

Edge Hill University

How to apply for a Midwifery Post

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Inclusive Learning

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Edge Hill Careers Centre
Contact Details: Tel: 01695 584866

Website; www.edgehill.ac.uk/careers

Opening hours:

Term-time: Monday – Thursday	9.00 am – 4.45 pm
Friday	9.00 am – 4.00 pm

Vacation periods: Mon – Fri 9.00 am – 4.00 pm
(closed for lunch 12.30 pm – 1.30 pm)

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Edge Hill University

Introduction

This guide has been produced by the Careers Centre to help you make high quality effective applications for Midwifery posts. It is offered to our midwifery students in conjunction with Application & Interview workshops arranged with your tutors within the teaching timetable.

This guide contains information on:

- Completing application forms
- Producing a targeted CV
- Putting together a letter of application
- Addressing person specifications
- Effective marketing of your skills & abilities
- Useful websites for Midwifery vacancies
- Contact details of some local trusts

Good luck with your applications!

Des Hope
June 2011

“Following instructions and procedures should be second nature for nurses and midwives. Make sure you follow the instructions and procedures given for completing the application form”

Liverpool Women’s Hospital

Making Applications

The whole purpose of completed applications is to achieve an interview. Your aim is to convince the employer that you are worth selecting for interview because you seem to be a suitable candidate for the job concerned, and the sort of person the organisation/Trust likes to employ. The only information which the selectors have about you is that contained in your form or curriculum vitae and the accompanying letter. So, emphasise the positive and let them spot the negative. Convince them that they need to see you. Remember that presentation is as important as content.

If you have an Application Form

Do read through the form first, noting any instructions, eg. Black ink.

Photocopy the form and practise on that form, just in case you make a mistake.

It is important to submit a clear, concise and legible form to the employer.

Check thoroughly for spelling and grammatical errors, including punctuation.

Complete all sections of the form. If a question does not apply to you, write 'N/A'.

Respond to questions as asked, giving details of your interests, activities and achievements as required. Focus on interest and activities that are relevant to Midwifery and health care work in general.

Include previous employment or work experience, paid or unpaid, however unrelated or routine they seem to you.

The skills you have developed in one contact may well be transferable to another and employers will look for evidence that you recognise these skills ... for example ..

- Dealing with members of the public
- Working under pressure
- Handling money
- Working odd hours

Tailor your responses to the particular post for which you are applying.

Use the 'any other information' section to draw attention to activities and qualities not covered elsewhere on the form. See section later on 'Supporting Applications'.

WHAT A CV DOES

A CV is used to persuade an employer that you are the right person for the job.

A CV isn't always the most appropriate medium to use, as organisations will often require you to complete an application form and a personal statement. If this is the case, they are unlikely to also want a CV.

It is important that you present your CV, as professionally as possible and, with this in mind, use good quality paper.

Try to keep your CV as succinct as possible, not more than two pages if you can.

What should the CV include?

A CV for a Midwifery post would tend to include information under the following headings:-

Personal Details	Name, address, telephone number, date of birth, your NMC registration number once known.
Professional Education	This is your professional Midwife practitioner training. As this is the most relevant qualification for the job for which you are applying, it makes more impact if this comes first. You should include here dates, the Institution(s) at which you studied and the qualification you obtained.
Education	Your education from 11 onwards, including dates, the name of the education institution and qualifications gained there (but not details of your Professional Midwife practitioner training). You might choose here to work backwards beginning with whatever you did prior to your Dip HE and ending with secondary school.
Skills Profile	You may decide to include a skills profile. This is where you highlight a few key skills and illustrate them by brief examples. It is best if these reflect some of the skills asked for in the person specification. Some people decide to include a career objective near the beginning of the CV, a short statement describing yourself and your career aims.

Professional or Practice Experience

Obviously with the great number of placements you undertake there is no way in which you can detail them all here. Maybe you could include a sentence to explain the wide range of experiences the training has given you and anything innovative/unusual/relevant you have done as part of your options unit or a placement with similar experiences to that for which you are applying. Also highlight experience most relevant for the post.

Other work experience

Brief details with dates of other types of work experience, skills gained, duties. Try where possible either here or in the covering letter to look for the relevance of any previous work experience to its use in the professional nursing/midwifery situation eg. Counselling skills from a previous job, or involvement in the training of others from being previously involved in voluntary work etc.

Interests and other activities

This section enables the employer to discover a little more about your personality. Other information/additional skills (if appropriate) can be included.

This section can also include special skills or qualification you can offer on top of your other more formal qualifications eg fluency in a foreign language might be very useful in some posts, not as useful in others.

Referees

Two referees need to be included here – one to be an academic/professional referee from the institution where you are about to complete your training. Your second referee should also be someone who can comment on your work and professionalism – many people choose perhaps a Ward Manager/Sister with whom they have worked closely on one of their placements. Make sure you include contact details for your referees : phone number (s) and email address.

An example of what a midwifery CV might look like:

Gillian Steele

17 Water Lane
Aintree
Liverpool
L9 4 SH

Tel: 01523 636 4500
Mobile: 074832 465461

Email: g.steele@btinternet.com

CAREER OBJECTIVE

Upon qualification as a midwife, I am eager to undertake a post within the Liverpool Women's Hospital NHS Trust, having spent successful placements in this Trust in all areas of Maternity care.

PROFESSIONAL EDUCATION

**Diploma of Higher Education in
Midwifery Studies**

**Edge Hill University
September 2011**

You could now include here a few brief bullet points on

- *Details of any special projects/studies/seminars led*
- *Any areas of special interest to you*
- *Achievements whilst on the course*
- *In the future add postgraduate or post registration qualifications and any relevant professional activities*

PROFESSIONAL EXPERIENCE

A range of placements undertaken over 3 years including:

- Experience at Liverpool Women's Hospital, Aintree Hospital NHS Trust and its associated Community NHS Trusts.
- Experience in ante-natal delivery, post natal and community areas, as well as neo-natal care.
- Involvement in several research trials whilst on placement.
- Have undertaken a three week option placement in Australia which enabled me to compare midwifery care and education to that provided in Liverpool.

Now here again you could include some bullet points highlighting any specific placements with relevance to the post for which you are applying, whether it be, special baby unit care etc.

ADDITIONAL QUALIFICATIONS

NVQ Level 2 & 3 in Care	Hugh Baird College 2009
A Levels in Biology & Maths	Liverpool Community College 1995
GCE O Levels at Grade C or above English Language, Maths, Biology, Chemistry, History	Deyes Court High School, Liverpool 1993

ADDITIONAL EMPLOYMENT EXPERIENCE

Health Care Assistant	Aintree Centre for Women's Health 2007 - 2009
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Working as part of a multi-disciplinary team to provide quality care and a support role for qualified staff within the Maternity Department. Responsible for maintenance of the ward, assisting mothers to care for their babies, washing and dressing women following caesarean section and ward clerk duties.

Care Assistant	Holly Lodge Residential Home 2005 – 2007
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Day to day duties of caring for 20 residents.

Administrative Officer	Northern Construction Services 1995 – 2000
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Responsible for providing high standards of customer service, general administrative duties, dealing with the public and suppliers.

ADDITIONAL INFORMATION

- Student member of the Royal College of Midwives
- Guide leader for local guiding group for the past 5 years
- Member of local history group
- Competent with a wide range of computer packages

REFEREES

The first of these needs to be an academic reference at this stage in your career – so choose your tutor for this one.

The second one needs to be a ward manager or someone of a similar rank who can comment on your ability to do the job and your nursing/midwifery skills

Supporting Information / Covering letter for CVs

Application forms usually include a section for you to include your supporting information. If not, or when sending a CV, you would need to include a separate letter of application. This is extremely important and whereas your CV contains plain factual information, giving relevant details of experience, your supporting information is your chance to match yourself, your skills, experiences and abilities to the requirements of the midwifery post and to persuade the employer that you are exactly what they are seeking.

There is no singular correct way to write a supporting letter. Where possible, make the letter as professional as possible. Remember you are a midwife, a professional person and must market yourself accordingly. Where you have to use pen, such as on an application form, make sure it is extremely neat and tidy to demonstrate the care you have in completing it.

The following suggestions are just some brief guidelines as to how you might approach a midwifery application depending on the information you have received about the post.

In an ideal situation you will receive a job description, person specification, any other additional information about the post/organisation.

In this case make sure that your letter of support or the blank A4 side of an application form, whichever is appropriate for the post, is centred on the JOB OR PERSON SPECIFICATION. The job or person specification will list the qualifications, skills, abilities, and experiences etc that are required for the post. You must therefore take each of these and clearly demonstrate that you have got these skills etc, from your midwifery education programme and from other University/or work experience. If you do not meet the essential criteria in the person specification, it is unlikely that you will be called for interview. You must, therefore, clearly state that you have got the necessary skills/experience required and describe how you obtained these skills, experiences, making it as relevant as possible to the post you are applying for. Make sure you make full use of all the other information that has sent you.

When you have addressed all that is required in the person specification, state clearly any other skills or experience that you feel you can offer and which would make you an asset in the post.

If you get the chance to go on an informal visit, prior to completing your form, try to do so as again you can again pick up clues and information which may help you complete an application/covering letter. Point out also in your information that you did visit as the person who showed you round won't necessarily be the person who sees your form.

Market yourself

- State clearly why you are applying for the post e.g. familiarity with the area which may mean that you would relate well to clients, their families and carers or a successful clinical placement with the employer.
- Why you wish particularly to work in a particular department.
- You might want to indicate an interest in the particular ethos, or aspects of the organisation that are different. Always research information on the organisation by visiting their website.
- Tell the organisation that you have got what they are looking for and give evidence of that.
- Give examples of good practice that you have taken part in, experience of caring in a context that is related to the job for which you are applying. If you are applying for an area/specialism in which you haven't to date had a lot of job specific experience, think about all the skills and knowledge you have gained that can transfer to that new setting.
- You might even be able to demonstrate how assignments you have undertake might link into the job for which you are applying
- If you find yourself making any philosophical or theoretical statements ... I believe that ... etc make sure they are backed up by examples of how you have carried it out in practice. Within your philosophy of care, point out that you have worked with and contributed to a wide variety of systems of care delivery.
- Look at work experience you have had – including things you have done before your midwifery programme as there may well be skills you can bring out of this that are relevant to the post you are seeking – it might be communication skills, team work, management skills. Again try to link this in with person specifications criteria. One thing to emphasise is your ability as leader/manager and your relevant skills in this area as you will be expected to be a leader and manager as soon as you qualify eg. 'I took every opportunity to develop leadership/management skills' and go on to give examples of how you did this.
- What else can you contribute to the organisation beyond the obvious? E.g. you might have done a particularly relevant piece of project work, unique to yourself, have experience of audit, voluntary work, involvement in self-help groups, teaching experience, counselling qualifications or experience, equal opportunities training or initiatives
- You might wish to refer to your career development plans within the covering letter/supporting information.

Make yourself an interesting, individual candidate

However, market yourself in a friendly manner. Beware of sounding arrogant or threatening – always support what you say you can do, with evidence. Remember you want to come over as a friendly, caring professional who will be an asset to the organisation.

**SAMPLE
PERSON SPECIFICATION**

Maternity Department

TITLE: Staff Midwife (Newly Qualified)

GRADE: Midwifery Scale

DEPT: Family Care Directorate

DATE: June 2011

	Essential Criteria	Desirable Criteria	How Tested	
Education/Qualifications	<ul style="list-style-type: none"> Registered Midwife 	<ul style="list-style-type: none"> Evidence of professional development 	AF	
Knowledge and Understanding	<ul style="list-style-type: none"> Aware of current midwifery issues/research Have an understanding of the importance of research based care Awareness of risk management Awareness of Child protection 	<ul style="list-style-type: none"> 	AF I	
Skills and Abilities	<ul style="list-style-type: none"> Good communication skills both written and verbal Flexible and sensitive to colleagues/clients' needs Ability to demonstrate effective communication Ability to think logically, prioritise and use initiative Able to cope with change Ability to work both in hospital/community setting Demonstrate ability to teach Interested in developing staff 	<ul style="list-style-type: none"> Computer Literacy Undertaken and completed administration of intravenous medicines course 	AF I	
Other	<ul style="list-style-type: none"> Work well in team with good interpersonal relationships Maintain a high standard of care 	<ul style="list-style-type: none"> Participate in working groups ie. <ul style="list-style-type: none"> - Quality assurance - Audit - Practice Review and Guidelines group Good leadership and organisational skills 	I	
Physical Qualities	<ul style="list-style-type: none"> Good general health. Able to undertake all duties of a Midwife in the hospital and community setting 	<ul style="list-style-type: none"> 	HS R	

* AF = Application Form
I = Interview

HS = Health Screening
R = References T = Test

Example Covering letter (for use when applying with a CV)

Your Address

Employer Name
Employer Address
Employer reference (if any)

Dear Mr. Mrs. Ms.....(find out name if possible)

I wish to apply for the post ofas advertised in.....

I successfully completed my Midwifery training at Edge Hill University.... and am now seeking full-time employment. I enclose my CV for your attention.

One paragraph on your training/skills/knowledge gained with concrete examples specific to you. Employers want to know about you and your potential ability to develop to do the job in a professional manner. Avoid generalisations and philosophising.

One paragraph on why you are applying for that particular post-even if you are desperate to work for any hospital trust this is the crucial paragraph! What is it that is attractive about, the employer, the location? What have you found out about the trust? Do some research.

Optional paragraph an any other information.

I will be available for interviewand look forward to hearing from you.

Yours
Sign your name
PRINT YOUR NAME

NB If the letter began 'Dear Sir/Madam', you should sign off 'Yours faithfully' and if the letter has been directed to an individual by name you should sign off 'Yours sincerely'
General

- The employer wants evidence of skills you can bring to the job
- Don't be afraid to project your personality-make it sound interesting
- Use plain English
- Don't use a standard letter for all applications
- Don't apologise for your self or draw attention to problems

Finally

Good luck in your job search and your future career from all at the Careers Centre at Edge Hill. Do not hesitate to contact us if you need any further help regarding your future career plans.

You might want to access our website at:
www.edgehill.ac.uk/careers

You will be contacted by the Careers Centre at Edge Hill around 6 months after completion of your course to find out your career destination and also whether you are undertaking any further study. This is important information that we will feed back to your tutors. Please help us by completing the form and returning it in the pre paid envelope.

Good luck in your job search!

Useful Midwifery Websites

Nursing and Midwifery Council	www.nmc-uk.org
Royal College of Midwives	www.rcm.org.uk
Midwives Online	www.midwivesonline.com
NHS website	www.jobs.nhs.uk
NHS Professionals	www.nhsprofessionals.nhs.uk
Department of Health	www.doh.gov.uk
NHS Careers	www.nhscareers.nhs.uk
The Guardian	http://jobs.guardian.co.uk
Internurse	www.internurse.com
Jobs for medical	www.jobs4medical.co.uk
Health Professionals	www.healthprofessionals.com
Portfolio of British Nursing Websites	www.british-nursing.com
Nursing Net UK	www.nursingnetuk.com
Nursing Times	www.nursingtimes.net
Nurse Serve	www.nurserve.co.uk
Pulse staffing	www.pulsestaffing.co.uk
Voluntary Service Overseas	www.vso.org.uk
Nursing Abroad	www.nursingabroad.net
Nursing in Australia	http://www.nursingaustralia.com/
Directory of Canadian Nursing Associations	www.canadianrn.com/directory/assoc.htm
Nursing Council of New Zealand	www.nursingcouncil.org.nz
Geneva Health International (Recruitment)	www.genevahealth.co.uk
Midwifery Jobs in Ireland	www.profco.com

Birth Choice UK	www.birthchoiceuk.com
Community Practitioners and Health Visitors Association	www.unitetheunion.org/cphva
Prospects website	www.prospects.ac.uk
Iolanthe Midwifery Trust (registered charity)	www.iolanthe.org/
Radical Midwives	www.midwifery.org.uk
UK site for recruitment into Health care jobs	www.healthjobsuk.com
Midwives Information and Resource Service	www.midirs.org

LOCAL NHS HOSPITAL TRUSTS

HOSPITAL TRUST	HOSPITALS	ADDRESS	WEBSITE
Aintree Hospitals NHS Trust	University Hospital Aintree, Walton Hospital	Aintree Hospitals NHS Trust, University Hospital Aintree, Lower Lane, Fazakerley Hospital, Liverpool, Merseyside, L9 7AL	www.aintreehospitals.nhs.uk
Blackpool, Fylde and Wyre Hospitals NHS Trust	Blackpool Victoria Hospital Clifton Hospital Lytham Hospital South Shore Hospital Devonshire Road Hospital Fleetwood Hospital	Blackpool, Fylde and Wyre Hospitals NHS Trust Blackpool Victoria Hospital, Whinney Heys Road, Blackpool FY3 8NR	www.bfwhospitals.nhs.uk
Central Manchester and Manchester Children's University Hospitals NHS Trust	Booth Hall Hospital, Manchester Royal Eye Hospital, Manchester Royal Infirmary, Royal Manchester Children's Hospital, St Mary's Hospital, University Dental Hospital	Central Manchester and Manchester Children's University Hospitals NHS Trust, Trust Headquarters, Corbett House, Manchester Royal Infirmary, Oxford Road, Manchester, Greater Manchester, M13 9WL	www.cmft.nhs.uk
North Wales, North East Wales, North West Wales	See website	Betsi Cadwaldr University Health Board Ysbyty Gwnedd Penrhosgarnedd Bangor, Gwynedd LL57 2PW	www.bcu.wales.nhs.uk
Countess of Chester Hospital NHS Foundation Trust	Countess of Chester Hospital, Ellesmere Port Hospital	Countess of Chester Hospital NHS Foundation Trust, The Countess of Chester Health Park, Chester, Cheshire, CH2 1UL	www.coch.org
East Cheshire NHS Trust	Macclesfield District General Hospital, Congleton War Memorial Hospital, Knutsford and District Community Hospital	East Cheshire NHS Trust, Macclesfield District Gen Hospital, Victoria Road, Macclesfield, Cheshire, SK10 3BL	www.eastcheshire.nhs.uk
Lancashire Teaching Hospitals NHS Trust	Chorley & South Ribble District General Hospital	Lancashire Teaching Hospitals NHS Trust Chorley & South Ribble	www.lancsteachinghospitals.nhs.uk

	Royal Preston Hospital	District General Hospital Preston Road Chorley PR7 1PP Royal Preston Hospital Sharoe Green Lane North Fulwood Preston PR2 9HT	
Liverpool Women's Hospital NHS Foundation Trust	Liverpool Women's Hospital	Liverpool Women's Hospital NHS Foundation Trust, Liverpool Women's Hospital, Crown Street, Liverpool, Merseyside, L8 7SS	www.lwh.me.uk
Mid Cheshire Hospitals NHS Trust	Leighton Hospital, Victoria Infirmary	The Mid Cheshire Hospitals NHS Trust, Leighton Hospital, Crewe Cheshire CW1 4QJ	www.mcht.nhs.uk
Warrington & Halton NHS Foundation Trust	Highfield Hospital, Warrington Hospital, Halton Hospital	North Cheshire Hospitals NHS Trust, Warrington Hospital, Lovely Lane, Warrington, Cheshire, WA5 1QG	www.warringtonandhaltonhospitals.nhs.uk
St Helens & Knowsley Hospitals NHS Trust	Whiston Hospital	St Helens & Knowsley Hospitals NHS Trust Whiston Hospital Warrington Road Prescot Merseyside L35 5DR	www.sthkhealth.nhs.uk
South Manchester University Hospitals NHS Trust	Wythenshawe Hospital, Withington Hospital	South Manchester University Hospitals NHS Trust, Wythenshawe Hospital, Southmoor Road, Wythenshawe, Manchester, M23 9LT	www.manchester.ac.uk/south
Southport & Ormskirk Hospital NHS Trust	Southport & Formby District General Hospital Southport General Infirmary Ormskirk District General Hospital	Southport & Ormskirk NHS Hospital Trust Southport & Formby District General Hospital Town Lane, Kew Southport Merseyside PR8 6PN	www.southportandormskirk.nhs.uk
Stockport NHS Foundation Trust	Cherry Tree Hospital, St Thomas Hospital,	Stockport NHS Foundation Trust, Stepping Hill Hospital,	www.stockporthealth.nwest.nhs.uk

	Stepping Hill Hospital	Poplar Grove, Stockport, Cheshire, SK2 7JE	
Trafford Healthcare NHS Trust	Altrincham General Hospital, St. Anne's Hospital, Stretford Memorial Hospital, Trafford General Hospital	Trafford Healthcare NHS Trust, Trafford General Hospital, Moorside Road, Urmston, Manchester, Greater Manchester, M41 5SL	www.trafford.nhs.uk
Wirral Hospital NHS Trust	Arrowe Park Hospital, Clatterbridge Hospital, Victoria Central Hospital	Wirral Hospital NHS Trust, Arrowe Park Hospital, Upton, Arrowe Park Road, Wirral, Merseyside, CH49 5PE	www.wirralhealth.org.uk
Wrightington, Wigan and Leigh NHS Trust	Royal Albert Edward Infirmary Leigh Infirmary Wrightington Hospital Whelley Hospital Billinge Thomas Linacre Centre	Wrightington, Wigan & Leigh NHS Trust Royal Albert Edward Infirmary Wigan Lane Wigan WN1 2NN	www.wwl.nhs.uk/

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CUSTOMER VIEWS

Your views are important to us and help us to continually improve the quality of our services.

We would appreciate it if you could complete this form and tell us what you thought of the information we've given you.

Publication title :

Will this publication help you?

YES / NO

Did you find the information easy to understand?

YES / NO

Was the publication interesting?

YES / NO

Did you like the design of the publication?

YES / NO

Do you have any other comments about Edge Hill's Careers Centre or the information we've given?

Thank you for taking the time to complete this form.

Please return it to the Careers Centre or email to careers@edgehill.ac.uk