



North West Ambulance Service Application Guidelines

Northwest Ambulance Service is an Equal Opportunities Employer. We are committed to providing services which embrace diversity and which promote equality of opportunity. We offer a guaranteed interview scheme for disabled applicants and applications from the Armed Forces who meet our minimum selection criteria at each stage of the selection process. We will not tolerate discrimination on any of the following: gender, marital status, sexual orientation, race, colour, nationality, religion, age, disability, working pattern, caring responsibilities trade union activity or

Read all additional documents carefully prior to applying as you will need these to complete the online application form effectively and give you an increased chance of being shortlisted for interview. These documents will include the Job Description and Person Specification. The Job Description details what the job role comprises and the responsibilities attached to the role. The Person Specification details the skills and knowledge needed to perform the job role efficiently.

Do some research prior to applying to the job role – better understanding of the job role will help you to complete your application more effectively. If you would like a discussion about the role, contact the Recruiting Manager whose details are at the bottom of the job advert.

When completing your application form it's important to keep in mind that the shortlisting panel will shortlisting applications based on the essential criteria of the person specification of the job description for the job that you're applying for. Please ensure that all essential criteria of the person specification is covered.

Personal Information – please ensure you provide all mandatory information requested. You'll be asked for information such as:

- Name
- Address
- National Insurance Number
- Immigration Status

Educational and Professional Qualifications

Subject/qualification – please provide the full title of the qualification as it is written on the certificate including the awarding body if applicable, ie, GCSE, A-Level, Functional Skills Level 2, etc.

Place of Study – full name of school/college/educational organisation.

Grade/Result – please ensure that you detail the result. For GCSEs and A-Levels, **please do not just put 'pass'** as we need the actual 9-1; A-E grade. (Grades achieved prior to 2017 – GCSEs/O-Levels – grade A-E; CSEs are graded 1-3).

Please detail all other qualifications here, eg, Functional Skills, Key Skills, NVQ, HND etc.

Year obtained – state year. If you are currently studying for a qualification, if possible put pending and the year you are due to achieve that qualification.

If you are shortlisted, you will need to produce originals of all relevant certificates associated to the job that you're applying for.

Full details of each qualification are required - Failure to complete this section correctly **will** affect your application being shortlisted:

Correct: GCSE English Language – School – B – 1998

Incorrect: 7x GCSEs – School – A to E – 1998

Relevant Training and Qualifications

Use this section to detail any other training or qualifications you have gained that may be relevant to the job role. This can include short courses, ie, Communication Skills, Health & Safety, First Aid, etc.

Employment History

Please provide a full job history - do not leave out any job roles, even if you feel they are not applicable to the role that you are applying for (you might want to refer to them in the Supporting Information section). Relevant volunteering roles can also be detailed here.

You are asked to give a brief description of your duties and responsibilities for each role. You may want to use bullet points to enable easier reading by the shortlisting panel. This section also enables you to show how your current/previous roles meet some of the criteria for the role you are applying for.

Supporting Information

This section provides you with the opportunity to tell us why you are applying and about your talents and strengths. It is recommended that you use the Job Specification as guidelines. The Job Specification is divided into several sections, within which are a number of criteria.

You now need to show how your skills, knowledge and experience meet the criteria detailed in each of the sections. Describe how you meet each one, using examples of how you have carried these out previously. Examples can be taken from paid employment, voluntary work, hobbies, or your personal life. A good way to do this is to describe a situation, what the task was, what you did and what was achieved.

Example: “Good written skills and communication skills” – *I have excellent communication skills, for example, in my current role I write quarterly reports for the management team detailing the activities that I have undertaken and the results of the activities – this enables my managers to see how the programme is progressing and the outcomes that have been achieved. I also attend meetings and conferences and deliver presentations about my work, for example, I recently attended the North West Challenge Network in Liverpool and delivered a presentation about the programme I co-ordinate – as a result awareness of the programme is raised and encourages more people to become involved in our services.*

Example: “Maintain confidentiality” – *I understand the importance of maintaining confidentiality, for example, in my role at xxxxxx, I was responsible for ensuring that all patients’ records were maintained and stored according to the organisation’s policies and procedures. This ensured that all patients’ personal details were kept secure and remained confidential at all times.*

Example: “Able to communicate across wide demographic boundaries in an appropriate manner” – *In my role at xxxxxx, I co-ordinated a programme which offered people from diverse communities and cultures the opportunity to apply for funding to establish health and wellbeing programmes to benefit local communities. I delivered one to one support sessions in filling in the forms and how to run the programmes effectively. As a result, 31 new health and wellbeing programmes were set up to benefit local communities.*

References

Please provide references to cover the last 3 years with full details including a business email address. Referees will be contacted if you’re conditionally offered the role.

Tip: Avoid using slang, jargon or acronyms. Avoid using lower case where there should be upper case, ie, names, beginning of sentences.

Tip: In the Supporting Information section, you are allowed to use up to 1500 words - don’t be afraid use the word allowance, as long as it is relevant.

Tip: Read through the entire form when you have finished. Ask someone else to read through the form before submission. They may notice mistakes that you have not noticed. Check spelling and grammar.

Tip: Before submitting your form, read through the person specification again to check that you are meeting the requirements of the role.