

Office use only.

Candidate Number:

National Firefighter Selection

APPLICATION FORM

PREFERRED NAME:-

SAMPLE

WHOLETIME RECRUITMENT

**ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE**

Introduction

Thank you for expressing an interest in applying to Royal Berkshire 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 below. 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 type="checkbox"/> |
| Work in enclosed spaces? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Work outdoors? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Get wet during your work? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Get hot / cold whilst working? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Carry heavy equipment? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Work unsociable hours? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Work in situations where you may see blood, seriously injured, or dead people? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Deal sensitively with people in difficult situations? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Talk to people in the local community about fire safety | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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

Notes

Note 1. Royal Berkshire Fire and Rescue Service will consider applications from candidates who will be under 18 when they commence training, but appointment will be subject to the availability of suitable duties, and confirmation that we would not be in breach of our obligations under Health & Safety legislation.

Note 2. If you are unsure if this relates to you, please contact the Personnel department at Royal Berkshire Fire and Rescue Service.

Pre-application Checklist 2

Before completing this application form 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"/> |
| Are you eligible to work in the UK? (see Note 2) | Yes <input type="checkbox"/> | No <input checked="" 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"/> |
| Have you ever suffered from dizziness, fainting, blackouts or fits? (see Note 3) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Do you have any unspent criminal convictions? (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 9) | 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.

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 & Safety legislation. Health & 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 Service "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. If you have an application to be a Firefighter currently under consideration or have applied in the last 3 months please contact the Personnel department at Royal Berkshire Fire and Rescue Service.

Once you have completed the pre-application checks and, where necessary, have raised any concerns with the Personnel department, you are ready to complete the application form.

Overview of the Firefighter Application Form

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

- Section 1 – Personal Details
- Section 2 – References
- Section 3 – Our Values
- Section 4 – Declaration
- Section 5 – Background Information
- Section 6 – Equal Opportunities Monitoring Information.
- Section 7 – Assessment of Personal Qualities and Attributes.

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. Please complete the form as neatly as possible to ensure that it is legible. The decision to invite you to the next stage will be based on the information you give us on this form.
- Failure to provide accurate and complete information may result in your application being rejected.
- Please put your preferred name in the box on the front of the form

If, after reading through the recruitment material, you have any remaining questions, please feel free to contact the Personnel department at Royal Berkshire Fire and Rescue Service.

Once completed this form should be returned to:-

**Wholetime Recruitment
Personnel Department
Royal Berkshire Fire and Rescue Service
103 Dee Road
Tilehurst
READING RG30 4FS**

Closing date:- XXXXXXXXXXXX

NB Please remember that an ordinary 1st class stamp is not sufficient postage for an A4 size envelope, whatever the weight – RBRFS will not pay the surcharge to accept under-paid mail.

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Candidate Number:

Section 1. Personal Details

Personal details

Mr Mrs Miss Ms (Tick as appropriate)

Surname:

First Name(s):

Address:

.....

.....

Post Code:

Home telephone number:

Mobile telephone number:

Work telephone number:

Email:

Please indicate your preferred method of contact:

Date of birth:/...../..... Age: (see Note 1.)

National Insurance no.

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

Fire Service Employment

Are you currently a serving Firefighter or have you ever served as a Firefighter in a UK Fire and 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.....

Previous Applications

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

No, I have not applied before

Yes, I have previously applied unsuccessfully

Yes, I have an application still being considered

If you have answered 'Yes' please provide full details of which Fire and Rescue Service, the dates and what stage your application reached.

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

Specific Requirements

If you have any specific 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.

Relationships

We ask for this information to ensure that your application is handled fairly. Are you, to your knowledge, related to any member of the Fire and Rescue Service, Officer or Elected member of the Royal Berkshire Fire Authority?

Yes No

If YES, please give details.....

Declaration of Offences

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

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:.....
 (Please state the nature of the offence – do not just give a reference code)

Judgement and sentence:.....

Give details of any charges pending:.....

Kit Size (We need this information in order to ensure that the right equipment is available for you to complete the physical tests.)

What is your shoe size? UK / European size

Please indicate your approximate clothing size? Men's / Women's
 Small / Medium / Large / Extra Large

Availability

Are there any dates between 1st November 2007 and 30th April 2008 when you would **not** be available to attend for test/ interview/medical?

.....

Qualifications

If you have any qualifications which are directly relevant to the role (eg NVQ in Firefighting Operations, certified Breathing Apparatus training, Large Goods Vehicle licence), please list them below - we use this information to help determine your initial training needs as a Firefighter.

| Subject & Qualification Type | Level (if applicable) | Date obtained | Expiry date (if applicable) |
|------------------------------|-----------------------|---------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Section 2 - Referees

Please supply the names and details of two people who can provide references. The first of these should be your current employer (or your most recent employer if you are not currently employed). The other may be a teacher, community worker or another former employer. Current or very recent students should provide the name of their head teacher or college tutor. At least one person must be able to confirm what you have stated in Section 7. You may not use relatives as referees. If you are unable to provide referees please contact the Personnel department at Royal Berkshire Fire and Rescue Service to discuss.

Please note that referees will only be contacted if you are successful at the interview stage.

1. Name:

Organisation name

Position in organisation.....

Telephone number:

Address:

.....

Relationship to you:

May we contact this referee before making a conditional job offer? Yes No

If you ticked NO please explain why

.....

2. Name:

Organisation name

Position in organisation.....

Telephone number:

Address:

.....

Relationship to you:

May we contact this referee before making a conditional job offer? Yes No

If you ticked NO please explain why

.....

Section 3. 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

Extract from Fire and Rescue Service National Framework 2006-2008

“All staff within the Fire and Rescue Service and those applying to join need to be made aware that active membership of extremist groups could challenge their ability to discharge their duties impartially in a work environment where they serve the whole community. Affiliation to such organisations is contrary to the ideas promoted by the Core Values and is in conflict with the Fire and Rescue Authorities’ legal duties under the Race Relations (Amendment) Act 2000. The public relies on the honesty and integrity of all Fire and Rescue Service staff. Behaviour that contravenes the Fire and Rescue Service Core Values risk serious consequences both for the individual and the reputation of the Service.”

I have read and understood the Fire and Rescue Service Core Values and will commit to practise and actively promote them.

Yes No

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

Section 4. 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: *directly or indirectly approaching any elected councillor or employee of a Fire and Rescue Authority to promote this application, or providing false/misleading information in this form will disqualify you from appointment or, if appointed, may render you liable to disciplinary action which could lead to your dismissal.*

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Candidate Number:

Preferred name:

Section 5. Background Information

We ask for this information in order to save time at interview, and help the interviewers understand your responses – it is not used for shortlisting.

Career History

Please outline your career history during the last 5 years – you do not need to go back more than 5 years unless you think you are likely to refer to incidents from that period in your interview. If you were in full-time education during the last 5 years, please say what you were studying. If there any gaps, please say what you were doing during that time.

| Dates | | Employer name and nature of business, or name of educational establishment | Your role (eg key tasks and responsibilities, whether part of a team), or what you studied (eg GCSEs, degree subject, vocational qualification) |
|-------|----|--|---|
| From | To | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SAMPLE

Interests

If you are a member of any clubs, societies or interest groups, please give details below

| Name of club/society/group | Purpose of club/society/group | Your role (eg member, player, coach, treasurer) |
|-----------------------------------|--------------------------------------|--|
| | | |
| | | |
| | | |
| | | |

Becoming a Firefighter

We use this information to make sure that you really understand what the role involves.

Please say why you think you would be a good Firefighter, and why you think you would enjoy being a Firefighter.

SAMPLE

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Candidate Number:

Section 6. Equal Opportunities Monitoring Information Form

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

- The workforce reflects the diverse society that 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 that 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 16-24 25-35 36-45 46-55 56-65 66 and over

Gender Male Female

Ethnic Origin

White

| | | | |
|----------------------------|--------------------------|-------------------------------|--------------------------|
| British | <input type="checkbox"/> | <u>Black or Black British</u> | |
| Irish | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> |
| Any other white background | <input type="checkbox"/> | African | <input type="checkbox"/> |
| | | Any other black background | <input type="checkbox"/> |

Mixed

| | | | |
|----------------------------|--------------------------|--------------------------------------|--------------------------|
| White and Black Caribbean | <input type="checkbox"/> | <u>Chinese or other ethnic group</u> | |
| White and Black African | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| White and Asian | <input type="checkbox"/> | Any other (please specify) | <input type="checkbox"/> |
| Any other mixed background | <input type="checkbox"/> | <u>Prefer not to specify</u> | <input type="checkbox"/> |

Asian or Asian British

| | |
|----------------------------|--------------------------|
| Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> |
| Any other Asian background | <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

Sexual Orientation

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

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"/> | | |

SAMPLE

Section 7 – Assessment of Personal Qualities and Attributes

Guidance notes for completion

In this section, we ask you to tell us about your skills and experience in relation to various Personal Qualities and Attributes (PQAs) that are required as a Firefighter. Please refer to the information pack which was sent to you with this application form for further details about the Firefighter PQAs. You may draw on any of your experiences to answer the questions: from home life, leisure activities, work (paid or unpaid) voluntary work or education.

Please remember the following general points when completing this section:

- **Please use only the space provided.**
- It is important that you answer every question.
- If you are completing the form in your own handwriting please ensure that you write your answers neatly and legibly. If you prefer to complete this section electronically, please see our website for a downloadable copy.
- Each question asks you to describe a specific situation about which you have had experience. For each of the **6** questions you should write about an example that best describes your experience in relation to the activities mentioned.
- Be specific about one activity that you do at the moment or have done, rather than writing in general terms.
- Use a specific example for each question where you have demonstrated the activity more than once.
- For each question describe **the situation, your role and what happened as a result.**
- Please use fairly recent examples of what you have done.
- It is a good idea to write/type out your answers in rough before you copy the final version onto this application form.
- Your answers must describe what **you** have done. If you provide false information your application will be rejected.

An example question is shown below.

EXAMPLE QUESTION

1. Building working relationships and working as a supportive team member

This question relates to the Firefighter PQA – Working with Others – works effectively with others both within the Fire and Rescue Service and in the community.

Please describe a situation where you have had to work closely with others as part of a team: This could be when at school, work or in a community setting.

What was the situation: When I was at school a new person joined my tutor group and I noticed that she was having difficulty settling in, she seemed unsure of what to do and where to go. The fact that she was struggling and uncomfortable in her new surroundings affected the whole tutor group and caused friction e.g. she would turn up late for class which would often result in the entire tutor group being kept later by the tutor.

What role did you play: I helped my new classmate by showing her around the school, introducing her to the staff and other pupils. I also showed her where to take lunch, included her in my activities and encouraged my other classmates to include her in group activities.

What happened as a result: By helping and encouraging her, she quickly settled into school life and seemed much happier in herself. The atmosphere within our tutor group also improved dramatically. The school went on to adopt a “buddy” system for new pupils joining after the girl in question fed back to our tutor on how much my support had helped her to settle in.

For each of the 6 questions below, give a short example of an activity you have done within the last 3 years that best illustrates your experience in this area. You may draw on your experiences at work, at home, or in your leisure time.

1. Working with people of different backgrounds, ages, or gender

This question relates to the Firefighter PQA – Commitment to Diversity and Integrity – this means that you understand and respect diversity and adopt a fair and ethical approach to others.

Please describe a situation where you have interacted with people who are different from you in terms of background, age or gender:

What was the situation:

What role did you play:

What happened as a result:

SAMPLE

2. Building working relationships and working as a supportive team member

This question relates to the Firefighter PQA – Working with Others – this means that you work effectively with others both within the Fire and Rescue Service and in the community.

Please describe a situation where you have had to work closely with others as part of a team:

What was the situation:

What role did you play:

What happened as a result:

SAMPLE

3. Taking steps to improve my skills and learn new things

This question relates to the Firefighter PQA – Commitment to Development – this means that you are committed to and able to develop yourself and others.

Please describe a situation where you have taken steps to improve your skills and / or learn new things:

What was the situation:

What role did you play:

What happened as a result:

SAMPLE

4. Staying calm, confident and in control during difficult or stressful situations

This question relates to the Firefighter PQA – Confidence and Resilience – this means that you maintain a confident and resilient attitude in highly challenging situations.

Please describe a situation where you have had to remain calm and controlled in a stressful situation:

What was the situation:

What role did you play:

What happened as a result:

SAMPLE

5. Completing an activity on my own according to guidelines

This question relates to the Firefighter PQA – Commitment to Excellence – this means that you adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.

Please describe a situation where you have had to work on your own in accordance with guidelines:

What was the situation:

What role did you play:

What happened as a result:

SAMPLE

6. Being open to change and actively supporting it

This question relates to the Firefighter PQA – Openness to Change – this means that you are open to change and actively seek to support it.

Please describe a situation where you have had to change the way you do something following a change imposed by someone in authority:

What was the situation:

What role did you play:

What happened as a result:

SAMPLE

SAMPLE