Widening Access to Specialty Training (WAST) Scheme in England

Guide to Applying on Oriel

Version 2
1. Contents

2. Introduction

You must apply between 10am (UK Time) on Thursday 23rd January 2020 and 4pm (UK Time) on Thursday 13th February 2020 via https://www.oriel.nhs.uk. Late or incomplete applications will not be accepted.

Before starting the application, we would recommend reading all available documentation to understand what will be required of you. A Person Specification and Applicants’ Guide can be found on the following website: https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment

Please be aware that although the recruitment team aims to respond to queries as soon as possible we anticipate that there may be delays around the time of the deadline. In the previous rounds of recruitment around half of all applications were submitted in the final 24 hours of the application window. It might not be possible to provide a response before the deadline.

Please note that the majority of communication sent regarding your application will be via direct messaging to your Oriel account. The Oriel system will also send an email notification as a secondary form of communication. However, as emails are external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should not be relied upon.

We would recommend regularly checking your Oriel account throughout the recruitment process. Failure to check your email regularly may mean that you do not respond to requests in time and your application may fail to progress or be rejected as a result.

3. Registering on Oriel

A step-by-step guide on how to register on the Oriel system can be found on our website: https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment

To log into your Oriel account, please use the following link: https://www.oriel.nhs.uk/Web/Account/LandingPage
4. Opening the Application Form

To apply, click on the 'Vacancies' button in the top black ribbon.

Please select 'Psychiatry/General Practice' from the drop-down menu.

You will be able to apply between 10am (UK time) on Tuesday 23rd January 2020 and Thursday 13th February 2020 at 4pm (UK Time).
5. Saving the Application Form

The Application form consists of 11 pages. Please note that you do not have to complete the application form in a single attempt. You can save your progress as you complete the form.

If you exit the Oriel website before submitting your application, you can access your incomplete form again by selecting the ‘Applications’ tab on the Dashboard:

This will lead to the following summary page. Please select ‘Application Summary’:

From here you can continue the application.
6. ‘Personal Details’ Section

6.1. “Do you currently hold a National Training Number (NTN) or Deanery Reference Number (DRN)?”

Have you previously relinquished or been released or removed from a training programme in the specialty for which you are applying? (*)

Do you currently hold a National Training Number (NTN) or Deanery Reference Number (DRN) in the specialty to which you are applying and are you applying to continue your training in another area/region? (*)

Please note that the purpose of the WAST scheme is to provide doctors with the opportunity to demonstrate foundation competency. If you currently hold an NTN or DRN then you will not be eligible for the WAST scheme. Please contact the recruitment team if you have any further queries.

6.2. Level to which you are applying

Please select ‘LAS’ from the drop-down menu – a LAS is a short term (in this case, 12 months) post.

6.3. Contact Information

Please provide the following details:

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/Family name: (*)</td>
</tr>
<tr>
<td>First name: (*)</td>
</tr>
<tr>
<td>Middle name:</td>
</tr>
<tr>
<td>Preferred name:</td>
</tr>
<tr>
<td>Any other surnames used, where different from the above:</td>
</tr>
<tr>
<td>Title: (*)</td>
</tr>
<tr>
<td>Date of Birth: (*)</td>
</tr>
<tr>
<td>Country of Birth: (*)</td>
</tr>
<tr>
<td>N.I Number:</td>
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<tr>
<td>Address line 1: (*)</td>
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<tr>
<td>Address line 2: (*)</td>
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<tr>
<td>Address line 3:</td>
</tr>
<tr>
<td>Post code: (*)</td>
</tr>
<tr>
<td>Country: (*)</td>
</tr>
<tr>
<td>Home telephone: (1)</td>
</tr>
<tr>
<td>Mobile telephone: (1)</td>
</tr>
<tr>
<td>Work telephone: (1)</td>
</tr>
<tr>
<td>May we contact you at work?:</td>
</tr>
<tr>
<td>Please indicate your preferred telephone number: (*)</td>
</tr>
</tbody>
</table>

Please include your permanent address. If you are temporarily staying in the UK (perhaps to sit the PLAB 2 exam or visiting friends/family) please do not include this short-term address.

Throughout the recruitment process the majority of communication will be via the Oriel system and by email. We will not be sending information by post.

6.4. Specific Arrangements/Adjustments for the Interview

The form asks the following question:

Do you have a disability which requires any specific arrangements / adjustments to enable you to attend an interview, assessment, computer based test or other selection process? Depending on the circumstance/request, you may be asked to provide medical evidence.

If yes, please supply details below of what those specific arrangements / adjustments are:

If the answer is ‘yes’, please provide further details of what those specific arrangements/adjustments are. Depending on the circumstances/request you may be asked to provide medical evidence.

6.5. Guaranteed Interview Scheme

Applicants can request to be considered under the ‘Guaranteed Interview Scheme’. Please provide further details in the box provided. Depending on the circumstances you may be asked to provide medical evidence.

If you have a disability, defined as a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities and you meet the minimum criteria as specified in the Person Specification, do you wish to be offered an interview under the “Guaranteed Interview Scheme”?

If you have answered yes to the above question, please give details below:

Words allowed 100, words entered 0
6.6. **Less Than Full Time Training**

If you are applying to enter specialty training but are unable to train full-time, you may apply for less than full-time training (LTFT), providing you can show that training on a full-time basis would not be practical for you for well-founded reasons. Well-founded reasons may include, for example, disability, ill-health, caring responsibilities, religious commitments and unique opportunities for personal or professional development.

You can request to be considered for LTFT training in the application form:

> Do you wish to be considered for less than full-time training (LTFT)?

This information will not be made known to the selection panel. If offered a training programme you will need to apply separately for less than full-time training via the region/area where you are offered a post. If you are working LTFT or need to do so for well-founded personal reasons you must notify the region/area of your intention to work LTFT. This will be considered against the national eligibility criteria for LTFT training. The recruiting region/area aims to offer support to all trainees who meet the national eligibility criteria to train LTFT; however trainees must be appointed to a Full Time programme to be able to progress their LTFT training application.

For more details about LTFT training, including information about eligibility and the application process, please refer to the Less than Full Time Training web pages of your chosen region/area.

Please note that you will need to secure a post in open competition before being considered for LTFT training. The decision to approve LTFT hours will be made by your recruiting region further along in the process.

6.7. **Special Circumstances**

The "Special Circumstances" process is explained fully in Section 12.2 of the Applicants' Guide.

If you wish to be considered, please respond ‘Yes’ and indicate the relevant category:

In addition, you will need to submit the correct form (found on our website: [https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment](https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment)) and relevant evidence by email to wast.recruitment@hee.nhs.uk by no later than Thursday 13th February at 4pm (UK Time).

6.8. **Deferred Start Dates**

For this round of recruitment, candidates can opt to start the scheme on the following dates:

- Wednesday 5th August 2020
- Wednesday 3rd February 2021
- Wednesday 4th August 2021

Applicants can only defer the start date of their WAST scheme on statutory grounds such as personal ill-health or maternity/paternity leave. Commencement cannot be deferred for reasons such as research or relocation.

Please include further details in the application form:

> Do you wish to apply for a deferred start date? (2) (*)

If yes, please enter the reason:

(2) The start of training can only be deferred on statutory grounds (e.g. Maternity Leave, ill health). If you have stated that you would wish to defer your start date, please give the date you are available to start in post (if this is later than the advertised starting month and year of appointment).

Please note that candidates who require a Tier 2 visa to take up a WAST post who wish to defer their start date should discuss this request with the WAST recruitment team to ensure they can do so under current immigration rules.

7. ‘Eligibility’ Section

7.1. **GMC Registration**

The Person Specification states that applicants must be eligible for full GMC registration with, and hold a current licence to practise from, the GMC ahead of the intended start date.

The application form asks the following questions:
PROFESSIONAL REGISTRATION

Do you have FULL registration with a Licence to Practise awarded by the UK GMC? *(*)

If you have not started the registration process, or currently hold Provisional Registration only, please answer ‘No’. You will have the opportunity to explain how you will gain full GMC registration by the time of appointment. You may be asked to provide evidence of this later in the application form.

If you have Full GMC registration, please answer ‘yes’ and provide your registration number.

7.2. Language Skills

If your undergraduate training, including clinical contact, was not carried out using English, you will need to demonstrate English Language Skills that meet the requirements of the GMC.

The form will ask the following questions:

If you answer ‘Yes’ to Question 2, you will be asked to include the scores from your IELTS test.

Since February 2018, the GMC have allowed doctors to demonstrate English Language Skills via the Occupational English Test (OET) as well as via IELTS. If you have sat the OET test, please respond ‘No’ to questions in this section and include details of your OET results in the text box provided (shown below):

7.3. Right to Work in the UK

The application form will ask the following questions related to your Right to Work status:
Widening Access to Specialty Training (WAST) scheme

When responding, please include details of your status at the time of application.

If you expect your immigration status to change after the date of application, please forward details to the recruitment team (wast.recruitment@hee.nhs.uk).

7.4. Your Current Immigration Status (Personal Status)

In this section you will be asked to select your current personal immigration status from the following list:

Depending on your status, you may be asked the following questions:

- Is this your own visa or are you a dependant?
- Does your visa include the following restriction: ‘No employment as doctor or dentist in training’?
- To provide the name of your sponsoring organisation
- To provide your Sponsorship COS number
- To provide the start/end dates of your Visa

8. ‘Fitness’ Section

You will be asked a series of nine questions relating to your fitness to practise (shown on next page).

If you answer ‘yes’ to any of the Fitness to Practise questions in the application form, please ensure that you forward a completed “Fitness to Practice Declaration Form” (found here: www.oriel.nhs.uk/web/resourcebank)

Emails should be sent to: fitnesstopractise.nw@hee.nhs.uk by no later than the submission deadline (Thursday 13th February 2020 at 4pm UK Time).

Please note that answering ‘yes’ to one or more of the Fitness to Practise questions does not necessarily mean your application cannot progress.
9. ‘References’ Section

You must provide contact details, including email addresses, of three referees who have supervised your clinical training during the last two years of your employment or undergraduate training. One referee must be your current or most recent consultant or educational supervisor familiar with your clinical development.

NHS pre employment checks require your NHS Employer to take up references spanning the last three years of your work and education. You may be required to provide further referee details to your NHS employer, if appointed.

You should contact your clinical referees in advance to confirm that they are willing to provide a reference. References will be sought via the Oriel system after you have accepted a post.

The form will ask for the following details:
Please note that the ‘Training Programme’ refers to your current programme/position. For example, an internship or current junior doctor post.

If the referee is not based in the UK, please leave the ‘GMC’ section blank.

10. ‘Competences’ Section

10.1. Accreditation of Transferable Competences

The application form asks the following question:

If successful in your application to this specialty, will you be interested in the accreditation of transferable competences? [Yes/No]

See Applicant Guide and specialty specific guidance for further information. Please note, accreditation of transferable competences needs to apply for separately through the area/region where you accept a training programme. Accreditation of Transferable Competences is not permitted in all specialties.

If you have previously gained experience in a UK NHS training programme, please respond ‘yes’. Please contact the WAST recruitment team by email (wast.recruitment@hee.nhs.uk) with further details of your training.

If you have experience of an overseas training programme, please respond ‘no’ to this question.

10.2. Entry Qualification

You will be asked to provide details of your primary medical qualification.

If you completed your medical degree outside of the UK, please select ‘other’ and provide the name and address of your medical school.

The questions related to your medical degree can be found on the following page:
11. ‘Employment’ Section

11.1 Employment

You will be asked to list all medical employment from your current/most recent employment history detailing back to graduation from medical school. If you have completed the ‘registration’ profile in your Oriel account, your employment history will transfer across to the application form.

If you completed clinical training (equivalent to Foundation Year 1) prior to graduation, please ensure that you include this in your work experience also.

Please also list posts that you are due to undertake but have not yet started. You must provide an employment history up until Tuesday 4th August 2020.

If you are currently in employment and do not have an ‘end date’ please put the ‘end date’ as Tuesday 4th August 2020.

Please input each post separately using the following form:

The duration of the post will be calculated by the Oriel system. Please answer all questions relating to the post and then select ‘add post’.

The post will then appear in the ‘Employment History’ summary bar below the Data Entry Section:
Please continue to add posts to cover your complete employment history.

11.2 Employment Gaps

You must account for any gaps in employment of longer than four weeks since gaining your primary medical qualification.

Please include all dates and a reason for the gap in employment. The application form will prompt you to provide explanations for any employment gaps in the last three years, but you must ensure all employment gaps since graduation have been explained.

The form will not allow you to progress to the next page without this information.
12. ‘Evidence’ Section

12.1. Previous Applications to WAST

If you have previously attended an interview for the WAST scheme please provide further information:

**PREVIOUS APPLICATIONS TO WAST**

**Date:**
- September 2017
- January 2018
- May 2018
- September 2018
- March/April/May 2019

If you have previously submitted an application, but have not attended an interview, please respond ‘no’ to the question.

12.2. Self-Assessment Questions

You will be asked the following self-assessment questions which relate to both essential and desirable criteria listed on the Person Specification. You must provide an answer to each question by selecting the relevant descriptor.

Please note that, unless otherwise stated, **all domains are measured at the time of application.**

The form may prompt you to upload evidence for the domains you have selected. This evidence can be uploaded via the ‘Declarations’ page further along in the application form. Further information is provided in this section.
Below the drop-down menu, you may be asked to provide evidence or further details to support your answers to the self-assessment questions.

### 12.3. Domain 1: GMC Registration Status

Please select from the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the time of application, I have full GMC registration in the UK with a licence to practise. This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I am in the process of applying for full GMC registration in the UK with a licence to practise. (I have already obtained required English language skills and/or already passed PLAB 1 and PLAB 2). This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I have passed PLAB 1 and booked PLAB 2 with an exam date of earlier than 28th March 2020. This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I have passed PLAB 1 and booked PLAB 2 with an exam date of later than 28th March 2020 or I have not yet booked PLAB 2. This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I am required to complete PLAB but have not yet booked PLAB 1. I have either met the English Language requirements (IELTS or OET) or am exempt from them. This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I am required to complete PLAB but cannot yet book PLAB 1 as I am still to pass the English Language requirements (IELTS or OET). This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I have booked to take IELTS or OET before 28th March 2020. I am a national of the European Economic Area or Switzerland and I am exempt from PLAB. This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I have booked to take IELTS or OET after 28th March 2020 or I have not currently booked IELTS or OET. I am a national of the European Economic Area or Switzerland and I am exempt from PLAB. This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
<tr>
<td>At the time of application, I hold provisional GMC registration and expect to obtain full GMC registration ahead of 5th August 2020. This can be verified by documents attached to my application form.</td>
<td></td>
</tr>
</tbody>
</table>
At the time of application, I have not taken any steps towards obtaining full registration with a licence to practise with the GMC. I have uploaded a document outlining the steps (including approximate dates) I plan to take in order to gain full GMC registration.

Regardless of which response you choose, you will need to tick the following box:

In the 'Declarations' page of the application form you will have the opportunity to upload your evidence.

If you graduated less than three years ago, and have not secured Full GMC registration, please provide a copy of your Medical degree.

12.4. **Domain 2: Experience**

Please select from the following options:

- At the time of application, I have practised continuously as a doctor for the last 7-12 months. This can be verified by my employment history.
- At the time of application, I have practised continuously as a doctor for the last 3-6 months. This can be verified by my employment history.
- At the time of application, I have practised continuously as a doctor for the last 1-2 months. This can be verified by my employment history.
- At the time of application, I have practised medicine for less than 1 month or have not practised medicine in the last 12 months, but I can evidence I have maintained clinical knowledge and skills (e.g. attendance at courses, continuing professional development opportunities). This can be verified by my employment history and documents attached to my application form.
- At the time of application, I have practised medicine for less than 1 month or have not practised medicine in the last 12 months, and I cannot evidence I have maintained clinical knowledge and skills. This can be verified by my employment history.
- At the time of application, I am not working as a doctor but have practised during the last 12 months. My longest period of continual practice was 7-12 months. This can be verified by my employment history.
- At the time of application, I am not working as a doctor but have practised during the last 12 months. My longest period of continual practice was 3-6 months. This can be verified by my employment history.
- At the time of application, I am not working as a doctor but have practised during the last 12 months. My longest period of continual practice was 1-2 months. This can be verified by my employment history.

We would expect that the majority of applicants will not need to provide evidence for this domain as the information will be included in the employment history. You should respond 'no' to the question 'Do you need to upload supporting evidence for Domain 2 – Experience'.

Candidates who select the following option will be expected to provide further details:
At the time of application, I have practised medicine for less than 1 month or have not practised medicine in the last 12 months, but I can evidence I have maintained clinical knowledge and skills (e.g. attendance at courses, continuing professional development opportunities). This can be verified by my employment history and documents attached to my application form.

Candidates should respond 'yes' to the final questions – please see below:

12.5. **Domain 3: Postgraduate Clinical Experience**

Please select from the following options:

- At the time of application, I have more than 24 months' postgraduate clinical experience in the UK. This can be verified by my employment history.
At the time of application, I have 60 months’ postgraduate clinical experience anywhere in the world, including the UK. This can be verified by my employment history.

At the time of application, I have 37 - 60 months’ postgraduate clinical experience anywhere in the world, including the UK. This can be verified by my employment history.

At the time of application, I have more than 24 months’ postgraduate clinical experience anywhere in the world, including the UK. This can be verified by my employment history.

At the time of application, I have 13 to 23 months’ postgraduate clinical experience anywhere in the world, including the UK. This can be verified by my employment history.

At the time of application, I have 12 or fewer months’ postgraduate clinical experience anywhere in the world, including the UK. This can be verified by my employment history.

We would expect that the majority of applicants will not need to provide evidence for this domain as the information will be included in the employment history. Please add any extra comments in the following text box:

Domain 3 – Postgraduate clinical experience

This will be assessed by reference to your employment history and any employment gaps. If you wish to provide further information, please type it here.

12.6. Domain 4: Future Career Intentions

Please select from the following options:

At the time of application, I have an interest in a career in General Practice/Psychiatry/community-based medicine.

At the time of application, I have no particular interest in a career in General Practice/Psychiatry/community-based medicine.

You can choose to provide further comments in the box shown below:

Domain 4 – Future career intentions

Please provide any supporting comments here.

There is no need to provide any other evidence for this domain.

12.7. Domain 5: Additional Qualification

Please select from the following options:

At the time of application, I hold ILS, ALS, ALERT or other relevant qualification. This can be verified by documents attached to my application form.

At the time of application, I hold an additional academic qualification, e.g. an additional degree. This can be verified by documents attached to my application form.

At the time of application, I hold an additional academic qualification, e.g. an additional degree and I hold ILS, ALS, ALERT or other relevant qualification. This can be verified by documents attached to my application form.

At the time of application, I hold none of the above.

If you have selected one of the first three statements, please select ‘yes’ and upload supporting evidence.

Domain 5 – Additional qualifications

If you are found appointable at interview, you will be added to the WAST talent pool for a post in your preferred location starting in either August 2020, February 2021 or August 2021.

Please select your preferred start date from the following options:

August 2020
February 2021
August 2021

Please note that if you wish to start the scheme in August 2020, you must be able to demonstrate that you have secured or have applied for full GMC registration by no later than Wednesday 29th April 2020.
13. ‘Supporting’ Section

13.1. Situational Judgement Test (SJT)

You will be asked if you are currently in the WAST pool. To be in the pool you must have been found appointable at an interview in a previous round of recruitment.

If you are not currently in the WAST pool, the form will then provide details about the Situational Judgement Test (SJT). Please read this information very carefully.

If you require any specific arrangements or adjustments to be made for your SJT then please provide this information in the text box:

If yes, please supply a name / brief summary of your condition

Please supply details of what your specific arrangements / adjustments are. To corroborate your request, you MUST attach independent evidence of your condition and support needs (e.g. a Educational Psychologist report for Dyslexia, correspondence from a medical profession managing your condition) to your application form by time of submission. Please use the ‘Document Upload’ area in your Oriel portal.

This evidence will be checked during the longlisting period. We will contact you for further information, if necessary.

13.2. Transportation

You will be expected to be able to attend emergencies and provide domiciliary care which may include out of hours visits if you are based in a post which works mainly in the community rather than a hospital base at any time during your WAST scheme. If you are not a car driver, you are expected to provide a car and driver at your own expense in order to meet this requirement. Relying on public transport, bicycles and taxis is not normally acceptable.

If you do not hold a UK/EEA driving licence but plan to drive on an existing overseas licence, you must ensure this is valid. The DVLA website has more information regarding overseas driver licences.

Please select Yes or No to the appropriate statement below to indicate your agreement to the statement of intent regarding transport.

13.3. WAST Special Circumstances

If you have Special Circumstances that may require you to remain in a geographical area for specific caring/health reasons, please answer yes to this question, and provide further details:

WAST SPECIAL CIRCUMSTANCES

IF YOU WISH TO APPLY FOR SPECIAL CIRCUMSTANCES, PLEASE FOLLOW THESE INSTRUCTIONS.

Do you have special circumstances that may require you to remain in a geographical area for specific caring or health reasons?

Yes  ▼

What is your special circumstance?

Please email evidence to wast.recruitment@hee.nhs.uk by no later than 13th February 2020. Please see our website for the application form and further details.

Information about the Special Circumstances process can be found on our website: https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment

13.4. Future Applications to Specialty Training in the UK

You will be asked if you consent for Health Education England to track your progress into specialty training after completing WAST training. Please read this information and respond ‘yes’ or ‘no’. Please contact our team directly (wast.recruitment@hee.nhs.uk) if you have any queries.
14. ‘Preferences’ Section

Preferencing is a process of ranking specific posts within a HEE local office/region.

Offers will be made on the basis of your interview ranking, immigration status and your preferencing of available posts.

14.3 Preferencing in Oriel

Preferencing in Oriel involves marking each option as being in one of three states:

- **Preference** - If an option is marked as a "Preference" it means you wish to be considered for posts within this scheme. You must rank these options to specify an order of preference. If you come to be made an offer you will be offered your highest ranked preference where posts remain available.

- **No-Preference** – If an option is marked as “No-Preference” it means you wish to be considered for posts within this column if there are no posts available in your “Preference options”. You will be offered any one of the “No Preference” columns as they considered to have equal preference ranking.

- **Not Wanted** – If an option is marked as “Not Wanted” it means you are not willing to accept an offer for the WAST scheme in a specific area under any circumstances.

When you select the option (e.g. ‘Health Education England – East Midlands’) a pop up box will appear with a brief description and will possibly include the area/trusts/hospitals involved. To move the 'preferences' please drag and drop each box to the correct column. If you are having difficulty accessing the website, we would recommend using a laptop/desktop computer and the Chrome browser.

Please note that the number of vacancies for each region have not yet been confirmed. If you are interested in a region, please include this option.

The preferencing page on Oriel is a ‘live page’ and will save the changes you make as you go along. You can continue to amend and re-save your programme preferences until the preference window closes at 4pm (UK Time) on Wednesday 17th July 2019.

An example of Oriel’s preferencing screen can be found on the next page:

WAST posts are only available in the most underdoctored areas of England. We are currently funding WAST posts in the following three regions of England (see WAST prospectus for further details):

- Yorkshire and the Humber (various areas)
- West Midlands (Shrewsbury & Telford)
- Wessex (Dorset, Isle of Wight, Hampshire)

We may also be able to offer posts in other areas listed below, but there are likely to be fewer opportunities in these areas.

Please rank the areas in wish you would prefer to work with 1 being your first choice and 11 being your least preferred option. If you would not wish to work in a particular area, please mark it with a cross (X). If you have no particular preference between certain areas, you can mark these with a zero (0).
15. ‘Declarations’ Section

15.1 Application Documentation

In the final page of the Application Form you will be asked to upload supporting documentation. The page will prompt you to upload evidence to support specific responses within the application form.

Please select ‘Add New File’ to upload the requested evidence:
If you are required to upload documentation, please follow these ‘house rules’ in order to help the recruitment team:

- Ensure that the document is uploaded as a whole and not in separate pages.
- Ensure that the document is appropriately named for clarity to allow the recruitment team what it is they will be opening.
- Ensure that the document is uploaded in the correct document section
- Provide a password if the document is password-protected

15.2 Application Submission

Please review your application form before submitting it. The form will remind you of the following:

APPLICATION SUBMISSION - IMPORTANT NOTE

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.

Once an application has been submitted you will be able to view a read-only format of the submitted application.

Submit application here

16. After Submitting an Application

After submission, you can monitor the progress of your application using the following tabs:

- **Summary**: Includes an ‘alert list’ which displays key information to assist with the application process such as in-progress applications and unread messages.
- **My Applications**: This tab displays the application you have submitted. This list will eventually display summary information including your status, scores and rank.
• Document Upload: During the application process you may be asked to upload documentation to support your application. This tab allows you to upload and maintain the list of documents that can be associated with your applications.

• Messages: Throughout the course of the application process you will receive communications from the recruitment team. The Messages tab will list the messages and/or emails that you receive. When you receive a new message, a count of the number of new messages will display within the ‘Messages’ tab header, and you will receive an alert on the ‘Registration’ tab. Once you have opened the new messages, the count and alert will be removed.

• Interviews: If you are successfully shortlisted, you may be invited to interview through Oriel. Interview invites and booking information will all be listed within the Interviews tab. Follow the links to make a booking or view the full booking details. You may also have the option to cancel an interview slot.

• References: After you have accepted an offer, references will be collected online through the Oriel system. As soon as they have been requested you will be able to track the progress of the references via the references tab in your applicant portal.

17. Forgotten your Password?

If you have forgotten your password, use the ‘Forgotten your password?’ function that is available on the right-hand side of the Oriel Sign-In page. Enter your email address and click ‘Reset Password’. You will also be required to enter a passcode generated on-screen. This is to prevent fraudulent use of the system.

If the address entered has been registered on the system, an email will be sent containing a URL that allows you to specify a new password. This URL is only valid for 24 hours. In addition, if you initiate a new password reset, then any previous password reset links will be invalidated – that is, if you click reset password a second time you will need to use the second URL that you are sent. If you fail to enter a valid new password 3 times in succession, the link will be invalidated, and you will be required to initiate a new password reset.

If your account is locked due to too many failed sign in attempts, you will be unable to reset your password until your account has been unlocked.

If you have locked your account please contact the recruitment team by email: wast.recruitment@hee.nhs.uk