



## **Guaranteed Interview Scheme for members of Armed Forces community**

### **Guidance for Managers**

#### **Introduction**

Leeds and York Partnership NHS Foundation Trust (LYPFT) is a Veteran Aware Trust, recognising our commitment to improving NHS care and employment for veterans, reservists, armed forces members, and their families. In line with the NHS commitment to the Armed Forces Covenant, the widening participation agenda and as a Silver member of the Employer Recognition Scheme, LYPFT has introduced the Guaranteed Interview Scheme (GIS) to benefit members of the armed forces community.

The GIS is open to new applicants who are looking to join the Trust and for internal candidates who already work for us and are moving roles internally. The GIS applies to all job roles across the Trust, both clinical and corporate. A member of the armed forces community is defined as service leavers, veterans, their partners or spouses, reservists, cadets, and cadet force adult volunteer.

Members of the armed forces community can face barriers to employment, particularly in getting shortlisted for job roles as they may be unused to applying for jobs or struggle with the application form due to gaps in employment and NHS specific questions. This scheme aims to remove this barrier. Members of the armed forces community have many transferable skills that may make a valuable contribution to LYPFT, including communication skills, organisational skills, problem solving, adaptability, leadership and management skills, and team working skills.

#### **How will the GIS work?**

Any applicant will need to demonstrate that they meet the minimum essential criteria within the job description and personal specification (JD / PS) via their application form to be offered a guaranteed interview (that is if the interview is the first assessment stage).

When completing the application form on NHS Jobs or Trac, members of the armed forces community will need to declare themselves through selecting the relevant answer on the 'Are you a member of the armed forces community?' question. This can be found within the

application form, under the section Application questions > Further questions, an image of this can be found below.

At shortlisting, Trac will advise the shortlisting manager if an applicant is to be considered under the Armed Forces GIS. If they meet the essential criteria for the role, they must be offered an interview alongside other shortlisted applicants, even if they are not within the agreed top score. i.e., if you have a shortlisting score of 6 and agree to only interview those scoring 5 or above, if an applicant has declared to be part of the Armed Forces Community, but scored less than 5, they should still be offered an interview under the GIS as long as they meet the essential criteria within the JD / PS.

Further questions

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The questions in this section are customised to the post for which you are applying.

**Are you a member of the Armed Forces community?**

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Please select... ▾

Please select...

Yes

No

I do not wish to disclose this information

### **False declarations**

Where an applicant has falsely claimed to be a member of the armed forces community, any offer of employment may be withdrawn if discovered during the pre-employment checks. If already in post, this will be signposted to Human Resources to investigate further.

Please note that members of the armed forces community will need to self-declare this through the application process and they may not always want to disclose this for their own personal reasons.

The GIS is not a guaranteed job for members of the armed forces community. Usual selection procedures apply to ensure the best candidate for the job is appointed.

If you require further information or have any questions, please contact the Recruitment team at [recruitmentlypft@nhs.net](mailto:recruitmentlypft@nhs.net).