

## GUIDE FOR APPLICANTS: APPLYING TO VOLUNTEER WITH ST JOHN AMBULANCE (SJA)

### HOW TO APPLY FOR A VOLUNTEER ROLE WITH SJA IN ENGLAND.

Whether you have already discussed volunteering with one of our volunteer managers locally, spoken to us on a first aid course or information event, or seen our advert online, we want to make your process as easy as possible to becoming a volunteer with SJA.

Due to the clinical nature of many of our volunteer roles, they often fall under regulated clinical activity, as such our screening requirements are more extensive than other charities. Our aim is to discuss with you your suitability to volunteer with us and which role is right for you, and then to try to get you volunteering as soon as possible.

There are several documents designed to help to with your application, these are:

- Guide for Applicants (this document)
- Advert on the website
- Volunteer Role descriptions
- Volunteer Charter

All these documents are available on the website advert or through the candidate centre.

In addition, all our volunteering opportunities will have a contact for information – often this is a volunteer manager so may not be able to answer right away but please bear with them. If you do have any general questions, please either check our [website](#) or email [volunteering@sja.org.uk](mailto:volunteering@sja.org.uk)

## STAGES OF THE PROCESS

There are several steps you will need to go through and this guide is designed to talk you through this application process.

### APPLICATION

You will need to fill in the online application form (accessed through a link which is normally found on an advert on our website). This form is used to help us undertake your interest in volunteering with us and to provide information to help with the screening stage of your application. For information how to fill in the application form please go to the last page of this guide.

### SCREENING

Following your application, we will start the screening process. SJA is a charity which is regulated for clinical activities by the Clinical Quality Commission (CQC) and as such we must meet certain National Health Service (NHS) standards including around the recruitment of volunteers or staff. SJA has a robust but involved screening and induction process for new volunteers which is designed to meet NHS standards. The screening checks you will be asked to participate in are:

- Providing factual references (at least two separate ones related to a formal relationship such as work, education, volunteering, or a professional situation).
- Complete or provide evidence of an appropriate criminal record check, obtained through the English disclosure & barring service (DBS) – please note not all roles require a DBS check.

- Provide a work history (if an ambulance or healthcare professional role).
- Photographic identity documentation and right to volunteer in the UK document.

Your application form will catch most of this information or we will ask you specifically during the process.

## SELECTION EVENT

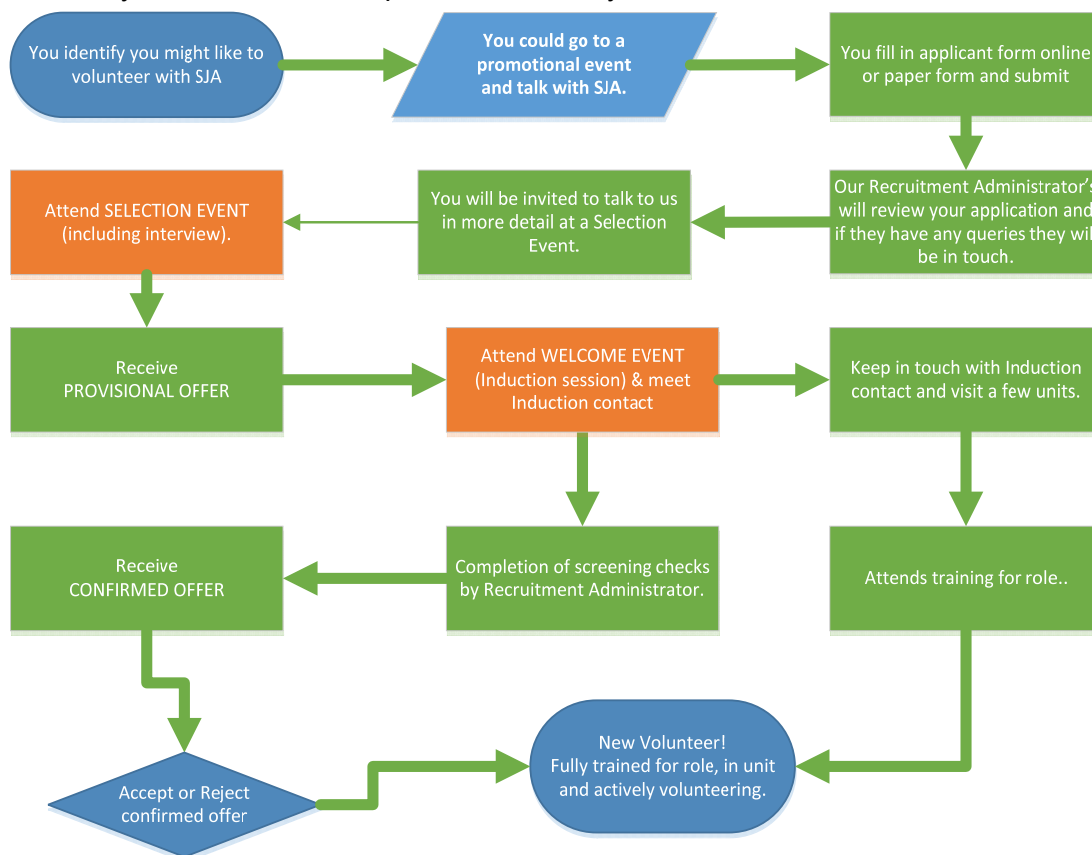
You will be invited to the selection event within one week of the closing date on the advert (or before) and this is an opportunity to have a two-way conversation about volunteering with SJA. Our aim is to keep this informal but it will involve other potential volunteers so organisation is key. It consists of the following elements:

- Presentation and Q&A on volunteering with SJA.
- Structured interview with a volunteer manager (so you can discuss volunteering one to one – they will ask some questions to aid the conversation).
- A ‘fitness for role’ assessment – this consists of a compression only CPR practice on a manikin (called a Resusci-Anne) which will last four minutes (all volunteers undertaking an event clinical role are expected to be able to complete this assessment).
- Checking official documents for your DBS (criminal record) and identity checks.
- Finally, we take an identity card photo.

Following your selection event, we will be in contact within a week to confirm what happens next.

## PROVISIONAL OFFER AND WELCOME EVENT

Following the Selection Event, if you are successful you will receive a provisional offer with your Welcome Event (Induction) and Training Course dates. You will need to attend both. At the Welcome Event you will be asked to provide sizes for your uniform items.



*Our aim is to complete the process from application to volunteering in twelve weeks.*

# VOLUNTEER ROLE DESCRIPTION

Our volunteer role description is designed to describe the role and covers the following sections:

- Overview of the role, expected time commitment and supervision arrangement.
- What you will be involved in (in general terms).
- Who we are looking for to take on this role, the experience, or skills we are after.
- What you will get from this role.
- Expectations which are specific to this role (what SJA expects from someone).
- Screening requirements specific to this role.
- Training and support that you will receive.
- Our organisational vision and values.

This is normally available on the advert but if it isn't then please contact us.

## APPLICATION FORM

To assist you in completing the form, please use the following notes which have been written to help you make the best of your application. The decision to invite you to a selection event is based on the information you provide. To ensure equal treatment in recruitment, we request that all applicants complete the application form provided.

### PERSONAL DETAILS

Please provide us with your contact details including whether:

- you are over 18 years of age
- you are a registered healthcare professional
- you are from outside the UK, EU, or EEA.
- you have previously been an SJA employee or volunteer.

### EMERGENCY CONTACT DETAILS

Please provide emergency contact (next of kin) information.

### EXPRESSION OF INTEREST

When applying for this role it is essential that you make full use of this section to show how your skills, knowledge and experience meet the requirements of the role description, including work, volunteer, and other interests, as this will affect how your application is assessed. Please provide examples if you can but give thought to previous work or volunteering experience which may assist you to uncover skills which you may have taken for granted.

If you have been out of paid employment for a long time your role 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.

Make sure you also highlight which role you are interested in; your availability to volunteer (whether evenings, weekends, or working week) and how we can support you with your volunteering.

Additionally, especially if a clinical role, please disclose any disciplinary action.

## REFERENCES

We require two references - one must be from your current or most recent employer, and the other, where possible, should be from either another employer, a teacher or tutor, or from an organisation you are or have volunteered with. We have provided space for up to four references because in our experience we have issues obtaining references for volunteers but will contact all the ones you provide to speed up your application.

## EMPLOYMENT AND TRAINING

Please provide relevant employment, volunteering, and training/ education history for the role you are interested in applying for. If this is a role directly dealing with patients, we require your work experience over the last ten years as a requirement of the Care Quality Commission (healthcare regulator).

## CONFLICTS OF INTEREST

Conflicts of interest occur when personal connections or interests affect, or are perceived to affect, decision-making in a role. Conflicts of interest might arise when volunteers or employees work or volunteer for other organisations and are involved in helping that organisation to compete with SJA or when we provide training to volunteers who fail to use that training to support SJA.

## CRIMINAL CONVICTIONS

Most of our volunteering opportunity require a Criminal Records Check through the Disclosure Barring Service (DBS). A DBS check relates to the data held about an individual's criminal history. Adverse information will not necessarily prevent you from volunteering with St John Ambulance.

Because of the nature of our work, some roles are 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 appointment any failure to disclose such convictions could result in dismissal or disciplinary action by us.

## HEALTH DECLARATION

SJA is a healthcare provider and it is essential for SJA to assess the general health of potential volunteers against the requirements of the role they are applying for. The information you provide will also enable SJA to assess whether any adjustments are necessary to assist you in undertaking your volunteer activities safely. The completed information will be held securely and treated as confidential with access only by SJA Human Resources and SJA Healthcare functions.

## EQUAL OPPORTUNITIES

The aim of this section is to allow SJA to monitor our commitment to an inclusive and diverse organisation but it is optional. This Information is confidential to SJA and will not be shared with outside organisations and categories used come from HM Government census.

## DECLARATION

Please complete each section of the application form carefully. You can 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. Before submitting your completed application form, please re-read your application form carefully, checking for errors or omissions. Your completed application form must be submitted before the closing date for the vacancy.

## GOOD LUCK WITH YOUR APPLICATION TO VOLUNTEER WITH US

If you have any other questions, please contact the recruitment contact identified on the advert or the HR/Administration team handling the vacancy.