



The Applicants Guide for Pre-Hospital Emergency Medicine

Recruitment for posts commencing August 2023 & February 2024

Introduction

Pre-Hospital Emergency Medicine (PHEM) is a General Medical Council approved sub-specialty of Anaesthesia, Intensive Care Medicine and Emergency Medicine. As of this year, PHEM is no longer a sub-specialty of Acute Medicine.

Pre-hospital Emergency Medicine involves providing immediate medical care in what is often a resource limited and physically challenging setting. Add to this the combination of time pressure, a medical emergency and an unfamiliar multi-disciplinary team this makes for a challenging subspecialist area of medical practice. The opportunity to provide medical care in some of the most dangerous, distressing and challenging circumstances is a truly professional endeavour. In the desire to improve the quality and safety of care, programmes of education and training across the UK are approved by the Intercollegiate Board for Training in Pre-hospital Emergency Medicine (IBTPHEM).

The IBTPHEM Curriculum and Assessment System Guide available on the IBTPHEM [website](#) gives full details of PHEM subspecialty training, and all interested are encouraged to read it. **Please note that this has been fully revised for 2022.**

PHEM sub-specialty training is a 12 month whole-time equivalent (WTE) training in an approved training programme starting at ST5 or above, including post-CCT. Training programmes are offered as one of 3 schemes: -

- **Scheme A** – blended training – 12 months of PHEM blended with 12 months of parent specialty training, giving a 24 month programme. This is the preferred training programme. It usually involves repeating blocks of 2-3 weeks PHEM followed by 2-3 weeks parent specialty. Please see the details of each area programme as these do differ. Time in your parent specialty counts towards your training.
- **Scheme B** – 6 months rotating blocks of PHEM and your parent specialty over 24 months. Time in your parent specialty counts towards your training.
- **Scheme C** – full time PHEM training for 12 months.

Within each scheme, training is divided into 3 phases –

1a (1month WTE, Introductory),

1b (5months WTE, Developmental) and

2 (6 months WTE, Consolidation).

There are National Summative Assessments at the end of phase 1 (the Diploma in Immediate Medical Care) and phase 2 (the Fellowship in Immediate Medical Care).



Exploring PHEM Training

You are strongly encouraged to find out as much as possible about PHEM training in the years prior to application. Talk to current PHEM Doctors in Training (DiTs) (through your local training programme or the PHEM Trainees Association - <https://fphc.rcsed.ac.uk/about/phemta>), arrange an observer shift with a training unit, speak to Consultants involved in PHEM training programmes, and read carefully about the different training programmes – details on the IBTPHEM website (www.ibtphem.org.uk). You may never have been exposed to PHEM practice in your undergraduate or postgraduate training, and it may be different to your expectations. There may be aspects of the training (including helicopter flights or rapid response driving, working at heights or in confined spaces etc) that you might find you are actually very uncomfortable with and are unavoidable in PHEM.

PHEM Recruitment Timeline for posts commencing Aug 2023 / Feb 2024

14 September 2022	Applications open
28 September 2022 (noon)	Applications close
17 November 2023	Online Selection Centre
21 November 2023	Offers sent out

Recruitment

Recruitment into approved sub-specialty posts is only through the annual national recruitment process. Health Education East of England co-ordinate the national process for recruiting DiTs into Pre-Hospital Emergency Medicine on behalf of all Deaneries. Selection for Pre-Hospital Emergency Medicine is online and hosted by the East of England Deanery and candidates will be able to preference all available posts in Pre-Hospital Emergency Medicine across the UK.

PHEM sub-specialty training may be considered part of your specialty training or 'Out of Programme' (OOP). It is important that you carefully follow the necessary Deanery processes when applying for sub-specialty training either as part of your Higher Specialty Training programme or as an out of programme experience. Failure to complete all the steps outlined below may result in your OOP application being declined by your Training Programme Director and therefore you would not be able to take up a PHEM training post:-

- Prior to PHEM application please ensure that you discuss this with your specialty Training Programme Director and Educational Supervisor at the earliest opportunity to ensure that you know the relevant permissions needed.
- Once a provisional discussion has taken place with your Educational Supervisor and TPD, DiTs must fully complete an OOP application form at least 6 months prior to commencement (available to download from the HEE local office website) and obtain all required approval signatures before submitting the form to the HEE local team for final approval. You will also need to submit the required supporting documents which include a brief overview of planned activities whilst out of programme; these must be submitted with **ALL** OOP applications.
- Once final HEE local office approval has been given, DiTs are required to give 3 months' notice to their current Trust.

For those applicants who will require OOP to undertake PHEM sub-specialty training, the IBTPHEM OOP form should be completed and presented at the Selection Centre. This is NOT an OOP application but an indication that you have commenced the process and are likely to get approval.

Defence Medical Service Doctors in Training

If you are intending to apply for national PHEM training please make sure you contact the military Training Programme Director in the first instance.

Lt Col D J Cooper email: davidjohn.cooper@nhs.net



Before applying

Eligibility Requirements

Please ensure that you meet the eligibility requirements as detailed in the IBTPHEM Person Specification.

SECTION 1

Criteria	Essential		When Evaluated
Qualifications	MBBS or equivalent medical qualification		Application form Pre-employment check
Eligibility	Holds full registration with the GMC at time of appointment and holds a current licence to practise Holds a National Training Number (NTN) or a CCT/CESR in a base specialty Eligible to work in the UK		Application form Pre-employment check
	Anaesthetic applicants	Stage 2 / Final FRCA	
	Emergency Medicine applicants	MRCEM or FRCEM Intermediate or equivalent	
	Intensive Care Medicine applicants	Stage 1 of the ICM curriculum or equivalent	
Clinical Experience	Minimum 6 months training in each of Anaesthesia, Emergency Medicine, Intensive Care Medicine and Acute Internal Medicine in posts approved for training at or above CT1 level or equivalent by intended start date		Application form Pre-employment check



SECTION 2

Criteria	Essential	Desirable	When Evaluated
Fitness to practise	Is up to date and fit to practice safely		Application form References
Career progression	Successful ARCP in the base specialty (ST5 Anaesthesia, ST4 Emergency Medicine, ST4 Intensive Care Medicine) Ability to provide complete details of employment history	Additional degrees/qualifications	Application form Selection Centre
Health	Meets professional health requirements (in line with GMC standards/Good Medical Practice) Fitness level consistent with ability to perform a full range of pre-hospital duties		Application form Pre-employment health screening IBTPHEM fitness test
Clinical Experience		Clinical experience in PHEM Paediatric critical care and transfer experience	Application form Selection Centre
Clinical Skill	Competence in essential medical and trauma clinical skills across all age groups	Formal supervising or instructing clinical skills teaching Pre-hospital clinical skills training, provision or supervision	Application form (at time of application) Selection Centre
Academic Skills	Evidence of scholarly activity to support training	Publications / presentations related to PHEM	Application form Selection Centre
Personal Skills	Self-motivated Good management of own training to date	Training in team resource management	Application form Selection Centre



Criteria	Essential	Desirable	When Evaluated
Probity	<p>Professional Integrity:</p> <p>Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)</p> <p>Capacity to take responsibility for own actions</p>	-	Application form Selection Centre References
Commitment to Specialty	Demonstrable interest in and understanding of the specialty	-	Application form Selection Centre References
Language Skills	<p>All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:</p> <p>That applicants have undertaken undergraduate medical training in English; or</p> <p>Have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24-months at time of application – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7.</p> <p>If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence.</p>	-	Selection Centre



Expanding on some of these **essential** requirements:-

MBBS or equivalent medical qualification	Applicants that do not hold a recognised primary medical qualification will not be considered.
Holds full registration with the GMC at time of appointment and holds a current licence to practice	Applicants who are not fully registered with UK GMC will not be considered. All doctors must also hold a valid licence to practice from the UK GMC
Holds a National Training Number in a parent specialty OR Holds CCT/CESR in a parent specialty	Must currently hold either a National Training Number or CCT/CESR in Anaesthesia, Emergency Medicine or Intensive Care Medicine
Clinical Experience	<p><i>All applicants</i> Has a minimum of 6 months training in each of Anaesthesia, Emergency Medicine, Intensive Care Medicine and Acute Internal Medicine in posts approved for training at or above CT1 level or equivalent by the intended start date.</p> <p>Equivalent posts are non-training posts after Foundation Years in departments approved for training in that specialty. You will have had an educational supervisor and be expected to have developed the competences of a core trainee.</p> <p>If you are intending to undertake one of these posts after the selection centre and prior to starting PHEM training, evidence of appointment needs to be provided with your application.</p> <p>There is additional guidance for posts undertaken overseas</p>
Career Progression	Successful ARCP prior to starting PHEM training can be provided after the Selection Centre.
Health Requirement	Must have a fitness level consistent with the ability to perform a full range of Pre-Hospital duties. ALL applicants must provide evidence of satisfactory completion of the IBTPHEM fitness test.
Competence in essential medical and trauma clinical skills across all age groups	As part of small multidisciplinary teams, PHEM practitioners are involved in the resuscitation of patients. Applicants may choose how they evidence this – previously applicants have found formal national courses e.g. ALS/ATLS/ETC/APLS/EPALS useful in demonstrating this.



Fitness Test

As part of the eligibility requirements it is essential to have a fitness level consistent with the ability to perform a full range of pre-hospital duties. You therefore, need to provide this evidence with your application form - please select '**Alternative Certificate**' on Oriel as the option or email the Recruitment Team recruitment.eoe@hee.nhs.uk. This evidence must be received by the date of the Selection Centre in order for your application to proceed further and must have been done in the last 6 months. Please download the test and certificate (**appendix 1**) and **contact a qualified organisation or gym/personal trainer in order to undertake and have the test signed off**. This will be at your own expense.

Overseas Experience

Experience gained in positions overseas may be counted towards the eligibility criteria if it meets our criteria. Guidance can be downloaded from the PHEM page on our [website](#)

Application form

Submitting an Application

All applications must be made via the on-line system ([Oriel](#)). Please ensure the contact details you provide are correct and the email address is the one you regularly use. Applications submitted after the deadline will NOT be considered. We do not accept applications for a planned deferred start date. Start dates may be delayed in line with the Gold Guide, in cases of illness or maternity/paternity/adoption only provided all the eligibility requirements for the application start date have been met.

The PHEM application form asks only for factual information about you and your employment history, we do not ask you to write essay-type answers to competency-based questions, apart from your supporting information and we do not 'score' CVs. When completing your employment history please ensure you put full details on the posts you have undertaken, the specialty and dates as this information will be used for the long listing process in line with the requirements stated on the Person Specification. ***It is, therefore, essential that you enter the information on each of the posts you have done rather than just the base specialty i.e. ACCS - Emergency Medicine 6 months - please show the different specialties you have undertaken within this post and the length of the post.***

Documents to upload to your application form prior to submission

To save candidates having to bring copies of documents with them to the Selection Centre we would like you to upload them into your application form at the time of submitting the form. Please refer to the "2023 Recruitment Document Checklist – PHEM" at the end of this guide for further information. All documents must be uploaded with your application and we will check your photo ID with you on the day. **Please note a Passport Style Photo is required i.e. head and shoulders shot.**

Once your application has been submitted you are unable to make any changes apart from to update your own contact details. Please ensure that you do not submit unless it is complete.



Equality and Diversity

All Deaneries are committed to ensuring that their selection procedures are subject to best equal opportunities practice and that no one is disadvantaged by ethnic background, gender, marital status, sexual orientation or age. LETB equal opportunity processes are regularly monitored. Responses to questions on the application form regarding Equal Opportunity Monitoring information are NOT seen by any of our assessors. All of our assessors are trained in inclusive recruitment.

Overseas Doctors

Deaneries welcome applications from suitably qualified doctors from overseas provided they are also able to legally work in the UK as a doctor in training and meet the eligibility criteria set out in the Person Specification. Overseas doctors are those who, regardless of where they obtained their primary medical qualification, are not nationals of the UK. They commonly do not have a right of indefinite residence in the UK. Some applicants may be considered before others on the basis of immigration status in accordance with the immigration, Asylum and Nationality Act 2006.

Overseas doctors with indefinite leave to remain (settled status) and those whose immigration status entitles them to work without restriction in the UK are eligible to apply for specialty training programmes and will be considered on an equal basis with UK nationals.

We will consider your immigration status as at the closing date for applications. You will be able to tell us if you expect your immigration status to change before commencement of the post you are applying for. Evidence of immigration status should normally consist of a biometric residence card, date stamped passport and accompanying letter from the Home Office. Such evidence must be uploaded to your application form and provided at the Selection Centre.

Further information regarding overseas doctors is available from:

- www.gov.uk
- www.gmc-uk.org
- www.nhscareers.nhs.uk

Choosing a Training Programme

You will be asked to rank your geographical preferences of training programme in ranked order on Oriel. You are advised to read very carefully the information pages from the different PHEM programmes before making your choice and contact the relevant TPDs for further information. These are on the IBTPHEM and HEE recruitment websites.

Please note that scheme A (blended) posts may be limited to a particular specialty where the other part of the post will be hosted e.g. Emergency Medicine. If a post is limited in this way, only DiTs from that specialty will be able to apply. **Please ensure you only rank the posts relevant to your base specialty.** Please do not rank posts that you are not eligible to be offered.

Shortlisting

All completed submitted applications made via Oriel prior to the closing date and time will be reviewed in 2 stages :-



1. Longlisting – a review of the ‘essential’ criteria by the recruitment team. If you are unable to demonstrate clearly meeting these criteria in the person specification, your application will not proceed to the next stage and you will be informed by email.
2. Shortlisting – a review of the entire application by a number of appointed PHEM Consultants from around the UK, looking at the quality of evidence meeting all criteria in the person specification. A minimum combined score of the shortlisting panel will allow progression of your application to the National Selection Centre. The National Recruitment Lead will oversee this process.

If you are unsuccessful at either of these stages, feedback can be obtained by contacting the recruitment team by email.

Online Selection Centre

Applicants will be notified if they are invited to the Selection Centre via e-mail and will be able to book their Selection Centre place using the on-line application system. We are holding the Selection Centre online using Microsoft Teams and details will be provided in the invitation emails.

Documents

You will be required to provide specific documents **including photographic evidence**. Please see the Document Checklist (**appendix 2**) at the end of this document. Please ensure that you have uploaded the required documents in the order set out on the form.

You will be required to submit online a Personal Portfolio prior to the day. The panel would like to see **selected items only** from your portfolio that support the following topics –

- your last multi-source feedback
- organisational/management skills
- preparing for pre-hospital emergency medicine (PHEM)

We realise that candidates will have a great deal of evidence in their portfolios at this stage of their careers, and we ask that the **best evidence for the above areas only** is shown to the panel. This evidence is needed in an electronic format for the Panel and will not be retained after the selection centre.

Structure of the day

After having your passport or ID paperwork checked by the administrative team you will be given a candidate briefing to give you an overview of your time at the Selection Centre. You will then be assessed in 2 stations (both stations take place in the same MS Teams Room);

- Interview/Portfolio station – 20 minutes
- Clinical Scenario/Communication station – 20 minutes

A review of your portfolio will take place in the Portfolio section of the interview.



Listen and read carefully all instructions given on the day regarding the exercises. Trust the process which has had excellent candidate evaluation; specifically, they have said the process is fair even from those who are not successful first time.

References

It is your responsibility to contact your referees and ask them to complete the online structured reference form. References will be requested via Oriel once job offers are sent out. Referees will be sent a link and password to be able to complete the online form.

Offers

You will be awarded a score based on your performance at the Selection Centre and this is used for ranking purposes. You will be made an offer of a PHEM training programme subject to availability and your ranking.

You will be offered a post via Oriel email and candidates are given 48 hours to accept or decline the post. If no vacancies remain in your first choice region you will be offered a choice further down your preferences.

If there are no vacancies available, as a reserve candidate you may be considered for remaining vacancies in any of your other preferred regions through our clearing system should offers be declined. **Once you are offered a post, should you decline the offer, you will automatically be taken out of the recruitment process and will not progress further for that round.** If you are offered and accept a post, you may need to apply via your Deanery for an OOPE/OOPT in order to be released to take up the post.

Offer of Employment and Pre-Employment Checks

The offer and allocation of a Programme referred to above is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation (NHS Trust) and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours and the minimum rate of remuneration and the notice period applicable. The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the employer needs), a Disclosure and Barring Service (DBS) check and an occupational health check.

Feedback

Feedback will be provided automatically to all candidates at the Selection Centre stage. If you would like feedback on the outcome of your application form, please email your request to Trina Braddick trina.braddick@hee.nhs.uk between 30 October 2022 and 10 November 2022. Requests received outside of this date will not be processed.



Fitness Test

All PHEM applicants must successfully undertake this fitness test prior to the Online Selection Centre and provide the signed certificate to recruitment.eoe@hee.nhs.uk no later than Tuesday 15 November. *This is the fitness test used by the Welsh Ambulance Service and should be carried out by an approved fitness instructor at your own expense; this does not need to be an instructor connected with the NHS.*

The test consists of an assessment of mean oxygen consumption responses and time intervals, observed during work simulation. Following a warm up period the test mimics –

- 1) a stair climb carrying a mock medical kit,
- 2) a period of resuscitation (chest compressions only) and
- 3) a final task of carrying a load of just less than half the weight of the average human by carry chair.

The test is conducted as follows:

PHASE ONE

Warm up step test
5 x 2 minute stages
Cease @ 80% max. heart rate
or end of stage five
(30cm step height)

REST 2 minutes

PHASE TWO

Stage 1
1 x 2 minute stepping carrying 10kg load
Stage 2
2 minute chest compressions
Stage 3
3.5 minute stepping carrying 30kg load
(15cm step)

N.B. During this stage you may take ONE opportunity to place weights on the floor to readjust your grip.

All stages cease if unable to continue or if a heart rate of greater than 90% is reached.

Candidates attending for test are required to wear suitable clothing i.e. sports wear, which must include suitable footwear, i.e. training shoes.

If you know of any reason why you would be unable to undertake this test on the day, i.e. cold, flu etc, please contact us to make an alternative appointment.



PRE-TEST SCREENING QUESTIONNAIRE

BEFORE UNDERGOING THE FITNESS TEST, IT IS NECESSARY TO ANSWER THE FOLLOWING QUESTIONS AND SHARE WITH THE INSTRUCTOR

1.	Has your doctor said you have heart trouble?	YES	NO
2.	Do you ever experience pains in your head and chest?	YES	NO
3.	Has your doctor ever said your blood pressure was too high?	YES	NO
4.	Do you ever feel faint, have spells of severe dizziness, or experience blackouts?	YES	NO
5.	Has your doctor ever told you that you have a bone or joint problem such as arthritis, which has been aggravated by exercise, or might be made worse by exercise?	YES	NO
6.	Do you suffer from any back or joint condition that would be aggravated by lifting moderately heavy weights, or completing a maximal lifting test?	YES	NO
7.	Have you suffered from a cold or flu within the last week?	YES	NO
8.	Do you have any respiratory problems such as Asthma or Bronchitis?	YES	NO
9.	Are you, or have you recently been pregnant?	YES	NO
10.	Are you presently taking any form of medication? If YES, please state.	YES	NO
11.	Are there any other good physical reasons or conditions not mentioned previously, that would prevent you from participating in a submaximal graded exercise test? If YES, please state,	YES	NO

Name: _____

Signature: _____

Date: _____



FITNESS SCREENING

The Instructor is responsible for the safety of the candidate throughout the duration of the fitness screening programme. You must inform the Instructor if you feel unwell at any time. If you have any doubt about your ability to participate in this test, you must inform the Instructor immediately.

Prior to commencing the fitness testing programme, a blood pressure measurement must be taken. Candidates' blood pressure must not exceed:

160 mmHg Systolic

100 mmHg Diastolic

Candidates whose blood pressure exceeds the above figures will not be permitted to commence the programme.

BP recorded: _____

Date / time: _____

Obtained by (Instructor name): _____

If at any time during the programme, the Instructor feels that as a result of continuing, the candidate is in danger of damaging their health, the programme must be terminated with immediate effect.

I, the undersigned, state that:

- a) I have, to the best of my knowledge, no current back injury, or any physical condition that renders me unable to complete this test. I have completed and shared with the instructor the pre-test screening questionnaire.
- b) Should I experience difficulties during this exercise, I will inform the Instructor and abandon the test.
- c) Should the Instructor tell me to stop, I will do so immediately.

Name of candidate: _____

Signature of candidate: _____



Fitness Test

Name: _____ Date: _____

Age: _____ YEARS

Max heart rate = 220 - _____ (Age in years) =

x 0.8 =

80% max heart rate

x 0.9 =

90% max heart rate –

must not exceed this

Heart rates measured at each point: -

STAGE 1 1 =
 2 =
 3 =
 4 =
 5 =

STAGE 2 1 =
 2 =
 3 =

TEST COMPLETE: Successful Yes **No**

Candidate Signature: _____


Instructor Signature: _____

Instructor Qualification: _____

Instructor Name & Organisation: _____

Date: _____



2023 Recruitment Document Checklist – PHEM CANDIDATES: Please download the Applicant Declaration and return to Recruitment		 Health Education England
Candidate Name	N/A	
Application Number	N/A	
Specialty & Level applied for	Pre-Hospital emergency Medicine	
THIS SECTION IS TO BE COMPLETED BY A DOCUMENT CHECKER		
Registration and confirmation of receipt of documents		
Original passport 1 copy of photograph page. Nationality: _____	Checked by recruitment team at Online Selection Centre	Uploaded on submitting application
Original evidence of right to work in the UK (e.g. Biometric Card or Visa page in passport) plus 1 copy (Not British Citizen or EEA national) Please specify immigration status:	Checked by recruitment team at Online Selection Centre	Uploaded on submitting application
Current GMC proof of registration	Checked by recruitment team	Uploaded on submitting application
IBTPHEM OOP Form (Emergency Medicine & Acute Medicine applicants – other specialties if needed)	Checked by recruitment team	Uploaded on submitting application
Copy of Fitness Test Certificate	Checked by recruitment team	Uploaded to application prior to 10 November 2022
Passport Style Photo i.e. Head and shoulders shot.	Checked by recruitment team	Uploaded on submitting application
Applicant to read and sign declaration on reverse of this form	Checked by recruitment team	Uploaded to application prior to 10 November 2022
Document Checker Signature:	N/A	
Document Checker Name:	N/A	



Applicant Declaration

I confirm that I have completed this application by myself, fairly and honestly, without significant help or input from other sources. I understand that my application form will be checked in accordance with GMC Good Medical Practice 2006 (paras 63 - 65). If it is subsequently discovered that any statement is false, misleading, or copied from another source, or that I have withheld relevant information, my application may be disqualified and/or my employment terminated. This may result in a referral to the General Medical Council or other relevant professional body.

Having been allocated to a training opportunity, any subsequent contract of employment will be subject to satisfactory pre-employment checks and subject to the information provided on my application form or any related documents being correct. Pre-employment checks will be carried out to review and confirm the details of my application.

I understand that the information I have provided may be used by recruiting officers in post graduate deaneries and employing organisations to progress my application for a training opportunity; however key personal information, including monitoring data, will not be made available to shortlisting or interview selection panels. I understand that the data will be recorded and processed on secure information technology systems by authorised recruiting staff in order to process and monitor appointments as well as to produce aggregated recruitment statistics. Postgraduate deaneries may share information with other deaneries and other organisations involved in the planning, management and delivery of training. I consent to the recording and processing of personal data in this way in accordance with the relevant UK and European data protection legislation (including GDPR).

In signing this agreement, I consent to my result for this assessment being shared with Deaneries upon release and understand that this data will be treated in strict confidence and used only for the purpose of assisting the recruitment process for specialty training.

In signing this agreement, you are giving consent for the relevant Royal College, where required, to supply us with details of your results surrounding your membership exams before the commencement of your start date.

I understand how the offers upgrade system works as described on the website. I confirm there have been no changes to criminal convictions or fitness to practise since the submission of my application form **(if any relevant changes have occurred it is your responsibility to alert a document checker)**.

I agree to the above declaration.

Signature of Applicant:		Date:
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Information provided on the Oriel system will be held in confidence and used only in connection with recruitment to the post for which the applicant has applied. Records of all unsuccessful applications are kept for a period of 1 year from the date that an appointment decision is notified, together with brief notes, for monitoring purposes.