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Interview Preparation Guide

EMED Patient care

EMED Community care

EMED Safe care

EMED Courier services

What to expect

Your interview will consist of a discussion about your CV, previous experience and the skills you can bring to the role.

You will also be asked a number of competency-based questions to explore how you have responded to situations in previous roles and how you would approach situations that may arise.



Remember to answer the questions in as much detail as possible, you can use the **STAR** method below. This method is really great for answering competency style interview questions.

- **S - situation:** Think of this section as 'setting the scene' & provide background.
- **T - task:** Explain the actual task or challenge that was involved.
- **A - action:** Detail the specific actions you took to address the task or challenge.
- **R- result:** Share the outcomes or results of your actions, highlighting what you achieved.

Using the STAR method helps you provide clear and concise answers that demonstrate your skills and experiences effectively.

It's also ok to ask the interviewer to repeat a question or explain further if you do not understand, and any notes you made ahead of the interview can be brought in for you to refer to if needed.

Documents to bring:

x1 Document from Group 1
x1 Document from Group 2B
x1 Further Documents from Group 1, 2A or 2B

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GROUP 1: *(Primary Identify documents)*

- Any current and valid passport *(non-UK passports must be accompanied with a share code)*
- Biometric residence permit UK
- Current driving licence (photocard)
- Birth certificate (must be with proof of NI)
- Adoption certificate (UK and Channel Islands)

GROUP 2A: (*Trusted government documents)*

- Current driving licence photocard
- Birth certificate
- Marriage/civil partnership certificate *(UK & Channel Islands)*
- Immigration document, visa or work permit
- HM Forces ID card
- Firearms licence

GROUP 2B: *(Financial and social history documents)*

- Mortgage statement *(Issued in last 12 months)*
- Bank/Building society statement *(Issued in last 3 months)*
- Credit card statement *(Issued in last 3 months)*
- Utility bill *(Issued in last 3 months)*
- P45 or P60 document *(Issued in last 12 months)*
- Council tax statement *(Issued in last 12 months)*
- EEA National ID card *(Must be valid)*
- Benefit statement, for example Child Benefit, Pension *(Issued in last 3 months)*
- Financial statement, for example pension or endowment *(Issued in last 3 months)*



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Full Employment History Form

Please use the form to document all your employment, from when you left full-time education up until the present day. **If your CV reflects all periods of employment, you can disregard the form**.

Why we ask for this?
As part of our recruitment process, we ask all candidates to provide a full and accurate employment history.

This is an important part of our pre-employment checks and providing a complete and accurate history will help us ensure that we have the right information to support our recruitment and pre-employment checks.

During the interview, any gaps in employment can be identified with this form and appropriately discussed or documented. Please note, a gap is not necessarily a concern, but we are legally required by healthcare regulators to account for every gap on your CV to move forward smoothly with your application.

Common reasons for gaps can be:

- Unemployment
- Back to education
- Redundancy
- Family or Care responsibilities
- Travel/Relocation
- Temp/contract work
- Starting a family
- HM Forces deployment
- Health or Wellbeing problems

Please just be open and honest

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Reasonable Adjustments

We want to ensure our recruitment process is fully accessible and that you have everything you need to perform at your best.

If you require any reasonable adjustments or support for this interview, please let us know by replying to your interview invite email.

Any information you share regarding adjustments will be treated in strict confidence, kept separate from the hiring decision, and used solely to support your needs during the process.

Thank you

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