

St John
Ambulance



Guidance to completing the online Application form

March 2014

Guidance to completing the online application

Here are our **guidance notes** on completing the online application form.

Please **read these notes carefully** before completing the application form.

These notes have been written to help you make the best of your application. **The decision to shortlist you for interview will be based on the information you provide on your application form.**

1. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided.
2. Please complete each section of the application form carefully. You will be able to use the application form menu to return to sections that you have completed and make any amendments, up until you submit your completed form. A link is available to preview your form throughout the application process.
3. The person specification describes the essential skill knowledge, experience professional qualifications which you will need, in order to do the job as described in the job description. Your completed application form should demonstrate that you have these skills and that you understand and are committed to equal opportunities.
4. When completing the Employment history section we request that applicants provide their full employment and/or training history, including an explanation of any gaps between periods of employment or training when completing the application form.
5. The first referee quoted on the form should be your present or most recent line manager/employer. The second referee should be another line manager from a different employer. If this is your only employment please provide a referee of some standing ie a GP, lawyer, MP, teacher or minister of religion. It is not our practice to accept references from agencies, unless in exceptional circumstances. We do not accept testimonials. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well in an academic or professional capacity to confirm the information you have given, and to comment on your ability to do the job.
6. The 'Supporting Statement' section of this application form is very important. This is where you make your case for the job. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess and those that are relevant to do the job. Give thought to previous work experience or other responsibilities which may assist you to uncover skills which you may have taken for granted. Do not forget the skills and experience which you may have gained outside full-time work. If you have been out of paid employment for a long time, or have never been employed before, your job history may be less important than some of the responsibilities and experience which you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be a volunteer.
7. Because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by us.

8. If the post involves working with children or vulnerable adults, the successful candidate will be required to undergo a Criminal records Disclosure and Barring Service (DBS) check.
9. Before submitting your completed application form, please read through your application form carefully, checking for errors or omissions. Your completed application form must be submitted before the closing date for the vacancy.
10. We will automatically email you an acknowledgement of our receipt of your completed application form.
11. All of our jobs are open to job-sharing and all applications will be considered equally, whether you apply with or without a partner. If you are interested in job sharing please state this on the application form.
12. To help decide where to advertise our post in the future, please state clearly where you saw the post advertised in the application form.
13. To ensure that our Equal Opportunities Policy is effective, we ask all candidates to complete the equal opportunities monitoring form. All information will be treated as confidential.

Good luck with your application.