

How to apply to the Trainee Executive Forum

Applications open: 19th August 2022
Applications close: Midnight 16th September 2022

The application consists of TWO elements:

1. An up to date CV (limited to 2 pages)

Please include the following:

- Name, email address, phone number, GMC/GDC number, specialty, 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). (200 words max).
- 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).

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 These videos will not be published and will only be viewed by the team reviewing the applications.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 and hear your voice as a trainee! Please answer the following:

- What are your ideas for improving trainee engagement in Yorkshire and the 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 and how could you share this good practice?

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 address:
traineeforum.yh@hee.nhs.uk

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

Please email your application to traineeforum.yh@hee.nhs.uk which in summary, should include:

- The title of the role you are applying for
- Your second and third choice role (if you are unsuccessful in your application for the above role, you may be offered an alternative role)
- An up to date CV, limited to 2 pages
- Access to your video presentation, maximum 2 minutes

You will receive an email of acknowledgment of your application and can expect to receive further information regarding the progress of your application within 4 weeks of the application closure date.

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 the rewards for the being on the executive committee.

Please see the documents section of the [Trainee Forum application page](#) for specific lead role job descriptions and expectations, as well as the opportunities of being an Trainee Executive Forum member. Please note that although each role has specific responsibilities and expectations, there is a fantastic overlap of project development and team working.

If successful in your application, you will be connected with your role predecessor and a comprehensive handover will be offered. This will provide an opportunity to ask any questions you may have when starting the role and to catch up on any projects in the pipeline. Depending on the availability of your predecessor, a shadowing period may also be available.