

HOW TO SUBMIT AN ON-LINE APPLICATION

GP Specialty Training Programmes 2009



NATIONAL RECRUITMENT OFFICE FOR GENERAL PRACTICE TRAINING

www.gprecruitment.org.uk

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You are advised to read **ALL** the following information **BEFORE** you begin to complete the on-line application form. You might also find it helpful to print this guide and refer to it while you are completing the on-line application form.

HOW TO:

1. REGISTER YOUR INTEREST
 2. COMPLETE THE APPLICATION FORM
 3. SUBMIT YOUR APPLICATION
 4. TRACK YOUR APPLICATION
 5. AVOID PROBLEMS. READ OUR FAQs
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1. REGISTER YOUR INTEREST

Once you have identified the deaneries that you wish to apply for, you are ready to begin the application process. Click on "New Candidate" to begin. Guidance and help text is provided throughout the registration section wherever you see the **i** symbol.

You will need the following information:

- An e-mail address that you check regularly.
- A password that you can remember so that you can log back in to the system
- Your UK GMC registration details

Firstly, you will be asked to register. You only need to do this once. You will need to supply an e-mail address and a password. You will be asked to enter your e-mail address and password twice. Don't be tempted to use the "cut and paste" function but re-key the information instead so that any spelling or typing errors are picked up. Your e-mail address is also your user-name and will be required each time you log onto the system. It is important that you use an e-mail address that you access regularly since deaneries will correspond with you by e-mail only. It is also important that you choose a password that you remember so that you can come back and check the progress of your application. If you do forget your password though, you can request us to e-mail it to you.

You will then be asked to confirm your deanery preferences. You can indicate up to FOUR deaneries in order of preference. Your application will be dealt with by your first choice deanery in the first instance. Once you have submitted your registration, these details cannot be changed unless you withdraw your application and start over, so you are advised to make sure that your choices are correct NOW.

Next we need your GMC registration details. Enter your GMC registration number carefully and take care not to transpose the numbers. If you are not registered with the GMC, use your GMC reference number if you have one; otherwise you will need to tell us why you are not registered.

Once you are certain that these details are correct, you should submit your registration. This means you are now logged into the system and you can begin to complete the form. You will be sent an e-mail confirming that you have successfully registered. You cannot register again unless you withdraw your application and start over.

3. COMPLETE THE APPLICATION FORM

You do not need to complete the application form in one go. You can complete the form section by section, in any order you wish, saving each section as you go, over a number of days or sessions if required. Even if you are completing the form in one sitting you are advised to save your work regularly. To access a saved form, you just need to log on, using your e-mail address and password as a "Returning User".

You will need the following information:

- Evidence of achievement of Foundation Competency
- Dates of your medical qualifications including your primary medical degree
- Dates of your previous employment including any gaps and a reference contact for each.
- Details of three clinical referees including their e-mail addresses.

The form is divided into sections and each section has an explanation at the top of the page. We have used drop-down menus where possible and appropriate to help you complete the form. Guidance and help text is provided throughout the application form wherever you see the **i** symbol. You will find it helpful to read these as you work your way through the form as they can help you to determine what information is required and why.

The **Personal Details** section is fairly self explanatory. Please ensure that you type in your address, including your post-code using proper capitalisation and that you provide a telephone number in case we need to contact you quickly. Your current address will be used to determine the nearest available venue for the initial assessment. You should therefore give the address where you will be living on 21st February 2009 if you know it. If you change address you can update your contact details at any time by logging back into the system as a returning user and selecting “amend contact details”. If you are currently living abroad but are usually based in the UK, please give your UK address.

The **Foundation Competency** section will ask you a series of questions about how you will provide evidence of achievement of foundation competency. Ensure you have read the guidance on www.gprecruitment.org.uk regarding this.

If you are currently on a UK Foundation Programme, we will ask you to tell us the name of your foundation school. You will not be required to provide any evidence at this stage but of course, any offers we make will be subject to you being awarded an FACD 5.2 by August 2009.

If you have completed a UK Foundation Programme since August 2006, we will ask you to tell us the name of your foundation school and we will ask you to either attach a copy of your FACD 5.2 certificate OR post a copy to your first choice deanery.

If you have other standardised evidence that you have achieved foundation competency since August 2006 (VTR2 forms, RITA Cs or ARCP Panel outcomes) you can use this as evidence. We will ask you to either attach a copy of your evidence OR post a copy to your first choice deanery.

If you do not have any standardised evidence you will need to submit an alternative certificate signed by someone who has supervised you for at least 3 months since August 2006 who can attest to you having achieved foundation competency. This certificate can either be attached to the application form OR posted to the National Recruitment Office.

If you wish to attach a certificate to your application form, you should first scan it and save it onto your PC. Then follow the prompts on the application form to attach the scanned document. Do NOT attach CVs, letters from consultants, portfolios or anything other than the document which you have indicated you will provide as evidence of achievement of foundation competence.

The **Medico-Legal** section asks about transportation, occupational health and medical defence insurance. The help text will give you more details about why we are asking you these questions. We also need you to confirm your current immigration status so that we can be sure we can legally offer you a post if you are successful.

Overseas doctors who are able to work in the UK without the need for a work permit will be considered along with all other UK and EEA applicants.

The **Qualifications** section is fairly straightforward. If you are asked for a full date (day, month and year) but do not know or have the day, please enter 01. Please check that your dates are valid – there is no 30 February or 31 April, 31 June, 31 September or 31 November!

The **Experience** section is the longest section and probably the most difficult to complete. You are strongly advised to save your work regularly particularly when completing this section. Use the Save Section button at the bottom of the page. You must give details of your previous posts in strict chronological order starting with your current or most recent post and working backwards. Again, if you do not know the day you started a post, put 01 and make sure that you only enter valid dates. You must give details of all career gaps of longer than 4 weeks.

The **References** section is in two parts. Firstly, you need to give details (including e-mail addresses) of three referees who can give an opinion regarding your recent clinical skills. These should be your current supervisor, your previous supervisor and the supervisor before that. You will be asked to bring these references to Selection Centre. A structured reference form can be downloaded from the Download section on www.gprecruitment.org.uk. The second part of this section requires you to provide information relating to every employer in the last 3 years. These references will be taken up after offers have been made as part of the pre-employment checks that are carried out, usually by the employing Trust. If you have worked for less than 2 years, please give details of your medical school or university instead. You can add as many references as you need to cover this period.

The **Equal Opportunities Monitoring** section is required by law. This does NOT form part of your application – it is used for statistical and monitoring purposes only.

You are asked to make a **Fitness to Practice/Criminal Conviction Declaration**. Again, this is required by law since the post you are applying for is exempt from the Rehabilitation of Offenders Act. It is important that you complete this section honestly. A previous criminal conviction or fitness to practice enquiry will not necessarily prejudice your application.

If you have indicated that you would like to be considered for an Academic Clinical Fellowship Programme, you will be asked to complete a **Supplementary Academic Application Form**. The questions in this section are free text and will only be used to short-list your application for an academic programme.

Finally, you are asked to "sign" a declaration. Read the declaration carefully. This "electronic signature" is as valid as a signature on a paper based application form.

Remember to save your work regularly and save each section as you complete it by using the Save Section button at the bottom of the page. If you leave your computer unattended for longer than 20 minutes without saving the system will "time-out" and you will have to re-enter any unsaved work. When you have completed a section use the Section Complete button at the bottom of the page. The icon by the section headings on the left hand side menu of the screen will be displayed in green when you have saved a completed section,

Once you have completed your application, we suggest that you check it over before you finally submit it. You will be required to indicate that you have read and agree to the declaration on the last section and confirm that the details you have provided are accurate and true.

4. SUBMIT YOUR APPLICATION

Submitting your application is very much like putting a paper copy of your application in an envelope and posting it in the mail so please make sure it is accurate and correct before you submit it. Once submitted you cannot make any changes (other than to amend your contact details) and deaneries cannot make any changes on your behalf nor are they able to rectify your mistakes. When you have submitted your application you will receive an e-mail to confirm that it has been received.

Your application will be personally reviewed by your first choice deanery in the order of date submitted. Therefore, candidates who submit their application form earlier will receive notification of the outcome of their application earlier and will be able to book onto the next stage of the process at an earlier date. More information about each stage of the recruitment and assessment process is available on www.gprecruitment.org.uk

Your completed application form must be submitted by midnight on Sunday 18th January 2009. Applications submitted after this will not be considered. Applications will be long-listed in the order they are submitted. Priority will be given to applications in order of submission in the unlikely event that capacity at the initial assessment is exceeded. We therefore strongly advise that you submit your application as soon as possible from 5th January 2009.

5. TRACK YOUR APPLICATION

You can go back at any time to check the progress of your application. You'll need to log in, using your e-mail address and password as a "Returning User" and select the appropriate screen from the menu on the left hand side of the screen.

The "Track Application" option will show you what stage your application is currently at and a copy of any e-mails that have been sent to you will also appear in the "My Messages" section. You can also update your contact details and those of your referees if necessary.

If you are asked to reply to an e-mail or message sent to you from a deanery please make sure that you use the e-mail address given at the end of the message. Do NOT use the "reply" button as this will not reach your intended recipient and you will not receive a reply.

6. PROBLEMS?

Some of the most common problems applicants have come across in the past are answered in the Frequently Asked Question section on www.gprecruitment.org.uk . Please take a look at these before you panic! If, however, you continue to experience severe technical difficulties, you can e-mail us at help@gprecruitment.org.uk.

The National Recruitment Office for General Practice would like to wish you every success with your application for a GP Specialty Training Programme.