### Foundation Programme Recruitment 2009

#### Application process

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<th>Month</th>
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| Aug   | 04 Aug – 5 Sept 08 | Ensure you are eligible to apply  
- If you are in your final year at a UK medical school, the process of assessing eligibility is managed by your school and you need do nothing further to establish your eligibility  
- All other prospective applicants must submit an Eligibility Form and supporting documentation to the UKFPO’s Eligibility Office between 4 August and 12.00 GMT (midday) on 5 September 2008  
  Go to www.foundationprogramme.nhs.uk for further details |
| Oct   | 13 Oct 08 | Prepare your answers  
- The Foundation Applicant’s Handbook, application form and Foundation Programme places are published online at www.foundationprogramme.nhs.uk  
- You may wish to print the application form and prepare your answers |
| Oct   | 13 Oct – 7 Nov 08 | Enrol online  
- You must enrol using your surname, the name of your medical school, your email address and birthdate. This information must be entered exactly as provided by your medical school/UKFPO Eligibility Office  
- Only eligible applicants will be able to enrol and apply  
  See www.foundationprogramme.nhs.uk to enrol |
| Oct   | 27 Oct – 7 Nov 08 | Complete the on-line application form  
- The application form must be submitted by 12.00 GMT (midday) on 7 November 2008  
- The form will consist of several tabbed sections. One of these sections contains seven questions which will be scored  
- There are 100 points available for your application. A maximum of 60 points will be allocated on the basis of the answers to the seven questions  
- The remaining points will be allocated based on your academic performance as submitted by your medical school. Your medical school will inform you of your academic ranking  
- You will be required to list all foundation schools in order of preference  
- Ask permission from two referees before submitting their contact details |
| Dec   | 1 Dec 08 | Deadline for the submission of evidence of your right to work in the UK  
- This is only applicable to those graduates from non-UK medical schools |
| Aug   | 1 - 10 Dec 08 | National clinical assessments take place  
- These are only required by applicants who qualified before 4 August 2007  
- Results of the clinical assessments will be available 17 December 2008 |
| Jan   | 6 Jan 09 | Your application results are available  
- Log into your online account  
- Your overall application score and allocation to a foundation school will be shown (if your application is successful) |
| Jan   | 7 Jan – 9 Feb 09 | Rank specific programmes in your allocated foundation school in order of preference  
- You must check your foundation school website for further information on how you are matched to a specific programme  
- Deadlines and methods will vary by foundation school |
| Jan   | 15 Jan – 5 Mar 09 | References are requested  
- Referees must be consultants, GPs or associate specialists, who you have worked with in the past two years  
- Referees are asked to submit a structured reference for you as part of the employers pre-employment checks  
- References are not used in any way to determine the programme to which you are matched |
| Mar   | 3 Mar 09 | You will be notified of your match to a specific programme |
| Mar   | 6 Mar 09 | Breakdown of scores  
- A breakdown of scores you received for each application answer will be available  
- Log into your online account for scores |
| Mar/Apr | Mar/Apr 09 | Pre-employment checks begin  
- Your prospective employer will run criminal records and other checks and may require that you attend an interview before issuing your contract of employment |
| Jul   | Jul 09 | You must have qualified from your medical school and have GMC provisional registration before your employer issues a contract of employment  
- GMC registration is a separate process from applying for the Foundation Programme. You must have GMC provisional registration before you take up employment  
- Your employer will issue you with a contract which will confirm your salary details, pay banding (if applicable), rota and so on |
| Aug   | Aug 09 | Foundation Programme placements begin |