

APPLICATION GUIDANCE NOTES



Thank you for considering a role with St John Ambulance. We're excited you're here! Before you begin your application, please take a moment to read these quick tips — they'll help you submit the best possible application.

Need Support?

We're committed to making our workplace inclusive, and we welcome applications from people who identify as disabled, neurodivergent, or who live with other long-term conditions.

If you have a disability, are neurodivergent, or have a condition and require additional support, please do let us know when completing the application, we are committed to making reasonable adjustments to accommodate your needs. Should you join us as an employee, we will continue this dialogue to ensure you have the necessary adjustments in place to succeed in your role. For any queries relating to the adjustments process at SJA please contact us at talent@sja.org.uk

The Basics

- You'll complete a set of 'tiles' (sections) — do them in any order and come back to edit anytime before submitting.

Make Your Application Stand Out

- Check the job description and person specification – they tell you exactly what we're looking for.
- Use the Supporting Statement to highlight your skills and experiences relevant to the role. Be specific! Include examples from past jobs, volunteering, life experiences or community roles or any experience you've had outside paid work

Employment History

- List your full employment and/or training history.
- Be sure to explain any gaps — especially if the role involves regulated activity like working with vulnerable people.

References

- Referees are only contacted after you accept an offer.
- Who to list:
 - First: your current or most recent manager
 - Second: another manager from a different role
 - New to employment? That's okay — list someone respected in a professional/academic capacity (like a teacher, GP, or community leader)

Legal Stuff

- Some roles require a DBS (Disclosure & Barring Service) check. Because of the nature of our work, some of our roles are exempt from the Rehabilitation of Offenders Act (1975) and you will therefore need to declare *all* convictions even those usually considered “spent”

A Few Final Notes

- Interested in job sharing? We're open to it — just let us know on the form.
- Please tell us where you saw the job advertised so we know what's working for us!
- Please complete our Equal Opportunities Monitoring Form — We're committed to building a diverse and inclusive workplace. Completing the Equal Opportunities form helps us monitor and improve our recruitment processes. The information you provide is confidential, used only for statistical purposes, and will not affect your application in any way
- Before you submit, make sure you check your application for errors!