

Employment Gap Validation

When completing your application form, Oriell will identify any gaps in an applicant's employment history in the 3 years prior to the commencement of the post to which they are applying. Where employment gaps are identified, applicants will be unable to progress to the next page of the application form until **all** identified gaps have been explained.

As shown below, Oriell will inform applicants of:

1. The number of employment gaps identified
2. The number of employment gap explanations already entered
3. The dates of the employment gaps that need to be explained

FULL EMPLOYMENT HISTORY - (UK/OVERSEAS)

PAGE TRACKER - If you wish, please tick this box to remind yourself this page is complete: (information will be displayed on your application Summary)

Your employment history shows you have 1 employment history gaps of 28 days or more within 36 months of the vacancy start date. You have only entered 0 gap explanation(s).

Please provide a separate explanation for each of these employment history gaps: 02 Feb 2012 - 31 Jul 2013

Please list all medical/dental employment from current/most recent employment history detailing back to graduation from medical/dental school. List rotational posts in Core Training programmes, piecework and temporary posts separately. Please also list posts that you are doing but have not yet started.

If you are currently in employment and do not have an "end date" please put the end date as being the day before the commencement date for the post you are applying for (as per HEE Applicant Guide). If you leave your current post before this date you must send details to the National Recruitment Office/LETB/Deanery.

I have no employment history:

EMPLOYMENT HISTORY - DATA ENTRY SECTION

IMPORTANT NOTE: Please use this data entry section to add/update your employment history and ensure you use the action icons ('Add Post', 'Update Post', 'Cancel Change' etc) to submit information against your record.

<p>Post: (*) <input type="text"/></p> <p>Employer name: (*) <input type="text"/></p> <p>Address: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Post code: <input type="text"/></p> <p>Post title: (*) <input type="text"/></p> <p>Post type: (*) <input type="text"/></p> <p>Specialty: (*) <input type="text"/></p> <p><small>Please note that 'OTHER' is no longer an option within Specialty. If your Specialty is not available please choose the nearest match.</small></p>	<p>NHS employer: <input type="text"/></p> <p>Level of post: <input type="text"/></p> <p>Less than full time: <input type="text"/></p> <p>If LTFT what amount: <input type="text"/></p> <p>Start date: (*) <input type="text"/></p> <p>End date: (*) <input type="text"/></p> <p>Duration of post: (*) <input type="text"/> years <input type="text"/> months</p> <p><small>The duration of your post should ONLY be entered up until the time of appointment</small></p> <p>Observer/Clinical attachment/unpaid post: <input type="text"/></p>
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 Cancel change
 Add post

Employment gap explanations should be entered under *Employment Gaps* on the same page of the application form.

In this example, the applicant needs to detail one employment gap; the start and end dates of this gap should be entered into the relevant date fields and a brief explanation of the gap should be given.

EMPLOYMENT HISTORY

For posts previous to your most current or recent post, please list all other posts up to when you completed medical school

Post	Employer	Specialty	Level	Duration	Start Date	End Date	
Future Post 1	Future post 1	Anaesthetics	ST1	0 yrs 2 mths	01 Dec 14	30 Jan 15	Edit post
Post 1	Current post	Acute Care Common Stem - Anaesthesia	CT1	0 yrs 3 mths	01 Aug 14	30 Nov 14	Edit post
Post 2	Post 2	Acute Care Common Stem - Emergency Medicine	CT1	0 yrs 6 mths	01 Feb 14	31 Jul 14	Edit post
Post 3	Post 3	Acute Care Common Stem - Intensive Care	CT1	0 yrs 6 mths	01 Aug 13	31 Jan 14	Edit post

EMPLOYMENT GAPS

You must account for any gaps in employment of longer than four weeks within three years preceding the advertised start date of the post. Please note this includes:

- any gap beginning from the course completion date of your primary medical/dental qualification should this be within the last three years
- any expected or planned career gaps between submission of the application form and the anticipated start date of the advertised post
- any potential gaps between the end date of your last planned post and the advertised post start date where you do not currently know what your employment status will be - you should provide information about your intentions for this period
- any periods of short-term, ad hoc or locum work greater than four weeks; where this is the case, please summarise the nature and amount of full time equivalent experience gained across any posts undertaken during this period
- any gaps where you have stepped out of programme with the expectation of returning such as to undertake research in a formal post or to take a career break
- periods of leave such as maternity leave or career breaks

Do you have any gaps in your employment history of more than 4 weeks duration? Please

include career breaks for maternity (if applicable) and sabbaticals (if applicable).
If Yes, please explain and give dates of each gap individually:

1) Gap from: to:
Please explain the reason for this gap:

Words allowed 50, words entered 0

2) Gap from: to:
Please explain the reason for this gap:

Words allowed 50, words entered 0

3) Gap from: to:
Please explain the reason for this gap:

Words allowed 50, words entered 0

7) Gap from: to:
Please explain the reason for this gap:

Words allowed 50, words entered 0