

Initial Online Application

- Eligibility Checked
- Shortlisted



Invited to Interview

Book Interview via Application Portal



Successful Interview

Provisional Offer Sent

Payroll
Documents

Book in Fitness Test
Take B & G Vetting
Forms with you to
Test

Complete Medical Forms
Send these to OHU
OHU will make contact to
book in Medical
Appointment

Complete all remaining
provisional offer forms
and send to recruitment

CVU Vetting Web Form

Login information will be sent to your email
Please complete the web form within 14 days

References

Recruitment will request contact
information for your current HR
Department
Recruitment will need your permission to
request the references.



Postings

Recruitment will go to resourcing and request your posting.
Recruitment will then give you a call to confirm this.



Formal Offer

Once we have received all of your clearances,
and your posting is confirmed, we will send you
your formal offer of employment.



Please sign your Formal Offer, complete
your attached proforma and send this
back to the recruitment team.



A member of the Foundation Learning Team will
be in touch to provide you with more
information about your transferee/re-joiner
course.