

These notes will help you complete the application form to the best of your ability and gain an understanding of the recruitment process.

Please talk to your GP Sponsor and your line manager before you begin the work on your application form. It is important to discuss what support you might need during the process, and for your GP Partners/manager to have the opportunity to talk to you about your suitability.

The evidence you provide in your application form will be used by the selection panel when scoring applications to decide whether you secure an interview for the programme. Your application will check your skills and abilities against the person specification. It is important that you describe how you meet all the essential criteria and where appropriate the desirable criteria. You may wish to consider including any relevant transferable skills from a non-work setting. If you do not include information regarding any of the essential criteria, the panel will assume that you do not have such experience, and you will not be shortlisted.

Unfortunately we are unable to short list inaccurate or incomplete applications. If you do not complete the form fully, NES may return it to you, and where time allows, you may be given the opportunity to resubmit the missing information however this cannot be guaranteed.

Please refer to the eligibility criteria as stated in the advert before completing the form and signing the declaration statement.

### How to apply:

Prospective participants are invited to submit:

- A typed completed application form (*Required*)
- An organisational chart which clearly identifies your role within the practice (*Required*)
- Confirmation of organisational support (section 10 of application form) (*Required*)

<p>Preparation</p>	<p><b>The Application Pack</b></p> <p>Together with the application form, person specification and these guidance notes, you should read and understand the essential criteria for the PMVTS before you begin the application form.</p> <p>You should read all the supporting guidance and the person specification to ensure you meet the eligibility criteria. If you have any concerns or doubts you should discuss this with your manager or the PMVTS Programme Lead before submitting your application.</p> <p>Please check the programme outline for the list of scheduled events during the programme curriculum.</p> <p>Participants are expected to attend all events and successfully complete all mandatory assignments.</p> <p>Attendance at all workshops is mandatory unless there are mitigating circumstances and agreed in advance.</p> <p>Please note that inability to attend any of the scheduled events in the timetable will affect your place on the programme.</p>
<p>Section 1</p>	<p><b>Your Contact Details</b></p> <p>Please ensure you complete all the details requested including home post code. This information helps when pairing successful candidates with Educational Facilitators.</p>
<p>Section 2</p>	<p><b>Employing General Practice Details</b></p> <p>Please note that you must meet the essential criteria in that you work in a <b>supervisory</b> or <b>management</b> role within General Practice to be considered for the programme.</p> <p>Information provided in this section will help when pairing successful candidates with Educational Facilitators.</p>

Section 3	<p><b>Current Role Details</b></p> <p>Participants must hold a supervisory or management role within General Practice and should normally work for minimum 20 hours per week to access sufficient learning opportunities to complete the programme successfully.</p>
Section 4	<p><b>Previous Posts</b></p> <p>Please list your employment history that is relevant to the PMVTS.</p>
Section 5	<p><b>Qualifications</b></p> <p>Please list any formal education qualifications completed. For example, University degrees, Diplomas, college courses etc (in order of relevance i.e. relevant degree should be first on the list)</p>
Section 6	<p><b>Training Courses Attended</b></p> <p>This section relates to any training or undertaken in the last 5 years.</p> <p>This may also include any eLearning modules undertaken.</p> <p>(in order of relevance i.e. ILM Management Modules or Management Degree should be first on the list)</p>
Section 7	<p><b>Statements in Support of Application</b></p> <p>The application process will ask for evidence against each of the person specification criteria.</p> <p>By assessing all the evidence, you provide in your application against the criteria, the selection panel will score you against each question during the shortlisting process.</p> <p>Read the person specification think of examples of where you have demonstrated these behaviours in the context of the programme you are applying for.</p> <p>You are restricted to 500 words maximum per question. Any words over and above this will lose a mark from assessors scoring your application.</p> <p>A useful guide in writing your evidence might be S.T.A.R.</p>

	<ul style="list-style-type: none"> <li>• Specific – give a specific example</li> <li>• Task - briefly describe the task/objective etc</li> <li>• Action – tell us what action you took</li> <li>• Results – describe what results were achieved</li> </ul> <p>Ensure that the information you give is well organised and relevant. Write in a positive way e.g. ‘I was responsible for ...’ or ‘I organised ...’</p> <p><b>Remember we are interested only in what you did and achieved personally, not the work and achievements of the of the group or organisation in which you worked.</b></p>
Section 8	<p><b>Referees</b></p> <p>NHS policy requires us to obtain two references, one of whom must be a Partner within the Practice. If you are called for interview we will email reference requests to notified referees. It is important that you provide up to date information to enable us to do so.</p>
Section 9	<p><b>Applicant Declaration and Signature</b></p> <p>You are required to sign and date your application to certify that all information provided in the application form is correct. Applications may be rejected or dismissed for withholding relevant details or giving false information.</p> <p>You are also required to confirm that you understand that you will need to sign a Learning Contract if your application is successful.</p> <p>Please provide an application form with a <b>signature</b>. Electronic signatures are acceptable.</p> <p>It is acceptable to provide a scanned copy of the application form inclusive of a hand-written signature.</p> <p><b>Please note that typing in block capitals or changing text font is NOT acceptable and not classed as an electronic signature.</b></p>
Section 10	<p><b>Organisational Support and Sign-off</b></p> <p>The practice environment must meet acceptable standards, and provide an educational setting which supports learning opportunities and the participant’s educational experience.</p>

	<p>Practice support is essential. You must discuss your application with your GP Sponsor and Practice Manager (if applicable) in the first instance to ensure you are eligible.</p> <p>The Practice should note that in order to be eligible for the PMVTS, the applicant must supervise/manage staff and during the course of the training year be provided opportunities to be involved in strategic decision making and business and financial management of the practice.</p> <p>The practice must identify a GP Sponsor whom the participants Educational Facilitator will communicate with and who will provide encouragement, feedback and guidance to the participant. The GP Sponsor should support the participant, ensuring their access to the necessary experience to undertake the programme.</p> <p>Please ensure both your GP Sponsor and Practice Manager completes this section before it is submitted. Electronic signatures are acceptable.</p> <p>It is acceptable to provide a scanned copy of the application form inclusive of a hand-written signature.</p> <p><b>Please note that typing in block capitals or changing text font is NOT acceptable and not classed as an electronic signature.</b></p>
Additional Supporting Information	Please submit an organisational chart which clearly identifies your role within the practice.
Checklist	<p>This checklist is provided to ensure that applications are completed fully and that there no missing information.</p> <p>Please tick the boxes to confirm you have completed each Section to the standard requested).</p> <p>If you are unsure of anything on the checklist, please refer to this document or contact <a href="mailto:practice.manager@nes.scot.nhs.uk">practice.manager@nes.scot.nhs.uk</a></p>