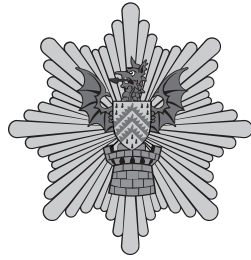


South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

Firefighter Selection

Retained Duty System Application Form

Place
Passport
photo
here

NAME	
DATE OF BIRTH (DD/MM/YY)	
STATION APPLYING FOR	
ADDRESS	
POSTCODE	
PREFERRED CONTACT NO.	

Introduction

Thank you for expressing an interest in applying to South Wales 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 pre-application checklist below. This will help you decide whether you are likely to enjoy working as an RDS Firefighter and whether you are eligible to apply.

Pre-application Checklist

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

	Yes	No
Are you over 17 years and six months of age? (see Note 1)	<input type="checkbox"/>	<input type="checkbox"/>
Are you eligible to work in the UK? (see Note 2)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any kind of colour blindness? (see Note 3)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any kind of hearing impairment? (see Note 3)	<input type="checkbox"/>	<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)	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever suffered from dizziness, fainting, blackouts or fits? (see Note 3)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any unspent criminal convictions? (see Note 4)	<input type="checkbox"/>	<input type="checkbox"/>
Have you made any other applications to be a firefighter? (see Note 5)	<input type="checkbox"/>	<input type="checkbox"/>
Do you commit to practice and actively promote the Fire and Rescue Service Core Values? (see page ?)	<input type="checkbox"/>	<input 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 but you will not be able to commence training until you are 18 years old.
- Note 2:* If you are unsure if this relates to you, please contact the Recruitment & Assessment Team on 01443 232200.
- 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 current equalities 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. 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 required to declare any unspent convictions or criminal proceedings pending as these may bar you from working as a Firefighter.
- 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 within the last 3 months.

Once you have completed the pre-application checks and, where necessary, have raised any concerns with the Recruitment & Assessment Team, you are ready to complete the application form.

Section 1 - Personal Details

Personal Details

(Tick as appropriate)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
-----------------------------	------------------------------	-------------------------------	-----------------------------

Surname	First Name(s)
Middle Name(s)	
Address	
Postcode	
Name of RDS Fire Station applying for	
Home Tel. Number	
Mobile Tel. Number	
Work Tel. Number	
Email	
Date of Birth (dd/mm/yy)	
Age	
<i>(NB: we collect information relating to age and DOB to verify you satisfy the minimum age criteria of being 18 or over at commencement of training)</i>	
National Insurance No.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Next of Kin Details

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
-----------------------------	------------------------------	-------------------------------	-----------------------------

First Name(s)	Surname
Address	
Postcode	
Home Tel. Number	
Mobile Tel. Number	
Relationship	

Eligibility - Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, please provide details		

Section 2 - Employment Details

Fire Service Employment

Are you currently a serving Firefighter or have you ever served as a Firefighter in a UK Fire and Rescue Service? (if answer is 'No' move on to 'Employment History')	Yes, currently	Yes, in the past	No
If yes	Retained Duty System		Wholetime
If yes, please state which Fire and Rescue Service			
Dates of Employment (dd/mm/yy)	From	To	
Have you previously applied to be a Firefighter or do you have any other applications currently underway (see note 5)?	Yes	No	

If you have answered 'Yes' please provide full details of which Fire and Rescue Service, the dates and whether your application was successful or unsuccessful.

(NB: 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 within the last 3 months)

Employment History

Please provide a summary of your employment to date, include any voluntary / unpaid work, service with the Armed Forces or self employment. Please list in date order (most recent employment first). Please ensure that the dates are consecutive and all periods are accounted for (please continue on a separate sheet if necessary).

Job Title	Name of Employer/Organisation	From/To (dd/mm/yy)	Reason for Leaving

Section 3 - Working Hours and Availability

Working Hours

What are your current normal working hours? (example From - 09:00 to 17:00)

Monday	From		To	
Tuesday	From		To	
Wednesday	From		To	
Thursday	From		To	
Friday	From		To	
Saturday	From		To	
Sunday	From		To	
			Total Hrs	

Do you work a variable shift pattern?

Yes

No

What cover can you provide the SWFRS (i.e. when can you respond to incidents)?

Day Cover	Evening/Weekend Cover	Mixed (day/evening/weekend) Cover

What is the average time in which you can respond from your home to the Fire Station? mins

Does your employer permit you to undertake Fire Service duties and respond to the Fire Station during your hours of employment? Yes No

What is the average time in which you can respond from your place of work to the Fire Station? mins

Driving

If you hold a driving licence please specify:

a. Motorcycle Only	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Ordinary Groups	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. LGV Groups	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. PCV Licence Holder	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Does your employment involve PCV/LGV driving duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes to 'e', please provide details and include frequency and duration:

Section 5 - Support Requirements

We understand that, in some cases (for example, dyslexia), additional support may be required to enable candidates to fully participate in the recruitment process.

If you want to register any support requirements, please record details below. If you would prefer to speak to a member of the Recruitment and Assessment Team, please ring 01443 232200.

Please note that supporting evidence and guidance from a healthcare professional may be requested to ensure we provide appropriate and effective adjustments.

Section 6 - Referees

If you are successful with this application, reference enquiries will be made of current and previous employers and / or character reference. Employer references should cover a period of up to three years, plus one character reference. Where an applicant has no previous employment, two character references will be required, one of which can be from the applicant's school or college where appropriate.

Notes

- Please list in date order (most recent employment first).
- Current serving Fire and Rescue Service Personnel and Combined Fire Authority Members are excluded from providing references.
- Referees will only be contacted if you are successful at the interview stage.

1. Employer / Character Reference			
Name			
Position			
Name of Organisation			
Address			
Postcode			
Telephone number			
Relationship to you			
Dates Employed From		To	

2. Employer / Character Reference			
Name			
Position			
Name of Organisation			
Address			
Postcode			
Telephone number			
Relationship to you			
Dates Employed From		To	

3. Employer / Character Reference			
Name			
Position			
Name of Organisation			
Address			
Postcode			
Telephone number			
Relationship to you			
Dates Employed From		To	

4. Employer / Character Reference			
Name			
Position			
Name of Organisation			
Address			
Postcode			
Telephone number			
Relationship to you			
Dates Employed From		To	

5. Employer / Character Reference			
Name			
Position			
Name of Organisation			
Address			
Postcode			
Telephone number			
Relationship to you			
Dates Employed From		To	

Section 7 - 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 and Rescue Service Core Values and will commit to practice and actively promote them.		Yes	
Signed		Date	

Section 8 - 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

Note - incomplete applications will not be accepted. It is therefore recommended that you check through all sections before submitting.

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	
--------	--	------	--

Note - Approaching any elected Councillor or employee of a Fire and 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.



Equal Opportunity Policy

CONFIDENTIAL

We are fully committed to equal opportunities. In order to monitor the effectiveness of our policy we would be grateful if you would answer the following questions. This information is confidential and used solely for monitoring purposes, and is separated on receipt before shortlisting of candidates takes place.

Ethnic Origin

Please note: Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group – UK citizens can belong to any of the groups indicated.

Please complete in boxes, how many young people in each section. Complete all questions.

White	1	British	<input type="text"/>	Asian or Asian British	7	Indian	<input type="text"/>
		- English	<input type="text"/>		8	Pakistani	<input type="text"/>
		- Scottish	<input type="text"/>		9	Bangladeshi	<input type="text"/>
		- Welsh	<input type="text"/>				
	2	Irish	<input type="text"/>		10	Other Asian	<input type="text"/>
	3	Any other White background, please write in	<input type="text"/>	Black or Black British	11	Caribbean	<input type="text"/>
					12	African	<input type="text"/>
					13	Other Black	<input type="text"/>
Mixed	4	White & Black Caribbean	<input type="text"/>	Chinese or Other Ethnic Group	14	Chinese	<input type="text"/>
	5	White & Black African	<input type="text"/>		15	Any other Mixed/Asian/Black/Chinese please specify	<input type="text"/>
	6	White & Asian	<input type="text"/>				
				Don't Know	16	Don't Know	<input type="text"/>

DISABILITY Registered disabled Not registered disabled

SEX Male Female

LANGUAGES Do the group speak any other languages other than English? Yes No
please specify _____

please indicate level - Learner Intermediate Fluent

Welsh speaker? No Learner Intermediate Fluent