

Reference:	FOI.11873.23
Subject:	Anonymous job applications
Date of Request:	2 June 2023

Requested:

Can you tell me to what level do you anonymise job applications?

Is the previous job history blinded from short listers?

What elements of the job history are visible to short listers?

Response:

Hywel Dda University Health Board (UHB) confirms that the NHS job application form is a standard form used by all NHS Employers. During the recruitment process, all names and any protected characteristics are anonymous from the shortlisting panel and the appointing manager.

As part of the application process, candidates are asked to provide previous job history, including names and dates of previous employers, job titles, salaries and notice period. If a candidate has completed their previous employment on the application form, then it can be viewed to support shortlisting.

An example of an NHS job application form that is used for training purposes, has been provided, at Attachment 1.

Additionally, NHS Wales Shared Services Partnership (NWSSP) provide recruitment services for NHS Wales and the UHB provides a copy of the Recruitment Services Privacy Notice, at Attachment 2, which may be of use to you.