

# GP ADVERT REQUEST GUIDANCE

**Before proceeding with your request  
please read the guidelines below**

## IMPORTANT NOTE- CV's

**We are unable to advertise asking candidates to submit a CV to your address. However, NHS Jobs does have the option to allow you attach a CV to their application form. Please let us know if you wish to use this option.**

## ADVERT TEXT

The aim of your job advert is to attract interest and communicate clearly the essential, appealing and important points of the position. The following items are normally essential; this is in no way precriptive but may provide some ideas when creating the advertisement:

- Job Title
- Brief description of GP Practice and job base
- Outline of job role and purpose
- Outline of ideal candidate profile
- Structure of the role – reporting to/responsible to
- Indication of qualifications or experience required (avoid timescales – see *discrimatory phrases section below*)

## JOB DESCRIPTIONS/PERSON SPECIFICATIONS

We will need a Job Description to upload onto the system; this can either be a standard Job Description for the job or a document which outlines the duties the appointee will be expected to undertake.

If you do not have a job description, we have provided an example template on our GP Advertising Information Page that you may wish to use. Below is some information containing advice on discriminatory words to avoid when creating job descriptions and personal specifications.

## DBS (Disclosure and Barring Service) CHECKS

For every post advertised, we will need to be advised if the post holder will require a DBS check.

**DBS Guidance is provided on our GP Advertising Information Page.**

**Please Note:** Employing organisations have a legal responsibility to ensure that the position being appointed to is eligible under the current provisions. The decision to request a DBS check will need to be made in accordance with the Rehabilitation of Offenders Act 1974 and other relevant legislation.

## **DISCRIMINATORY WORDING AND PHRASES**

The test of what might reasonably be understood as indicating an intention to discriminate is whether an 'ordinary, reasonable person with no special knowledge' would think the advertisement is discriminatory.

There may also be criteria in the Person Specification, which, whilst not discriminatory, is not suitable for a Person Specification. The manager needs to be able to test whether candidates meet the essential and desirable criteria and be subjective/factual. The criteria should flow directly from the duties, be specific to the role, and be measurable so as to judge and select candidates objectively, and manage future performance.

The following list of examples are commonly found in adverts, job descriptions and person specifications. The Recruitment team will check adverts to ensure that none of these words are included.

<b>Discriminatory</b>	<b>Action Required</b>
Flexible	Change to 'Flexible approach to work' or 'Flexible approach to needs of the service'
Car owner essential	Change to 'Ability to travel between sites in a timely manner'
XX years experience	Remove number of years. Can add 'significant' experience if necessary
Physically fit	Must say exact requirements, e.g. 'Needs to reach and bend to pick items from the floor and from shelves'
Mature	Remove
Energetic	Remove
Youthful	Remove
School-leaver	Remove
He	Change to he/she or they
She	Change to he/she or they
Good Health Record	Remove
Good attendance	Remove
Good personal hygiene	Remove
Good eye sight	Remove
Smart, tidy appearance	Remove