

Making the most of your application for a HCPC partner role (current partner)

Guidance notes

Your application is important. Our decision about whether to call you in for an interview or assessment event is based solely on the information in your application. Please read these guidance notes carefully. They are intended to help you make the most of your application for a partner role at the HCPC.

An overview of our application process

In almost all cases, we ask that you complete your application using the Partner Portal. The information you provide through the Partner Portal is the only information that will be considered when reviewing your application. Do not attach/send a CV or any other documents – these will not be passed to the shortlisters.

The application contains two sections – Part 1 and Part 2. Our shortlisting process is anonymous so the information that you provide in Part 1 will not be given to the shortlisters. The information that you provide in Part 2 includes information relating to your qualifications, previous employment, why you are applying for the post, and how you meet the key skill requirements. This information will be used for shortlisting. The shortlisters will not be given your name and other personal details, nor any of the information from the diversity monitoring section, nor details of any criminal convictions.

As soon as you have submitted your application, you'll be sent an acknowledgment email. If you are shortlisted for an interview or assessment centre we will be in touch by phone or email. If you didn't get to the next stage this time we will email you to let you know.

Completing the online application

If you wish to apply for a particular role, **you have to use the HCPC Partner Portal** to do so. You **cannot** log on using the link on the HCPC recruitment website, any online advertising etc. Your application will only enter the shortlisting process if you apply using the [Partner Portal](#).

References

We need

- at least two references, and
- a reference from every employer you've worked for in the last three years. There is only space for three referees in the system. If you've had more than three employers in the past three years, use the most recent referees. We may ask for details of any others needed if you are offered the role.

Please note that employer references must come from a line manager. If your line manager is no longer employed by the company/organisation, or there is a reference policy in place, please supply details for the HR team. If you haven't worked before, or have been self-employed, please provide details of tutors, business contacts, or character references who can cover the past three years.

We won't take up references until we have offered you the role. Your appointment (or continued appointment) is subject to satisfactory references. You can find our reference policy on our [website](#).

Employment details

Complete the employment section as fully as you can providing an employment history of at least ten years, starting with the most recent jobs. Where your employment history does not span ten years, or you have no previous job e.g. because you were at university, please ensure that this is evident in your application form. If you have no previous job experience, please put 'No previous job' in the employer field.

Supporting statement

This is a very important part of your application which will help us assess your motivation for applying for the role and your reasons for wanting to work at the HCPC.

Please don't include your name or personal details here. This section will be seen by the shortlisters and your application is anonymous in the initial stages.

Demonstrate skills

We use this section to assess whether you have the relevant skills, experience and abilities for the role. Any additional document attached to the vacancy sets out the key skills headings, with an indication of what we are looking for under each key skill heading.

You should complete one box for each key skill heading, covering all the points listed underneath it. Do not attempt to complete a separate box for each individual item listed in the document. Remember – one box for each key skill heading including all the points listed underneath it.

Give concise and specific examples to show how you meet each key skill. You can include relevant skills, knowledge and experience from paid work, study, community or voluntary work, or other experience. Avoid generic statements such as ‘I am good at working as part of a team’. We need specific evidence to show how you demonstrate this.

You don’t have to complete the form in one go. You can review and change your form up to the point you submit it. Once you have submitted your application form, you can’t amend it any longer. Please print your form before you submit it, or save it on your computer. It is also useful to download and save any additional document attached to the vacancy in case you need it for interview preparation – you won’t have access to this document once the closing date has passed.

Additional information

It is essential that those appointed as HCPC Partners have a certain standard of conduct and probity. Applicants are therefore asked to provide information about cautions, criminal convictions, disciplinary, financial proceedings, disqualifications and other matters in Part 1. When completing the declarations including previous conduct and other information, including possible conflicts of interest, you may find it helpful to refer to the [HCPC’s conflicts of interest policy](#).

Submitting the form

The submit button will appear only when all sections have been saved and confirmed as completed.

When you have submitted your application, you will no longer have access to it. If you wish to withdraw your application, please contact the [HCPC Partner Team](#). Our vacancies close at 12pm on the day specified. As soon as the closing time has passed, no further applications can be considered.

We will try to help if you have any problems. We are available Monday to Friday, 9am – 5pm. We are not available outside of these times.

Adjustments for candidates with a disability

We are fully committed to making our recruitment process accessible. If you have specific requirements, please let us know. You can contact us on 020 7840 1722 or at partners@hcpc-uk.org. We can make adjustments such as an application form in an

alternative format, someone with you at the interview, or additional time for tests if required.

Equality and diversity monitoring

The HCPC has a longstanding commitment to making meaningful progress on equality and diversity, both as regulator and as an employer. As part of this work we monitor candidates' equality and diversity data across all stages of the recruitment process. The data you provide will only be used anonymously for this monitoring and it is not shared with the shortlisting panel.

Criminal convictions and the Rehabilitation of Offenders Act 1974

We ask you to tell us in your application whether you have any criminal convictions. We wish to make informed decisions about how relevant any convictions are to the role you have applied for and to ensure a safe working environment for our staff and those we provide services to.

An conviction will not necessarily stop you from being appointed by the HCPC. Senior staff at the HCPC will consider how relevant the conviction is to the role you have applied for and whether we can proceed with your application and confirm any offer of appointment.

We keep information about criminal records strictly confidential. It will not be passed to the shortlisting panel and it will only be seen by those who need to see it in order to make a decision on your application.

The Rehabilitation of Offenders Act 1974 sets out that certain criminal convictions are 'spent' after a certain period of time. Spent convictions do not have to be disclosed when applying for a role. There are some exceptions, for example roles where you are likely to have regular contact with vulnerable people, but these exceptions do not include the HCPC.

For more information, please email partners@hcpc-uk.org

Declarations and data protection

The application process asks you to confirm other declarations and 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 might be withdrawn. If you have already started work with us you might be dismissed.

We take our data protection responsibilities very seriously. The information you provide will be held securely and access restricted to those dealing with your application. Your personal data and the data used for equality and diversity monitoring will be anonymised.

Any questions?

If you have any questions, or if you need the application form in a different format because of a disability, please contact the Partner Team on 020 7840 1722 or partners@hcpc-uk.org

Applying for more than one role

You may apply for more than one role at the same time, but you will have to complete a new application for each role. This is to make sure that we have a record of each application in the system, and also because different applications may have different key skills and may be assessed by different shortlisting panels.

If you use the same login details for each application, you will find that some sections, for example your personal details, will automatically be carried over into the new application.

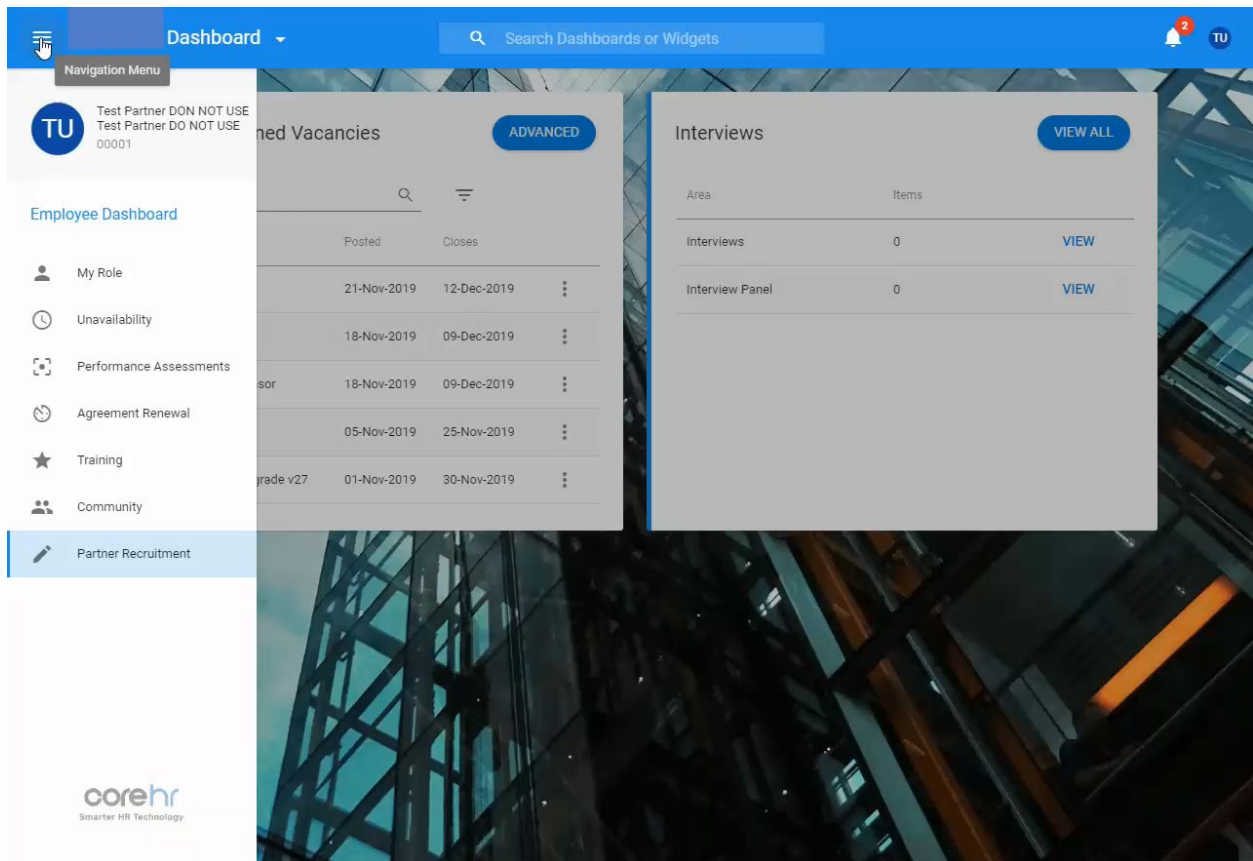
Top tips and reminders

- Print out – or download and save on your computer– these guidance notes, any additional document attached to the vacancy and your own application. These will not be available to view in later stages of the process.
- Save regularly – the system may time-out if you haven't saved, even if you have been entering data. You may lose any unsaved work.
- The submit application button won't appear until all sections have been saved and completed.
- Your response in each key skill box should address the main key skill heading including all the points listed under it.
- Give clear, specific examples of how you meet our key skills requirements, setting out your contribution.
- Do 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.

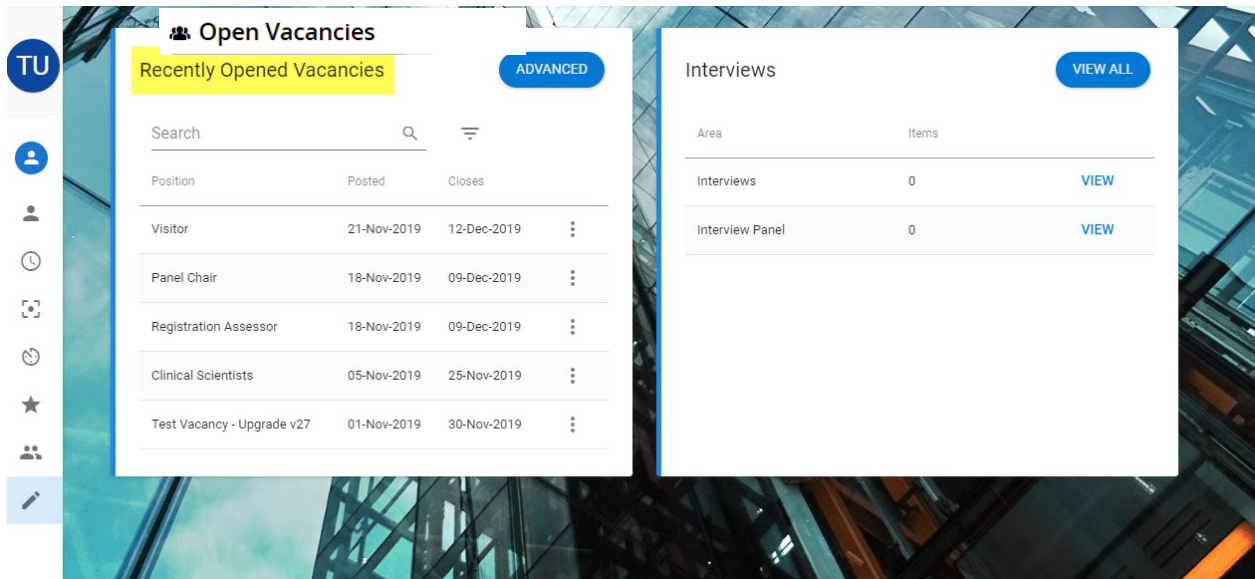
We do not accept late applications.

How to Apply for a Role

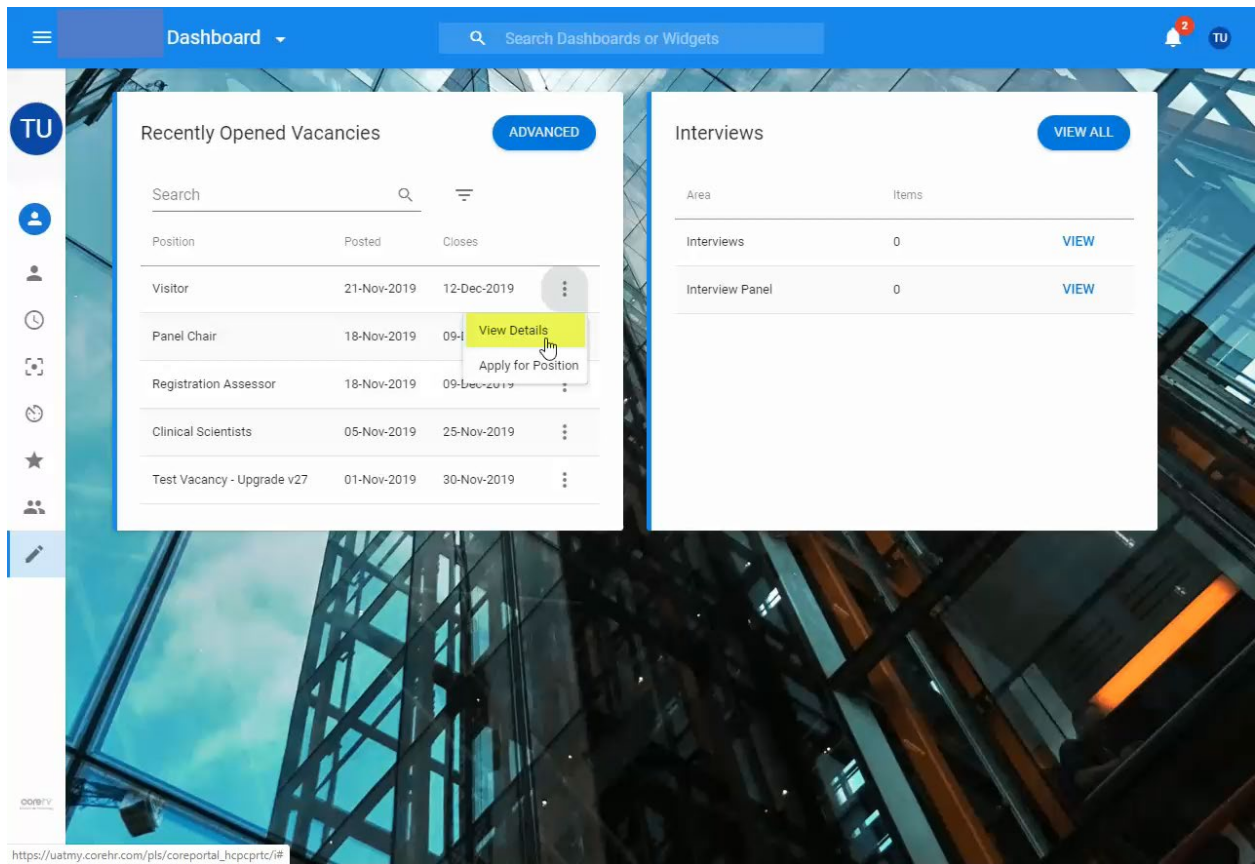
1. Log into your Partner Portal account. From the **Navigation Menu**, click on the **Partner Recruitment** tab.



2. All open vacancies will be displayed on **Recently Open Vacancies** list.



3. Click on the detail button [...] and select **View Detail** from the drop down menu to view the details of the vacancy.



4. This will open a new window. Read the job specification and download the attached documents before you click **Apply for Job**. Alternatively, you can close the window and return to **Open Vacancies**.

Applicant Options

- ▶ New Search

- ▶ Last Search Results
Click to view the results of your last search

- ▶ Change Password

- ▶ My Applications

- ▶ Terms & Conditions

- ▶ My Account

- ▶ Logout

Job Specification

Panel Member - Biomedical Sci

Role Details : Test Vacancy For Panel Members Job ID : 001662
 Org Group : HCPC Partners Management Unit : Partner
 Salary : 20000 pro rata Company : HCPC Partner

Please read the description of the role you are applying for.

Essential
 Registrant panel members must have a current registration with HCPC. Lay members must have no previous registration with HCPC or predecessor bodies, or hold a qualification that would allow them to apply to be on the HCPC register.
 Commitment to the seven principles of public life (see appendix one)
 Proven ability to grasp the detail of a wide range of issues and contribute to objective decision-making by exercising sound judgement.
 Excellent oral and written communication skills and interpersonal skills, including the ability to communicate professionally with a range of stakeholders.
 Clear understanding of the importance of upholding public interest in high quality, efficient, consistent and fair regulation.
 Demonstrable experience of contributing to and encouraging ways of working that support public accountability.
 Demonstrable ability of combining strategic thinking skills with attention to detail and understanding of reputational and other risks
 Demonstrable ability to explain and justify decisions in language appropriate for a broad range of interested parties.

Desirable
 Demonstrable ability of participation in quasi-judicial proceedings, tribunals or in similar situations.
 Demonstrable ability of conducting meetings in public and/or drafting formal reports.
 Proven knowledge of the legal and/or policy context affecting delivery and development of professional practise in a health, social care or therapeutic setting.

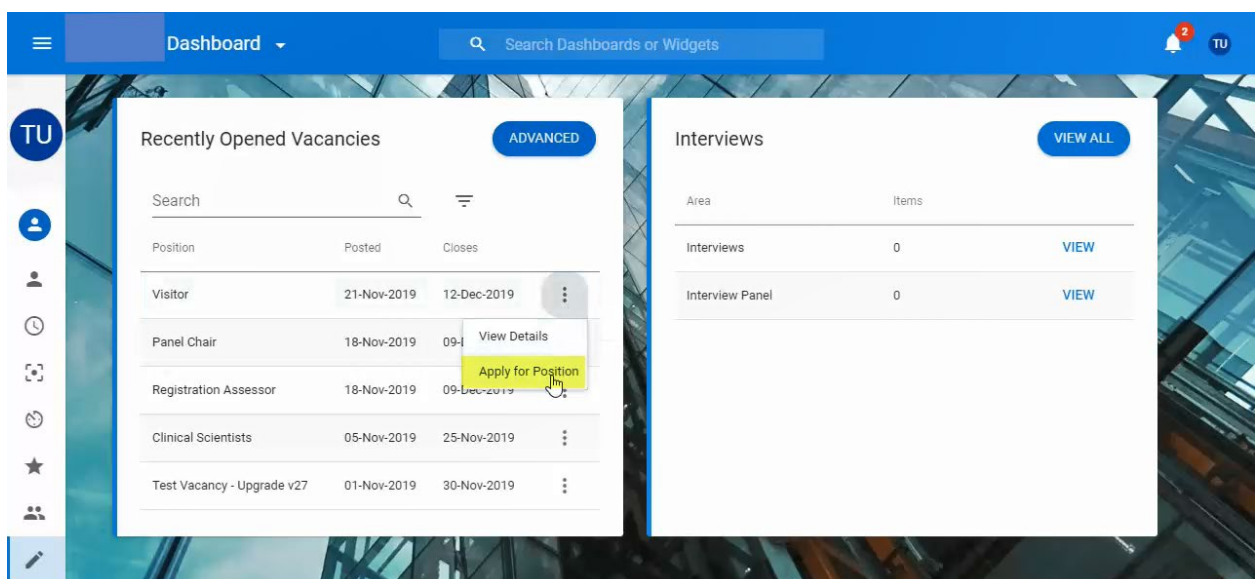
Contact Person : Ioannis Tsolakis Contact Email : partners@hpcpc-uk.org
 Contact Number : 0207 840 9737 Close Date : 20-Oct-2017

Please click on the link/s to download the attached document/s related to the vacancy you are applying for.

Click on the link(s) below to view documents	Filesize
Vacancy description	349.4

[Return to Search Results](#) [Apply for Job](#)

5. Alternatively, on your Partner Portal account you can click on the **Apply for Position** from the drop down menu next to an open vacancy.



6. This action will take you to the application page, click on **Save and Continue**.

Please note that if you are a partner or applied for a partner role using the portal before, your personal details will be displayed. Please ensure that your details are correct.

Applicant Options

- > New Search
- > My Applications
- > Terms & Conditions
- > My Account
- > Logout

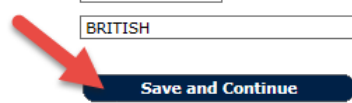


Personal Details

Test Vacancy For Panel Members

Please Insert Your Personal Details

Title * <i>(Mr, Mrs, Miss, Dr, Prof etc)</i>	<input type="text" value="Mr"/>
Forename *	<input type="text" value="Test Partner"/>
Middle Name	<input type="text"/>
Surname/Family Name *	<input type="text" value="Test Partner"/>
Address Line 1 *	<input type="text" value="184"/>
Address Line 2	<input type="text" value="Kennington Park Road"/>
Address Line 3	<input type="text" value="Park House"/>
Address Line 4	<input type="text" value="Kennington"/>
County * <i>Enter your County</i>	<input type="text" value="London"/>
Post Code *	<input type="text" value="SE11"/> <input type="text" value="4BU"/>
Country * <i>Enter your Country</i>	<input type="text" value="United Kingdom"/>
Telephone Number *	<input type="text"/>
Email *	<input type="text" value="testpartner@hcpc.com"/>
Mobile Number	<input type="text"/>
Nationality * <i>Enter your Nationality</i>	<input type="text" value="BRITISH"/>



7. Once you have checked your **Personal Details** and clicked on **Save and Continue**, you will be able to review your summary page.

Please note that in order to submit your application you will need to complete all the fields marked with ✓.

Each time you complete a section, the summary page will show a tick next to the page.

Applicant Options

- > [New Search](#)

- > [Last Search Results](#)
Click to view the results of your last search

- > [Change Password](#)

- > [My Applications](#)

- > [Terms & Conditions](#)


- > [My Account](#)

- > [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	
HCPC Registration - Profession and Modality	Required
Conflicts of Interest	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

8. Click on the next section named **HCPC Registration Number – Profession and Modality** (depending on the role and your status, you may need to insert your registration number).

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search
- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)


- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality 	Required
Conflicts of Interest	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

9. You will be able to add your **Registered Profession and Modality** or tick the **Section Not Applicable** if you are not registered with the HCPC.



Date 20-February-2018 10:27

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

HCPC Registration - Profession and Modality

Pm Test Vacancy - Do Not Apply

Please note that for some of the roles you may be required to be registered with the HCPC. Please click the add button below to insert your HCPC registered profession and modality.

For Lay and Legal Assessor roles please click 'Section Not Applicable'.

 [Add your HCPC registered profession and modality](#) 

Section Not Applicable

[Return to Summary](#)



10. Confirm if you are registered and add your registered profession and modality. Click on **Save and Continue**.



Date 20-February-2018 10:31

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

HCPC Registration - Profession and Modality

Pm Test Vacancy - Do Not Apply

Please insert your HCPC registered profession and modality. For example: Psychologist, Sport and Exercise. Record 1 of 1

Are you registered?

Yes 

HCPC Profession

test 

HCPC Modality

test

[Save and continue](#)



11. Review your profession and modality. Click on **Return to Summary**.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

HCPC Registration - Profession and Modality

Pm Test Vacancy - Do Not Apply

Please note that for some of the roles you may be required to be registered with the HCPC. Please click the add button below to insert your HCPC registered profession and modality.

For Lay and Legal Assessor roles please click 'Section Not Applicable'.

Section Not Applicable

Are you registered?	Yes
HCPC Profession	test
HCPC Modality	test

 [Edit](#)  [Delete](#)

Return to Summary

12. Click on the next section named **Conflicts of Interest**.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)


- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest 	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

13. Click on **Please Click Here to View a List of Potential Conflicts of Interest.**

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Conflicts of Interest

Pm Test Vacancy - Do Not Apply

A person appointed to a public body could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest when the person concerned holds a public appointment. Information which might be relevant could include either specific events such as those set out on the next page or prominent activities, for example in voluntary organisations.

The following sections provide you with information which may be relevant in this context. All information given will be treated in the strictest confidence.

 [Please click here to view a list of potential conflicts of interest](#)



Return to Summary

14. Confirm that you have read the section from the drop down menu.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Conflicts of Interest

Pm Test Vacancy - Do Not Apply

Please consider the following questions.

Have you:

1. Ever been convicted of any criminal offences or accepted a caution in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in England and Wales would be criminal offences?
2. Ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification?
3. Any outstanding charges?
4. Been declared bankrupt in the past 10 years?
5. Been dismissed from any office or employment in the past 10 years?
6. Ever been disqualified from acting as a Company Director or in the conduct of a company?
7. Ever been trustee of a charity?
8. Ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?
9. Any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the appointment for which you are being considered? Examples should include anything that could be presented as a conflict of interest.

If your answer is 'Yes' to any of the questions above, you will be able to provide further information at a later stage of your application form.

Please confirm: *

I have read the above section

Save and continue



15. Click on **Save and Continue**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Conflicts of Interest

Pm Test Vacancy - Do Not Apply

Please consider the following questions.

Have you:

1. Ever been convicted of any criminal offences or accepted a caution in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in England and Wales would be criminal offences?
2. Ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification?
3. Any outstanding charges?
4. Been declared bankrupt in the past 10 years?
5. Been dismissed from any office or employment in the past 10 years?
6. Ever been disqualified from acting as a Company Director or in the conduct of a company?
7. Ever been trustee of a charity?
8. Ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?
9. Any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the appointment for which you are being considered? Examples should include anything that could be presented as a conflict of interest.

If your answer is 'Yes' to any of the questions above, you will be able to provide further information at a later stage of your application form.

Please confirm: *

I have read the above section

Save and continue



16. Click on **Return to Summary**.

Applicant Options

- > [New Search](#)

- > [Last Search Results](#)
Click to view the results of your last search

- > [Change Password](#)

- > [My Applications](#)

- > [Terms & Conditions](#)

- > [My Account](#)

- > [Logout](#)

Conflicts of Interest

Pm Test Vacancy - Do Not Apply

A person appointed to a public body could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest when the person concerned holds a public appointment. Information which might be relevant could include either specific events such as those set out on the next page or prominent activities, for example in voluntary organisations.

The following sections provide you with information which may be relevant in this context. All information given will be treated in the strictest confidence.

Please confirm:

I have read the above section



[Return to Summary](#)



17. Follow the same process as per above for the **Other Business Interests** and **Significant Political Activity**.

Applicant Options Your Application

› [HCPC Registration - Profession and Modality](#) / Vacancy - Do Not Apply

- › Last Search Results
Click to view the results of your last search
- › Change Password
- › My Applications
- › Terms & Conditions
- › My Account
- › Logout



Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later
Print Friendly Summary

18. The next step is to complete the **Additional Questions** section.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)


- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions 	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

19. Click on **Additional Questions** and answer all questions.

Important: You must write something in each of the white text boxes provided, even if the answer to the question is “no” otherwise you will not be allowed to move on from this page. If the answer to the question is “no” please write “N/A” in the box.

You can **Cancel without saving** or **Save and continue** in order to return to the summary page of your application. When you have completed this page use **Save and continue** to move on.

Applicant Options

- New Search
- Last Search Results
Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout



Additional Questions

Pm Test Vacancy - Do Not Apply

HCPC Registration Number

Please insert your HCPC Registration Number. If you are not a registrant, please state N/A. *

950 Characters Left

Conflicts of Interest, Other Business Interests and Significant Political Activity Declaration

1. Do you have 'Conflicts of Interest'? Please refer to the information provided earlier. *

Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

2. Do you have any 'Other Business Interests'? Please refer to the information provided earlier. *

Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

3. Do you have any 'Significant Political Activity'? Please refer to the information provided earlier. *

Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

Additional Declarations

1. Are you, or have you ever been, subject to the disciplinary process of any professional body or employer or are there any such proceedings pending? *

Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

2. Is there anything in your working or private life, past or present, that may call into question your integrity, independence or suitability as a partner that has not been covered before? *

Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

3. Have you ever worked for or contracted your service to the HCPC either as an employee, partner or were related to the organisation in any other way? *

Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

4. Do you have any convictions, which are unspent as defined under the terms of the Rehabilitation of Offenders Act 1974? *

Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

Right to work

1. Please confirm that you have the right to work in the UK. *

Yes No

2. Do you need a work permit to allow you to work in the UK? *

Yes No

Further Information

1. How did you hear about this vacancy? *

2. If you selected Other, please clarify here. Otherwise, please state N/A. *

950 Characters Left

3. Please specify any external channels such as newspapers or online advertising. Otherwise, please state N/A. *

950 Characters Left

Cancel without saving

Save and continue

20. Click on the next section named **Employment Details**.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

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- › [My Applications](#)

- › [Terms & Conditions](#)


- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details 	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

21. Add your **Employment Details** by clicking on **Add Current / Previous Employment Detail**.

Applicant Options

- > New Search
- > My Applications
- > Terms & Conditions
- > My Account
- > Logout

Employment Details

Test Vacancy For Panel Members

Please enter your previous work details. You can include any periods of voluntary work, travel, career breaks and unemployment.

 [Add Current/Previous Employment Details](#) 

[Return to Summary](#)

22. This action will take you to the **Employment Details** record. Please complete the form as necessary. You will be able to **Cancel without saving** or **Save and review**.

Applicant Options

- > New Search
- > My Applications
- > Terms & Conditions
- > My Account
- > Logout

Employment Details

Test Vacancy For Panel Members


Please enter your current/previous work details. You can include any periods of voluntary work, travel, career breaks and/or unemployment.

Name of Organisation *

Employer Address


Job Title *


Main duties and responsibilities *

Start Date (DD/MM/YY) *  

End Date (DD/MM/YY) *  

Reason for Leaving

[Cancel without saving](#) 

[Save and review](#) 

23. Once you have clicked on **Save and review**, this action will take you back to the **Employment Details** section. You can click on **Edit Record** or **Delete Record** or add another employment detail record. Once complete, click on the **Return to Summary** button and ensure that you have listed all your previous / current employment details including portfolio and voluntary work.

Applicant Options

- › New Search
- › My Applications
- › Terms & Conditions
- › My Account
- › Logout




Employment Details

Test Vacancy For Panel Members

Please enter your previous work details. You can include any periods of voluntary work, travel, career breaks and employment.

 [Add Current/Previous Employment Details](#)

Name of Organisation	Test
Employer Address	test
Job Title	test
Main duties and responsibilities	test
Start Date (DD/MM/YY)	01/10/17
End Date (DD/MM/YY)	02/10/17
Reason for Leaving	Test

 [Edit Record](#)

 [Delete Record](#)

[Return to Summary](#)

24. From the summary page, click on **Reference Details**.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required



Save for later

Print Friendly Summary

25. This will take you to the **Reference Details** record, click **Add Reference**.

Please note that you are required to add a minimum of two referees and at least one reference from every employer you have worked for in the last three years, otherwise you won't be able to submit your application. Please refer to further information about references on page 2 of this document.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reference Details

Test Vacancy For Panel Members

Please provide details of at least two referees in the following section.

Please refer to the 'Guidance for Applicants' for further information.

 [Add Reference](#)



[Return to Summary](#)

26. This will allow you to add a reference to your application. Fill all the boxes as necessary. Once you have completed all relevant fields, click on **Save and review**.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reference Details

Test Vacancy For Panel Members

Please provide details of at least two referees.

Referee's relationship to you *	<input type="text" value="test"/>
Title *	<input type="text" value="Dr"/>
Forename *	<input type="text" value="test"/>
Surname/Family Name *	<input type="text" value="test"/>
Job Title *	<input type="text" value="test"/>
Company Name *	<input type="text" value="test"/>
Contact Number *	<input type="text" value="00000000"/>
Email Address *	<input type="text" value="test@hcpc.com"/>

[Cancel without saving](#)

[Save and review](#)



27. This action will take you back to the **Reference Details** record, where you can add your second reference. You will be able to review your record, **Edit Reference** or **Delete Reference** in this screen. Once you have added all references, click on the **Return to Summary** button to review your entries.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Reference Details

Test Vacancy For Panel Members

Please provide details of at least two referees in the following section.


Please refer to the 'Guidance for Applicants' for further information.

  [Add Reference](#)

Referee's relationship to you	test
Title	Dr
Forename	test
Surname/Family Name	test
Job Title	test
Company Name	test
Contact Number	00000000
Email Address	test@hcpc.com

  [Edit Reference](#)

  [Delete Reference](#)

 [Return to Summary](#)

28. Click on **Qualification Details**.

Applicant Options

- > [New Search](#)

- > [Last Search Results](#)
Click to view the results of your last search

- > [Change Password](#)

- > [My Applications](#)

- > [Terms & Conditions](#)

- > [My Account](#)

- > [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required



[Save for later](#) [Print Friendly Summary](#)

29. This will take you to the **Qualifications Details** record. Click **Add Qualification**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions


- › My Account

- › Logout

Qualification Details

Test Vacancy For Panel Members

Please give details of your secondary and higher education (or equivalent), starting with the most recent.

 [Add Qualification](#)



[Return to Summary](#)

30. This will allow you to add a qualification record. Once done, click on **Save and add** (where you can review / add your records) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section and entered all your qualifications. If your institution/awarding body is not listed, please select “other” from the dropdown menu and then enter the institution/awarding body’s details in the text box provided.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout

Qualification Details

Test Vacancy For Panel Members

Please give details of your secondary and higher education (or equivalent), starting with the most recent.

Course Name *	<input type="text" value="Test"/>		
Qualification *	<input type="text" value="OTHER"/>		
Qualification Other	<input type="text" value="test"/>		
Result *	<input type="text" value="test"/>		
Awarding Body	<input type="text" value="Other"/>		
Awarding Body Other	<input type="text" value="test"/>		
Institute	<input type="text" value="OTHER"/>		
Institute Other	<input type="text" value="test"/>		
From Month	<input type="text"/>	From Year	<input type="text"/>
To Month	<input type="text"/>	To Year	<input type="text"/>

[Cancel without saving](#) [Save and add](#) [Save and continue](#)



31. The next step is to click and complete the **Professional Bodies** record.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required



[Save for later](#) [Print Friendly Summary](#)

32. This will take you to the **Professional Bodies** record. Click **Add Membership** or **Section Not Applicable** if you are not registered with a Professional Body.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Professional Bodies

Test Vacancy For Panel Members

Please use this section to list any professional bodies you are a member of (e.g. Chartered Institute of Personnel and Development, Association of Chartered Certified Accountants etc.)

If you are not a member of a professional membership body, please tick the 'Section Not Applicable' box.

 [Add Membership](#)

Section Not Applicable

[Return to Summary](#)

33. Once done, click on **Save and add** (where you can review / add your records) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section and entered all your memberships.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions


- > My Account


- > Logout

Professional Bodies

Test Vacancy For Panel Members

Please use this section to list any professional bodies you are a member of (e.g. Chartered Institute of Personnel and Development, Association of Chartered Certified Accountants etc.)

Name * 

Name * 
OR select 'Other' above and enter the name of the professional body

Year Admitted (DD/MM/YY) Expiration Date (DD/MM/YY)

Membership No. (if applicable)

[Cancel without saving](#)

[Save and add](#)

[Save and continue](#)

34. The next step is to complete the **Reason for application** and **specific skills** questions. Each answer box has a character limit of 2000 characters. Please click on the **Reason for application** link to begin.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required



[Save for later](#) [Print Friendly Summary](#)

35. Click on **Please click here to add your reason for application.** It is important that you refer to the guidance attached to the role before completing the following sections.

Date 18-October-2017 11:57

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reason for Application

Test Vacancy For Panel Members

Please refer to the 'Information for Applicants' before completing this section.

 [Please click here to add your reason for application.](#)



Return to Summary

36. Once complete, click on **Save** (where you can review your record) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section.

Date 18-October-2017 11:59

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reason for Application

Test Vacancy For Panel Members

Please explain why you are applying for this role and what you will bring to it. (No more than 2000 characters)

Character count:0/2000

Supporting Statement *

Type or Copy/Paste
your supporting
statement here

Cancel without saving

Save

Save and continue



37. The next few steps are to complete the specific skills according to the role you are applying for. Please follow the same process as above.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Please note that the 'specific skills' sections may vary depending on the role you are applying for.

[Save for later](#) [Print Friendly Summary](#)

38. Click on **Equality and Diversity Monitoring**.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	✓
Working with others	✓
Exercising judgement	✓
Possessing and Building Knowledge	✓
Managing work efficiently	✓
Communicating effectively	✓
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

39. Click on **Equality and Diversity Monitoring** and complete this section. You can chose 'prefer not to say' for any section you wish not to disclose. You can select **Cancel without saving** or **Save and continue** in order to return to the summary page of your application.

Applicant Options

- New Search
- Last Search Results
Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout

Equality and Diversity Monitoring

Test Vacancy For Panel Members

THE HCPC is proud to have a diverse workforce. It is our policy and practise that all applicants will be determined only by the criteria related to their duties of a particular role. No applicant will be treated less favourably than another because of his or her age, disability, ethnicity, marital or civic partnership status, parental status, religion or belief, sex or sexual orientation.

We collect equal opportunities monitoring data from all applicants to monitor our progress in promoting equality and to inform any changes that may be needed to our policies, practices and services; as well as for statutory monitoring purposes. Analysis of this data enables us to meet our equality duties as a regulator body.

All personal information will be treated in accordance with the principles of the Data Protection Act (1998), and the data used for statistical monitoring will be anonymised and published in a way that does not allow individuals to be identified. Your equal opportunities information will not form part of any selection or promotion process and will not be disclosed to the selection panel or your department.

If appointed, your application information will be retained securely as part of your confidential self-employment record. You will have regular opportunities to review and update the information that you have supplied.

If you have a disability and require reasonable adjustments at interview or in the workplace, please request these separately (for example with your department) since information supplied on this page is used only for anonymised monitoring.

Date of Birth (DD/MM/YYYY)

Gender *

Marital Status *

Ethnic Origin *

Do you consider yourself to have a Disability? *

Disability 1

Disability 2

Sexual Orientation *

Religion or Belief *

Member of the Travelling Community
Indicate if you are a member of the travelling community

Cancel without saving

Save and continue



40. Click on **Final Declaration**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	✓
Working with others	✓
Exercising judgement	✓
Possessing and Building Knowledge	✓
Managing work efficiently	✓
Communicating effectively	✓
Equality and Diversity Monitoring	✓
Final Declaration	Required



[Save for later](#) [Print Friendly Summary](#)

41. Click on **Please click here to complete your declaration.**

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout

Final Declaration

Test Vacancy For Panel Members

 [Please click here to complete your declaration](#)

Return to summary

42. Read and accept the declaration by selecting '**I agree to the Final Declaration**' from the drop down menu. You can click on **Cancel without saving** or **Save and continue** in order to return to the summary page of your application.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout

Final Declaration

Pm Test Vacancy - Do Not Apply


I undertake to advise the Council of any other information relevant to an assessment of suitability as a public appointee and to report and any future change to the information I have provided on this form.

I certify that if contracted for services at HCPC, I will inform the council of any change of circumstance which would result in a YES answer to any of the questions in this application form.

I confirm that the information given on this form is complete and true, to the best of my knowledge. I understand that if I am appointed and the information I have provided is subsequently found to be untrue, then my tenure of office can be terminated with immediate effect.

Please confirm that you have read and agree to the final declaration.

Please confirm *

I agree to the 'Final Declaration' 

Cancel without saving

Save and continue

43. Return to the summary page where all boxes should be ticked. In case any sections are unticked, return to these and complete all sections first. Only when **all** sections are completed, the accept **Terms and Conditions** box will become visible. Please review the **Terms and Conditions** and tick the box before submitting your application. Alternatively, you can click **Save for later** without submitting your application and / or **Print Friendly Summary** (which provides you with a printable overview of your application). Please note that for safety reasons the **Equality and Diversity Monitoring** questions will not appear when you print your application. Once you have checked your application, click on the **Submit** button when you are ready to submit your application.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	✓
Working with others	✓
Exercising judgement	✓
Possessing and Building Knowledge	✓
Managing work efficiently	✓
Communicating effectively	✓
Equality and Diversity Monitoring	✓
Final Declaration	✓

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document


Save for later
Print Friendly Summary
Submit

44. A message will be displayed on your screen confirming that you have successfully submitted your application. You will be able to view your application/s once submitted under the **My Applications** tab, but you can no longer amend your application.



Date 03-October-2017 10:29

Applicant Options

- › New Search
- › My Applications 
- › Terms & Conditions
- › My Account
- › Logout

Application Successful

Your application has been successfully submitted. You can no longer edit the details for this application. Click on the New Search link for further vacancies.

