



Your application pack should contain the following:

- Application form
- Job description and person specification
- Vision and values and information on the Service
- Declaration form, if the post requires a criminal records bureau (CRB) check.

If you do not receive or are unable to download any of the above items, please contact the **recruitment centre** on **0203 0690 260** or email us at recruitment@londonambulance.nhs.uk as soon as possible.

You should carefully read **all the paperwork**, including this guidance, and in particular ensure that you meet the essential criteria outlined in the person specification. Please also review further information on the job available on our internet site to ensure that the job and conditions are suitable to you.

APPLICATION FORM

Make sure you complete all sections of the form, including details of the post applied for. It will be helpful to make a rough draft first. If any of the sections do not apply to you, write 'n/a' or 'none' as applicable.

We can only make a decision on the information that you provide; therefore you should ensure that you have given us all the necessary information and details of how you meet the essential criteria for the post. However, please **do not** attach a CV to your application. In order to fairly select the most suitable candidates, we need to receive information in the same format from everyone. Please note that if you are unable to complete our application form due to a disability then please contact the recruitment team for advice. If you are submitting a hard copy and you use additional sheets of paper for any section, please ensure that you put your name and the post applied for at the top of the sheet and attach it securely to your application.

For more guidance on how to complete your application, please see the 'reasons for applying' section and for a sample application form please refer to pages 6.

PERSONAL DETAILS

Please fill in all of the personal details information – we will either email, write to or phone you at the email address, contact address or phone numbers that you provide. Only provide your work contact number if we may call you on it – we will be discrete. Please note that any personal details are detached before the application is shortlisted in order to ensure fairness to all applicants.

Please note that we will send all of the correspondence to your email address, with the exception of the ISA/CRB application form. Please keep us updated if this changes and ensure that you check this email address regularly. Please note if you do not have an email address then we will send correspondence by post.

RIGHT TO WORK IN THE UK

At interview, you will be asked to provide originals of the documents outlined in the asylum and immigration check contained within this pack.

If you have a visa then please clearly state when this will expire. For certain positions where the training is over a number of years, you will only be eligible to apply if you have a visa valid for this complete period. Please contact the recruitment team for further advice.

EQUAL OPPORTUNITIES MONITORING INFORMATION

The London Ambulance Service is firmly committed to equal opportunities and we ask you to complete this section in order to help us to monitor our recruitment processes and practices to ensure that all applicants are fairly assessed and selected on merit. This part will be detached before your application is shortlisted and will be held separately by the recruitment team.

DISABILITY INFORMATION (TWO TICKS SCHEME)

The London Ambulance Service is committed to ensuring equal opportunities for disabled people who apply for our positions. In line with our commitments under the two ticks scheme, we guarantee to interview disabled people who meet the minimum job requirement for a particular post and will ensure that we offer any reasonable adjustments/ support to that individual through the recruitment process

Section one of the Disability Discrimination Act defines a person as having a disability if she or he "has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities". If you consider that you are disabled please tick the 'yes' box under this section in the application form.

Dyslexia - If you have a specific learning disability, such as dyslexia, please ensure that you inform us on the application form so that we can make any reasonable adjustments to the recruitment process. Please note that you will need to submit your dyslexia report before we can make any adjustments. This is to ensure that these adjustments are reasonable.

CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders (Exceptions) Order 1975, certain jobs and professions within the NHS are exempt from the Rehabilitation Act 1974. If you have applied for Operational posts – A&E support, student paramedic, paramedic, emergency care practitioner, emergency medical dispatchers or certain finance posts you are asked declare all previous and current spent or unspent convictions, cautions or reprimands as these positions are exempt.

For these posts an enhanced disclosure will be sought from the Criminal Records Bureau (CRB). In addition to filling out section four on the application form, applicants will be required to complete an additional form enclosed in the application pack called - "Declaration Form – Disclosure".

This declaration form will enable the recruitment team to provide advice/ guidance to individuals who may have spent/unspent convictions/fines and cautions as to whether these will preclude entry into the London Ambulance Service.

Once a candidate is invited to interview, they are asked to complete a CRB form which will be included in the invite to interview pack. The candidate will need to bring this form and the necessary identification to the interview. This form will only be sent to the CRB, once a position has been offered to a candidate. The Trust will pay the fee for the disclosure and both the applicant and the Trust will receive copies of the disclosure information from the CRB.

For all other posts you should only declare any unspent convictions. You will not be asked to go through a disclosure application.

If you are unsure as to whether a conviction is spent or unspent please visit www.crb.gov.uk or contact the recruitment team.

Please note for post starting after July 2010, as part of the Criminal Records Bureau clearance, you will need to be Independent Safeguard Authority (ISA) registered. This is the new single list of all those who are barred from working with children or vulnerable adults. Once you have been ISA registered, then this registration will transfer to new employers. If you already have an ISA registration number please inform us on the application form under professional qualifications - others. If you are not ISA registered then this will be completed as part of the CRB process but will incur an additional cost of £28, which we will reimburse in your first salary.

The Trust is bound by the CRB code of practice that is intended to ensure that information released in Disclosures is used fairly, stored appropriately and kept for only as long as necessary. Full copies of the code of practice are available from the recruitment centre. The CRB also has a website www.crb.gov.uk that provides comprehensive information on all aspects of Disclosure. You may also wish to refer to the London Ambulance Service NHS Trust's general statement of policy regarding criminal convictions which is also enclosed.

DRIVING LICENCE

YOU MUST BE IN POSSESSION OF A FULL UK/EU DRIVING LICENCE.

Please complete this section only if the post you have applied for specifically requires a driving licence. Please note that for student paramedic and A&E support roles, you will need to have a minimum of two years' driving experience.

You will also need to send us a photocopy of your driving licence.

C1 is a category of vehicles that your licence will state whether or not you are entitled to drive.

For both student paramedic and A&E support, you will be asked once you have been successful at interview to obtain the C1 Category on your licence. This allows you to drive a certain tonne vehicle and is necessary for driving ambulances. Please make sure you investigate the cost of this as an offer has been made you will be given a timeframe to obtain this once, and the cost can be about £1,000.

EDUCATION/QUALIFICATIONS

Ensure that you list all your qualifications, subjects, dates taken and the appropriate grades. **Copies of specific qualifications required for the post should be included with your completed application form and originals need to be presented at the interview stage.**

JOB RELATED TRAINING/TRAINING COURSES ATTENDED

This section should include any professional examinations, vocational courses that you have completed, membership of professional organisations and other non-academic courses and awards.

EMPLOYMENT HISTORY

Ensure that there are no gaps in your employment history since formal education. If you have had a period of unemployment, please give some indication of how you have spent your time (e.g. voluntary work, travelling, looking after sick relatives, actively looking for employment,

etc) and if you claimed benefits, please give the full addresses of any Unemployment Benefit Offices. Please provide the **full address of previous and current employers**, as we will need to write for references if your application is successful. Please note that we reference for a full five-year period and the more information you provide us with in terms of contact details for previous/ current employers the faster we will be able to process your offer of employment.

Please note that we will only contact your current employer if you have given us permission to do so.

PREVIOUS EMPLOYER

Please provide information as requested, and continue on a separate sheet if necessary. Please ensure that you provide details of reasons why you left previous employers. At interview you will be asked if you have been dismissed from any previous employment as this will become evident once references are sought and therefore enables you to provide us with the circumstances around this at interview so we can make a more informed decision.

REASONS FOR APPLYING FOR THIS POST AND EXPERIENCE AND PERSONAL SKILLS

You should provide details of your experience/skills and knowledge relevant to the key requirements outlined on the person specification for the particular position. You should make sure that you provide examples for each key criteria listed.

You should mention experience, skills, achievements and knowledge gained not only in past employment, but also through other activities such as voluntary or community work, experience in the home, and leisure interests. You should, where possible, give examples of specific situations which you have come across and how you have dealt with the situation and the people involved.

You should also show how this experience relates to the position you have applied for. Bear in mind that **if you do not show that you meet all the essential criteria, your application is unlikely to be shortlisted**. Please continue on a separate sheet if necessary.

N.B. We will not consider anymore than three attached typed sheets (or six sides of writing) in support of your application.

For a sample application form demonstrating how to evidence the person specification, please refer to pages 6.

RECRUITMENT INFORMATION

This section helps us to decide where to advertise in future, please complete as accurately as possible.

SICKNESS ABSENCE

The London Ambulance Service has guidelines regarding acceptable attendance levels, so it is important that you are as accurate as possible in the information that you provide. This information is also requested when we ask for references and can lead to offers of employment being withdrawn if details have been omitted.

Please note that three occasions or more in a rolling 12 months over the last three years is likely to mean that your application is withdrawn. Please note sickness for maternity/disability related reasons will not be counted.

We also ask for the reason for absence as we will take into consideration circumstances and related conditions. If there are issues of sensitivity or confidentiality that you would prefer not to write on the form then please mark it “personal” under the reason. We may contact you to discuss this further.

DATA PROTECTION STATEMENT

This outlines the reasons behind why we need to collect personal data for you and gives information on where this will be held. Please ensure that you have read this statement carefully.

RELATIONSHIPS/OTHER INTERESTS

Please ensure that you declare any relationship that you have to any trust board members or managers of the London Ambulance Service.

JOB SHARE

If you wish to be considered for a job share then please complete this section. Please note that for some positions this may not be possible, but London Ambulance will review each request to look at whether this is feasible.

DECLARATION

Sign and date your application, this certifies that the information is correct to the best of your knowledge and that you accept the Data Protection statement.

RETURNING YOUR APPLICATION

Before sending off your application form, check that you have completed all sections of the application. Please email your application form and all supporting documents to recruitment@londonambulance.nhs.uk or send to **London Ambulance Service NHS Trust, Recruitment centre, St Andrews House, St Andrews Way, Devons Road, Bow, E3 3PA**. Please ensure it arrives by the closing date along with a copy of your driving licence (where applicable). If you are posting the form, please make sure that you put the correct postage on it.

Finally, remember to take a copy of the application form for yourself, as this will be useful to remind you of what you have written if you are invited to interview.

QUICK QUESTIONS

- If the post involves shifts – are you able to work the shifts outlined?
- For posts based at HQ, there is no parking available and therefore you need to consider transport arrangements on occasions when public transport may not work such as bank holidays.
- Have you read the requirements for the post outlined in the job description and person specification – do you have the necessary skills/ knowledge required?

- If the post involves driving - do you have a driving licence? For student paramedic and A&E support roles, you will need to have two years' driving experience – have you driven for two years?

Example application form

Sample application form with an example of how to evidence a criteria from a person specification

Example criteria - Ability to work as part of a team

Please check the person specification for the position that you are applying for (attached to the advert) to ensure that you get the full list of the criteria you need to provide examples against.

10. Reasons for applying for this post, experience and personal skills

Use additional sheets for any information you cannot record in this section.

Teamworking

I have worked as a part of a team in my current role, as a waitress for Wades Café. As part of a team, I support and help my other team colleagues by ensuring that I help them when they are busy - for example by taking orders for their customers or serving the drinks to their customers. I also ensure that I communicate to my team members about the orders I am completing so that they are aware of what I am doing. I offer support to team members on areas they need more training on - for example if they are new, I will ensure that I explain the ordering process and ask them if they need help. Finally, I participate in team meetings and have organised some team building events in order to help the team get to know each other.

Ability to work to deadlines

I have recently completed a college course and had to work to tight deadlines for this course, for example, we had to complete four assignments throughout the year and had set deadlines for when the assignment had to be handed in. This meant that I had to devise a plan for what needed to be completed and by when, with timescales on the plan, I built in my plan some extra time to allow for any problems which may occur. I also planned for the assignments to be completed a week before the deadline to allow myself time to double check my work. I handed all the assignments in before the deadline and obtained a good mark in each assignment.

Ability to multi-task

In my current role at Wades Café, I have to be able to handle multiple tasks at the same time. For example, whilst on the till, I have to process customers' payments, whilst making drink orders and also answering any phone calls from members of the public enquiring about bookings. I therefore prioritise in order of importance for example deal with any customers who are standing in front of me and politely ask those on the phone if they could hold for a moment.

Ability to demonstrate a high attention to detail

Within my college course it was important that I maintained a high level of accuracy. For example all four assignments handed in were marked for grammar and spelling, Therefore, it was important that I checked the worked I produced - by reading this a number of times. I also would print out the final draft and then read this again a day later in order to spot any further mistakes.

Asylum and immigration check

London Ambulance Service has a legal obligation to confirm that their employees are eligible to work in the United Kingdom. This check must be carried out on every potential new employee, regardless of their nationality. Failure to confirm someone's asylum and immigration status due to their nationality would be contrary to legislation.

When an individual attends an interview a nominated person should verify that the individual has produced the required evidence of their eligibility to work in the UK and that all their documents are valid and original. Please do not bring in photocopies as we need to see original documents.

At interview the individual must produce either

One of the original documents alone, or two of the original documents in the specified combinations in List A

Or

One of the documents alone, or two of the original documents in the specified combinations in List B

List A - Documents which provide an ongoing excuse

Any **one** of these documents will confirm eligibility in the UK if you check and copy them:

- A passport showing that the holder is a British Citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A national passport or national identity card showing that the holder is a national of the European Economic Area (EEA) or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or Border and Immigration Agency to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home Office or Border and Immigration Agency to the family member of a national of an EEA country or Switzerland.
- A biometric immigration document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A passport or other travel documents endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK.

Any combination below will confirm eligibility to work in the UK if you check and copy the documents:

An official document issued by a previous employer or Government agency which contains a permanent national insurance number and the name of the person. This could be a P45, P60, NI Card or letter from a government agency.

When produced in combination with one of the following:

- An immigration status document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A full birth certificate issued in the UK which includes the name (s) of at least one of the holder's parents.
- A full adoption certificate issued in the UK which includes the name (s) of at least one of the holder's adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation as a British Citizen.

A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK

List B - Documents which provide an excuse for up to 12 months

Any one of these documents will confirm eligibility to work in the UK if you check and copy them:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A biometric immigration document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of an EEA country or Switzerland.

Any combination below will confirm eligibility to work in the UK if you check and copy them

- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office or the Border and Immigration Agency to the holder or a family member of a national EEA country or Switzerland stating that the holder is permitted to take employment which is less than six months old when produced in combination with evidence of verification by the Border and Immigration Agency employer checking service.
- An application registration card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency employer checking service.
- An immigration status document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government Agency or a previous employer.
- A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or the prospective employer, which indicates that

the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.