

Guidance Notes for Your Application

Your application is crucial to our decision-making process. The information you provide will solely determine whether you're invited for an interview or assessment. Please read the following guidance to help you submit the best possible application.

Application Process Overview

We post vacancies on our website at jobs.gmc-uk.org. For most roles, you'll need to complete our online application form. You will be asked to upload your CV and complete a supporting statement providing an explanation of why you're applying, and highlight how you meet the role's essential criteria.

To apply for the job, click 'Apply now online.' First, you'll be asked to confirm your right to work in the UK. We are legally obliged to make sure all our staff have the right to work in the UK. If shortlisted, you'll need to provide documents to verify this. If you don't have the right to work yet, don't worry you can still apply, you will be able to progress with an application and this will still be assessed based on the essential criteria for the role.

You can then login and begin your application. If you already have an account, you can use the same login details again.

A guide to using Generative AI with your application

While AI can be a helpful tool for refining your application, it's important to ensure that your submission remains authentic and accurately reflects your skills and experience. Use AI for tasks like grammar checking, structure, or suggesting phrasing, but make sure the examples and content are genuinely yours, avoid embellishing or misrepresenting your abilities. Remember, your application should showcase real-life experiences, and AI should only enhance, not replace, your authentic input. You will find a copy of our guide to using Generative AI, attached to the job vacancy, please take time to read this before starting your application.

Compiling your CV

Anonymising Your CV

Please **anonymise** your CV before submitting. This means removing any personal information (such as your name, contact details, and anything that might identify you).

This also includes any detail that may link to any of the protected characteristics noted within the Equality Act 2020 (this includes age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex).

The other key information you provide within your application form such as personal details, unspent convictions, and equal opportunities monitoring data will be removed by the Resourcing Team, so that the shortlisting panel only sees your CV and your responses to key application form questions (those relating to why you have applied for the role and your evidence linked to the essential criteria).

CV Structure

Please review the job pack first (this is attached to the vacancy), so that you can ensure that your CV clearly links to the role you are applying for. When writing your CV, you may want to include these common sections:

- **Work History/Experience:** Focus on your most recent jobs and include a brief description of each role, highlighting your responsibilities and skills developed.
- **Relevant Skills:** Tailor this section to the job you're applying for.
- **Education & Qualifications:** Include relevant educational background.

You could add a short personal statement to further highlight your experience, skills and knowledge that are relevant to the role.

Remember, a **good CV** is clear, concise, and well-structured. List important details where necessary to make your skills and experience easy to read. We recommend trying to keep your CV to 2 sides of A4, but this can be longer if required.

Demonstrating your Skills within your CV

For each role, we provide a **job pack**, which includes a **job description** and **person specification**. These outline the key skills and experience we're looking for. Your CV should reflect these, drawing on all relevant experience, including:

- Paid work
- Voluntary roles
- Education
- Hobbies and activities you do in your spare time

Start with your most recent job and work backwards. If you have employment gaps, briefly explain them (e.g. family leave, travelling, career breaks).

Reason for Application and meeting the Essential criteria

In this section, we'd like you to explain why you're applying for the role and demonstrate how you meet the essential criteria required for the role (detailed within the person specification, within the job pack). You're limited to about 15000 characters, so keep it concise and focused.

Start by thinking about what attracted you to the role. What excites you about this opportunity? How will this position help you grow professionally? Be sure to highlight why you're a good fit for the role and what makes you want to work with us.

Next, you'll need to show how you meet the essential criteria listed in the person specification. For each skill, provide clear, specific examples from your experience, whether from paid work, education, volunteering, or other relevant experiences. Focus on achievements that align with the job requirements and showcase your ability to contribute to the role. If you're currently employed, prioritise examples from your most recent job. It would be helpful to reference each of the essential criteria.

Avoid vague statements like "I work well in a team." Instead, give specific examples that demonstrate your skills in action. Use the STARR method to structure your responses:

- **Situation:** Describe the context or challenge you faced.
- **Task:** Explain what you needed to achieve or the problem you had to solve.
- **Action:** Detail the steps you took to address the situation or complete the task.
- **Results:** Share the outcome of your actions, including any measurable successes.
- **Reflection:** Reflect on what went well and what you might do differently next time.

This approach will help you give focused, impactful examples that highlight your strengths. The more specific and detailed you can be, the better. We want to understand not just *what* you did but *how* you did it and the results you achieved.

Remember, this is your chance to show us why you're the right person for the role.

Tips for a Strong Application

Do's:

- Tailor your CV to the job by referring to the job description and person specification and review your draft responses regularly and before submission. You may want to first use a word document.
- There is no need to complete your application in one go, you can review and change your form up to the point of submission, before the closing date.
- Ensure your CV is easy to read with clear headings and sections.
- Start with the most important information: Experience and education in reverse chronological order.

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- Use detailed, specific examples to demonstrate your skills.
 - Save your work regularly! The system will log you out after two hours of inactivity.
 - Print or save a copy of your application for your records, as you won't be able to access it once submitted.
 - You may also find it helpful to save a copy of the job pack too.

Don'ts:

- Don't rush your application; take time to proofread for spelling and grammar.
- Don't include personal details like your name or contact information – the process is anonymised.
- Avoid generic statements like "I have excellent communication skills." Provide examples to back up your claims.
- Don't use acronyms that might be hard to understand.
- Don't copy and paste responses from previous applications – tailor each application to the specific job.

Adjustments for Candidates with Disabilities

We are committed to inclusive employment and career development opportunities and particularly welcome disabled people to apply for all roles with us. As a Disability Confident employer, we generally offer an interview to all applicants with a disability who meet the essential criteria set out in the person specification. However, there may be times when the Disability Confident interview scheme will not be applied, and its use will be confirmed within the specific job advert.

Please note that declaring a disability is an individual choice. If you choose to disclose a disability, it will be used only to meet the requirements of the Disability Confident interview scheme and for making agreed reasonable adjustments in the recruitment process. The only people who have access to this information is the resourcing team and recruiting manager.

We are fully committed to making our recruitment process accessible. If you have specific access requirements, please let us know. You can contact us on 0161 923 6626 or at recruitment@gmc-uk.org. We can make adjustments such as an application form in an alternative format, accepting a cover letter only, an induction loop, someone with you at the interview, or additional time for tests.

We can appoint a named member of the recruitment team to ensure your specific requirements are met.

Equality and Diversity Monitoring

We monitor equality and diversity to ensure a fair recruitment process. Your data will be used anonymously and will not influence your application's outcome.

Criminal Convictions

We ask if you have any unspent criminal convictions. If successful, you'll be asked for a basic criminal background check. A criminal record does not automatically exclude you from being hired – we'll consider how it relates to the role.

Data Protection and Declaration

The final section of our application process asks you to confirm that the information you have given is truthful and accurate, and that you have not withheld relevant information. If we become aware of any inaccurate information, your application or any offer made may be withdrawn. If you have already started work with us, you might be dismissed.

The GMC complies with the General Data Protection Regulation. We hold the information you have provided for a limited period for recruitment purposes. It will be held in secure conditions with access restrictions. Data will be used for employment monitoring purposes; however, all personal data will be anonymised.

If you're successful, your application will become part of your personal HR record.

In accordance with the data protection legislation, we at the GMC ensure that we handle personal data with the utmost care. We have a privacy policy in place to allow data subjects like yourself to be fully aware of how we handle your personal information. If you would like to read our privacy notice, please visit [Privacy and cookies - GMC](#).

We comply with the **General Data Protection Regulation (GDPR)** to ensure your personal data is secure and handled appropriately.

Applying for Multiple Jobs

You can apply for more than one role, but you must submit separate applications for each position. This is because each role will have a specific job pack and different essential criteria. Your application should be tailored to each role and is also likely to be assessed by different shortlisting panels.

Shortlisting and Interviews

Once you've submitted your application, you'll receive an acknowledgment email. If you're shortlisted, we'll contact you for an interview. If not, you'll be notified by email. Please note, if you apply via an employment agency, they may contact you instead.

The shortlisting panel is usually made up of the manager of the post you're applying for and either another member of that team, a colleague from another area or the central interview pool.

References

If you're successful, we'll ask for references covering the last **two years** of your employment. These will be used to confirm your suitability for the role.

If you've had fewer than two employers in the last two years, provide a **character reference**. If you've been self-employed or have no formal work experience, give details of any tutors or other contacts who can vouch for your skills.

Helpful reminders

- Print out – or save on your computer– these guidance notes, the job details and your own application. These will not be available to view in later stages of the process.
- If you get a message saying there is no valid certificate in place, it might be because your computer's security settings are very high, or you are using an older browser. Say yes, you accept the risk.
- Save regularly – the system will time-out if you haven't saved for two hours, even if you have been entering data. You will lose any unsaved work.
- The submit application button won't appear until all sections have been saved and completed.
- Complete your application in good time. We won't be around in the evenings or at the weekend if you have any questions or have a technical problem.
- We do not accept late applications

Good luck with your application!

If you have any questions, or need assistance with accessibility, contact us at 0161 923 6626 or recruitment@gmc-uk.org.

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