

## How to apply to the Trainee Executive Forum

The application consists of TWO elements:

### 1. A Mini CV (limited to 1 side of A4)

Please include the following:

- Name, email address, phone number, postal address, GMC/GDC number, speciality, grade and hospital/base, as well as previous jobs/positions held.
- A section entitled “What people appreciate about me” – please provide 3 points and brief explanation (can be in your work environment, or personal life).
- A section entitled “3 things that support my application” – please state the top 3 things you'd like us to know about, that supports your application: these can be achievements, skills you have, things you are proud of or anything else you think strengthens your application. (200 words max).
- Please send the Mini CV (limited to 1 side of A4) to the following email addresses: [traineeforum.yh@hee.nhs.uk](mailto:traineeforum.yh@hee.nhs.uk) and [Emma.Howe@hee.nhs.uk](mailto:Emma.Howe@hee.nhs.uk)

### 2. A Video (maximum 2 minutes in length).

The video can be presented in any way you choose. You do not have to be 'on camera' and could choose to do a voice over for the video. These videos will not be published and will only be viewed by the team reviewing the applications.

This is to get to know you, put a face to a name and hear your voice as a trainee! Please answer the following:

- What are your ideas for improving trainee engagement in Yorkshire and Humber?
- Why are you the best person for the role you are applying for?
- What is an interesting fact about yourself / or what is the most interesting experience you've had in your training?
- What is the biggest problem in your specialty/school and how would you address it? OR what is the best thing about your training?

The file should be saved with a file name:

{applicantfirstname}{applicantsurname}{video}.



This file should then be uploaded to a google drive and shared with the following email addresses: [traineeforum.yh@hee.nhs.uk](mailto:traineeforum.yh@hee.nhs.uk) and [Emma.Howe@hee.nhs.uk](mailto:Emma.Howe@hee.nhs.uk)

Please ensure that full permissions are given to allow us to view this. If you don't have a google drive this is quick and easy to set up through the google webpage.

The Application process is a little lengthier for the executive roles, and it is a competitive process. This reflects the level of responsibility but also rewards for the being on the executive committee.