

For Official Use only – Candidate Number

**Attach
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National Firefighter Selection

APPLICATION FORM

**For Retained Duty System
Part A**



Hampshire Fire and Rescue Service

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Overview of the Firefighter Application Form

The Firefighter Application Form is made up of the following sections:

- Section 1 – Pre-Application Checklist 1 & 2 and Our Values
- Section 2 – Personal Details, References and Equal Opportunities
- Section 3 – Assessment of Personal Qualities and Attributes
- Section 4 – Additional Information and Signed Declaration

- Please Note: Section 1 & 2 will be removed from the selection process. It is for monitoring purposes only by the Personnel Department.

In order for your application to proceed you must ensure that each section is completed.

Please remember

- Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly and accurately presented. The decision to invite you to the next stage will be based on the information you provide on this form.
- Failure to provide accurate and complete information may result in your application being rejected.
- Complete the form as neatly as possible.
- If after reading through the recruitment material you have any remaining questions please feel free to contact HR Workforce Planning on 023 8062 6868.

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SECTION ONE

Thank you for expressing an interest in applying to Hampshire Fire and Rescue Service. Making an application will require quite a lot of time and effort from you. Before starting the application please complete the two pre-application checklists. These will help you decide whether you are likely to enjoy working as a Firefighter and whether you are eligible to apply.

Pre-Application Checklist 1

Being a Firefighter is challenging and can involve a number of situations not commonly found in other jobs. Before completing this application form, take a moment to answer these questions.

Are you prepared to:			
Work at height?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work in enclosed spaces?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work outdoors?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Get wet during your work?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Get hot / cold whilst working?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Carry heavy equipment?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work unsociable hours?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work in situations where you may see blood, seriously injured, or dead people?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Deal sensitively with people in difficult situations?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Carry out prevention tasks?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Talk to people in the local community about fire safety?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>

If you have ticked the grey box for any of the questions, we strongly suggest you think seriously about whether being a firefighter is right for you. Should you wish to continue with your application, move onto Pre-Application Checklist 2.

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Pre-Application Checklist 2

Before completing this application form please take a moment to answer the questions in this box. Please use the notes at the bottom of this page to help you in responding to each of these questions.

Are you over 17 years and six months of age? (see Note 1)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Do you require a work permit in order to take up permanent work in the UK? (see Note 2)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Do you have any kind of colour blindness? (see Note 3)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Do you have any kind of hearing impairment? (see note 3)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Do you have any disability that reduces your ability to grip, hold or lift objects, or to lift or lower yourself? (see Note 3)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Are you dyslexic? (see note 3)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have you ever suffered from dizziness, fainting, blackouts or fits? (see Note 3)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been convicted of a criminal offence? Do you have any unspent convictions? (as defined under the Rehabilitation of Offenders Act, 1974)? (see note 4)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have you made any other applications to be a Firefighter? (see note 5)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Do you commit to practise and actively promote the Fire & Rescue Service Core Values? (see Page 5)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

If you have ticked any of the grey boxes, and still wish to proceed with your application you are advised that the information you provide will be checked and as such contribute to our decision as to whether to take your application further.

Notes

Note 1. It is a requirement to be aged 18 years or over at commencement of training. You may apply to be a Firefighter if you are aged between 17 years 6 months and 18 years old as long as you are 18 years old once you commence training.

Note 2. If you are unsure if this relates to you, please contact the named person above.

Note 3. Fire and Rescue Authorities are required to assess each applicant on an individual basis with regard to their suitability to perform the role of a firefighter, in accordance with Disability Discrimination Act (DDA) legislation. This means that Fire and Rescue authorities will consider what reasonable adjustments could be made to enable you to proceed with your application provided any such adjustments do not contravene Health and Safety legislation.

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Health and Safety legislation places the obligation on Fire and Rescue authorities to ensure that individuals are safe at work for their own protection and that of others. (In the context of the Fire and Rescue Services “others! Includes colleagues and members of the public).

Note 4. Under the Rehabilitation of Offenders Act 1974 you are obliged to declare any unspent convictions or criminal proceedings pending as these may bar you from working as a firefighter. This will be checked before an offer of employment is made.

Note 5. You are not eligible to apply if you have an application to be a firefighter currently under consideration or you have previously applied to any Fire and Rescue Service within the last three months.

Once you have completed the pre-application checks and, where necessary, have raised any concerns with the contact named on page 1, you are ready to complete the application form.

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Our Values

We value...

- **Service to the community**
- **People**
- **Diversity**
- **Improvement**

SERVICE TO THE COMMUNITY

We value service to the community by...

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do

PEOPLE

We value all our employees by practising and promoting...

- Fairness and respect
- Recognition of merit
- Honesty, integrity and mutual trust
- Personal development
- Co-operative and inclusive working

DIVERSITY

We value diversity in the service and the community by...

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment and progression within the service
- Challenging prejudice and discrimination

IMPROVEMENT

We value improvement at all levels of the service by...

- Accepting responsibility for our performance
- Being open-minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others

I have read and understood the Fire & Rescue Service Core Values and will practice and actively promote them.

Signed:..... **Date:**.....

Section 2. Personal Details

Personal details

Mr Mrs Miss Ms (Tick as appropriate)

Surname:

First Name(s):

Preferred Name:

Address:
.....
.....
.....

Post Code:

Occupation

NB: If you are a serving police officer you are unable to work for Hampshire Fire and Rescue Service on a secondary contract.

Address of current employer
.....
.....
.....

Home telephone number:

Mobile telephone number:

Work telephone number: May we ring you at work? Yes No

Email:

Date of birth: Age:

National Insurance no.

Nearest Fire Station (See Note 1)

Will you be able to respond from:

- Home base
- Work base
- Other

(Please give details:))

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What periods will you be available for during the week. (Please tick the boxes that best fit your cover. The exact periods may vary and these will be discussed with you at the interview).

	(Monday - Friday)	(Saturday-Sunday)
Full: 120 hours or more a week	<input type="checkbox"/>	<input type="checkbox"/>
Days: 0800 to 1800 (usually Monday to Friday but could include weekends)	<input type="checkbox"/>	<input type="checkbox"/>
Nights and/or Weekends: 1800 to 0800	<input type="checkbox"/>	<input type="checkbox"/>
Alternate (shift workers)	<input type="checkbox"/>	<input type="checkbox"/>

(These times are generic and are flexible to suit yourself and local needs).

Note 1: The Service is keen to ensure that its employees work within the Working Time Regulations. In advising what cover you can provide please ensure that you have considered issues such as:

- * Main employment and overtime.*
- * Other employment.*
- * Travel to work/home.*
- * Rest periods/family/social requirements and responsibilities.*

And that you will be fit to carry out your duties in any main employment and/or the retained cover you have committed to, building in appropriate rest periods in line with the Working Time Regulations. Further details on the Working Time Regulations can be provided on request.

Note 2: There is a total of 168 hours available a week (7 x 24 hours).

Note 3: Alternate cover is generally for those people who work, or can provide cover during the week, both days and nights (not full). Ie, shift workers or university students, housewives/househusbands.

NB. If you are invited to the Physical Testing stage, you will need to provide documentary evidence of your National Insurance number.

Note

Note 1. Please provide this information only if you are applying for a part time/retained duty system post.

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Eligibility

Are you eligible to work in the UK? Yes No

If you are a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?

Yes No

If you have answered “Yes” above, you must include a photocopy of your passport which shows your stay in the UK is free of restrictions.

Photocopy of passport enclosed? Yes No

Medical Information

There are a number of physical requirements to be a Firefighter. Please answer these questions honestly. Your responses to these questions will be verified at a later stage of the selection process

Do you have any kind of colour blindness? Yes No

Do you have good unaided hearing? Yes No

Do you have any disability that reduces your ability to grip, hold or lift objects, or to lift or lower yourself? Yes No

Have you ever suffered from dizziness, fainting, blackouts or fits? Yes No

If you have any special requirements / disabilities (e.g. dyslexia), please tick this box so that we can contact you to make sure we have made appropriate arrangements for you during the selection process

Fire Service Employment

Are you currently a serving Firefighter or have you ever served as a Firefighter in a UK Fire & Rescue Service?

Yes, currently Yes, in the past No

If yes: Retained Duty System / Wholetime (delete as appropriate)

If yes, please state which Fire & Rescue Service:

Dates of Employment: FromTo

What duty system are you applying for?

Wholetime Retained

Have you previously applied to be a Firefighter or do you have any other applications currently underway?

Yes No

If you have answered 'Yes' please provide full details of which Fire & Rescue Service, the dates and whether your application was successful or unsuccessful. If you have any applications that are still being considered, you should state which stage this/these have reached. **We are unable to accept your application form if you have an application to be a firefighter currently under consideration or you have previously applied to another Fire and Rescue Service within the last three months.**

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Declarations

Applicants for employment must declare any family relationship (including relationship by marriage) which exists between them and an elected councillor or officer of a Fire & Rescue Authority.

If applicable:

Name of person related to you: Relationship:

Position: Council/Fire & Rescue Authority:

Declaration of Offences

You are required to declare any convictions for offences that are not spent under the Rehabilitation of Offenders Act 1974. Include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences.

Are you currently subject to any criminal conviction, which is not yet spent under the Rehabilitation of Offenders Act 1974?

Yes No

Offence: Date of Conviction:

Judgement and sentence:

Give details of any charges pending:

.....

.....

References

Please provide the name and contact details of at least one person who can confirm what you have stated in Section 2 (preferably two). Your nominated referees could be teachers, community workers or employers, but if you are in work or have been employed, one of your nominated referees should be your current or most recent employer. **You may not use relatives as referees.** If you are unable to provide referees please contact HR Workforce Planning on 023 8062 6868 to discuss.

1. Name:

Telephone number:

Address:

How known to you:

2. Name:

Telephone number:

Address:

How known to you:

Are you happy for these references to be contacted? (See Note 1) Yes No

If you ticked no please provide further details.

.....
.....
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Note

Note 1.

References will not be taken until after the Interview process.

Equal Opportunities Monitoring Information Form

The Fire & Rescue Service is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

This information forms no part of the recruitment process. It will be detached from your application on receipt.

Age 17-24 25-35 36-45 46-55 56-65 66 and over

Gender Male Female

Ethnic Origin

White

British

Irish

Any other white background

Black and Black British

Caribbean

African

Any other black background

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Chinese or other ethnic group

Chinese

Any other (please specify)

Prefer not to specify

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

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Religious belief / Faith

- | | | | |
|-------------------|--------------------------|----------------------|--------------------------|
| Buddhist | <input type="checkbox"/> | Christian | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Jewish | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| None | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | | |

Sexual Orientation

- | | | | |
|--------------|--------------------------|-------------------|--------------------------|
| Bisexual | <input type="checkbox"/> | Gay / Lesbian | <input type="checkbox"/> |
| Heterosexual | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

Disability

Disability is defined as ‘a medical or physical impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’.

Do you have a disability? Yes No

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Please state where you found out about the current recruitment campaign:

.....
.....
.....

Section 3 – Declaration

I agree to the information in this form being stored for the purposes of my application, for monitoring and for reasonable research into the application process, in accordance with the Data Protection Act.

Yes

I confirm that I have completed this application form and that to the best of my knowledge the information I have provided in it is true, accurate and correct.

Signed:.....Date:.....

Please note: Approaching any elected councillor or employee of a Fire & Rescue Authority directly or indirectly to promote this application or providing false/misleading information in this form shall disqualify you from appointment or if appointed may render you liable to disciplinary action, which could lead to your dismissal.

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Once completed this application should be returned to:

**RDS FF 08/09
Human Resources Department (Workforce Planning),
Hampshire Fire and Rescue Service Headquarters,
Leigh Road,
Eastleigh,
Hampshire.
SO50 9SJ**