. child allowance, pension)

- **Non-Photographic ID:**
  - Full UK birth certificate (UK & Channel Islands) – issued within 6 weeks of birth
  - UK full old-style paper driving licence. Old-style provisional driving licences are not acceptable.
  - Residence permit issued by the Home Office to EU nationals on inspection of own-country passport.
  - Adoption certificate
  - Marriage/civil partnership certificate
  - Divorce/annulment or civil partnership dissolution papers
  - Deed poll certificate
  - Police registration document
  - Certification of employment in HM Forces
  - Benefit statement, book or card, original notification letter from the Department of Work and Pensions (DWP) confirming legal right to bene-fit (e.g. child allowance, pension) ***** Must be dated within the last 6 months
  - Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding) * Must be dated within the last 6 months
  - UK firearms certificate.
  - Grant letter or student loan agreement from a Local Education Authority

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:
- o Provide two forms of non-photographic ID (as per above)
- o Provide two documents confirming their address (as per above)
- o All four documents must be from a different source
- o Provide a passport sized photo of themselves, endorsed by a 'person of standing' in the community who has known the candidate for at least 3 years
- o Provide a signed statement from the person endorsing the photograph indicating how long they have known the candidate
- o NES will check the signature on both the photograph and the letter and that it contains a legible name, address and telephone number
- o A copy must be taken and kept on file. Copies must be signed and dated by the person taking the copy

Immigration

As per the Home Office rules and regulations, we are required to check each applicant's identity and immigration status irrespective of whether they are a British Citizen or not.

➢ **Immigration Status:**

Evidence of your immigration status includes:
- o Passport
- o Visa (if applicable)
- o Letter/s from the Home Office / Work Permits UK / Visa UK / Immigration and Nationality Directorate (if applicable)

If you submit a copy of a British passport you do not have to provide any additional immigration-related documents as the passport already shows ongoing entitlement to work in the UK.

If you are an EU, EEA or Swiss citizen and submit a copy of your passport or national ID card, you are not required to submit any additional documents to prove you have the right to work in the UK.

If you have stated that you require Tier 2 sponsorship to legally work in the United Kingdom (UK) or are a non-EEA/EU national without settled status, you will also be required to provide your VISA and Home Office / UKVI (UK visas & Immigration) supporting documentation. Please note, the stamp in your passport must be accompanied by any relevant supporting documents issued by the Home Office.

If you have spousal status or a dependant visa, you must provide a copy of your marriage certificate or relevant dependant certification as evidence of being a dependant, along with a copy of the visa of the person you are dependent upon/your spouse.

For further information in relation to the visa process 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

Section 5 – Important Things to Remember

▸▸   APPLICATION CONFIRMATION: It is imperative that you receive confirmation from Oriel (this is not issued via the Dental Recruitment mailbox) when you submit your application. A confirmation page will also be displayed once you click the "Submit Application here" button. If you do not receive the email confirmation within an hour of your online submission, you must contact the Dental Recruitment team.

▸▸   EMAIL COMMUNICATION: We will be communicating with you via email, please ensure that the dental.recruitment@nes.scot.nhs.uk email address is on your safe list and our emails are not being directed to your junk mail folder. You must check your emails regularly throughout the recruitment process.

▸▸   APPLICATION PAPERWORK: It is your responsibility to ensure all paperwork is uploaded before the closing date. If we have not received the documentation by the closing date it will not be considered as part of your application and you may not pass long-listing.

▸▸   TRAINERS PREFERENCE LISTS: You are advised to arrange practice visits and work experience placements. REMEMBER! It will not be possible for Trainers to add you to their Preference List without your Oriel pin number. Please keep a record of this number (see page 7).

▸▸   This is a highly competitive recruitment process.

▸▸   If you have any queries regarding the content of your application or difficulty uploading your supporting documents, please contact the Dental Recruitment Team at dental.recruitment@nes.scot.nhs.uk

Section 6 – Applicant Checklist

☐	All sections of your Application Form 'signed'	*12:00 Noon Friday 16 October 2020*
☐	Application Form submitted (including confirmation of application received from online system)	*12:00 Noon Friday 16 October 2020*
☐	Copies of Right to Work Documentation uploaded to Oriel	*12:00 Noon Friday 16 October 2020*
☐	Copies of ID Documentation uploaded to Oriel	*12:00 Noon Friday 16 October 2020*

Section 7 – Recruitment Timetable

Please familiarise yourself with the recruitment timetable and the key dates and deadlines which is also available on the NES website https://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/dental-vocational-(foundation)-training/trainee.aspx as these dates are **not** negotiable, and are absolutely necessary for the process to work, please plan around these dates.

DVT / TVT Recruitment Timetable 2021	
DATE	**ACTION**
Friday 18th September 2020 (10:00am)	Oriel open for DVT / TVT applications
Friday 16th October 2020 (12:00 Noon)	Oriel closes for DVT / TVT applications and supporting documents upload
Friday 21st May 2021 – Monday 7th June 2021	Visitation period - access to the Dental Trainer Information Site (DTIS) will be issued via email
Monday 7th June 2021 (10:00am)	Deadline for completion of preference form via Oriel
Thursday 10th June 2021	Matching results released via Oriel – *Candidates must respond within 48 hours to Accept or Reject.* ***Please note – if you Reject an offer you will not be offered any alternative post or upgrade and will be withdrawn from the process.***
Monday 14th June 2021	Clearing opens (direct appointments)
1st August 2021	Training posts commence