



# On Call Firefighter Application Form

Section 1: Personal Details					
On Call station Applied For:					
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Mx <input type="checkbox"/>	Other <input type="checkbox"/>
First Name(s):		Surname:			
Candidate Address:					
Postcode:					
Preferred Contact No:		Secondary Contact No:			
E-mail Address: <small>(Please note:- You will be notified of selection details via e-mail)</small>					
National Insurance No:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth:					
Where Did You Hear About Us?		SWFRS Website <input type="checkbox"/> Twitter <input type="checkbox"/> Facebook <input type="checkbox"/> Local Fire Station <input type="checkbox"/> Fire Service Event <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Leaflet <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other <input type="checkbox"/> Please specify _____			

## Section 2: Introduction

Thank you for expressing an interest in applying to South Wales Fire and Rescue Service (SWFRS) as an On Call Firefighter. Before starting the application form please read the following notes and complete the pre-application checklist below. This will help you decide whether you are likely to enjoy working as an On Call Firefighter and whether you are eligible to apply.

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 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 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 candidate 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 the 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 for their own protection and that of others. (In the context of the Fire and Rescue Service 'Others' include 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.

Pre-Application Checklist	Yes	No
Are you over 17 years and six months of age? (See note 1 above)		
Are you eligible to work in the UK? (See note 2 above)		
Do you have any kind of colour blindness? (See Candidate Information booklet)		
Do you have any kind of visual impairment? (See Candidate Information booklet)		
Do you have any kind of hearing impairment? (See note 3 above)		
Do you have any disability that reduces your ability to grip hold or lift objects, or to lift or lower yourself? (See note 3 above)		
Have you ever suffered from dizziness, fainting, blackouts or fits? (See note 3 above)		
Do you have any unspent convictions? (See note 4 above)		

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 3: Our Values

**Our Values** define what we stand for – they are our core rules. These values are important to us and should be reflected in everything we do.

SWFRS has a set of values which describe how we will work as an organisation. Whenever you come into contact with SWFRS, as a member of public, a partner, a business or a member of staff, these values should be evident.

### **Caring**

We will be caring and compassionate, displaying concern and empathy for others.

### **Dedicated**

We are dedicated to the communities where we live, work and visit. We are devoted to saving lives and working in partnership as an integral part of our communities.

### **Disciplined**

We are clear about our roles and operate within agreed levels of authority, within a disciplined environment. We consider that the highest form of discipline is self-discipline.

### **Dynamic**

We will embrace, and are capable, of changing or being changed. We partake in vigorous activity, with energy and enthusiasm, achieving high effectiveness.

### **Professional**

We will demonstrate professionalism in all that we undertake. This means we will carry out our duties in a competent and dependable manner, demonstrating expertise in all that we do and ensuring that we demonstrate commitment to the high standard of SWFRS at all times.

### **Resilient**

We will anticipate risk, limit impact and bounce back rapidly through adaptability, evolution and growth in the face of turbulent change. We will understand and recover quickly from difficult conditions.

### **Respectful**

We will respect each other and the communities we serve. This means treating people fairly, accepting differences and acknowledging the contribution of our colleagues and our communities.

### **Trustworthy**

We can be relied on to be honest and truthful.

Our values reflect the core ideology of SWFRS.

<b>I have read and understood the Fire and Rescue Service Core Values and will commit to practice and actively promote them.</b>		Yes	<input type="checkbox"/>
<b>Signed:</b>		<b>Date:</b>	

## Section 4: Eligibility

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

Not Applicable

Yes

No

If No, please provide details:

What is the average time (minutes) in which you can respond from home to the Fire Station, proceeding at normal road speeds?

If applicable, what is the average time (minutes) in which you can respond from work to the Fire Station, proceeding at normal road speeds?

Does your employment involve PCV/LGV driving duties?

Yes

No

If **yes**, please provide details and include frequency and duration:

## Section 5: Support Requirements

We understand that, in some cases additional support may be needed to enable candidates to participate fully in the selection process (e.g. dyslexia). Please record any support requirements that you may have in the space below. This information enables us to ensure that the necessary arrangements are made on your behalf. This detail is kept completely confidential and has no bearing on any Selection decision.

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

Should you wish to make contact with a member of the team directly to discuss your requirements, please call the Recruitment and Assessment Team on 01443 232200.

Not applicable

Support Required (detail below)

**For interviews/assessment methods conducted through the medium of Welsh we will provide a simultaneous translation service if necessary.**

### **Reading**

- No Welsh skills – require all documentation in English
- Understand basic information on signs, e-mails, posters etc
- Understand simple factual information from forms, leaflets, children's books, text messages etc
- Understand detailed information from a variety of written or printed sources, e.g. detailed e-mails, forms, leaflets
- Obtain information from a variety of very detailed sources, e.g. web pages, work instructions, drop down menus
- Obtain and interpret specialised information from an extensive variety of complex sources, e.g. reports, official documents

### **Speaking**

- No Welsh skills – require all communication in English
- Meet and greet skills, receiving and transferring telephone calls
- Conduct simple conversation using basic facts about yourself or others, ask simple questions to obtain further information
- Deal with enquiries effectively, contribute to discussion about work related topics, ask probing questions to obtain information
- Obtain and discuss detailed information, discussion work related topics in detail
- Obtain and convey highly detailed information from specialized, varied sources, e.g. explain and discuss complex

### **Writing**

- No Welsh skills – require all documentation in English
- Complete a basic form or write a basic message with information, e.g. contact details of a caller
- Write short, basic e-mails using basic words and phrases
- Compose detailed e-mails, complete detailed forms, write a series of short paragraphs containing simple, factual information
- Produce basic reports containing facts and opinions, exchange detailed work related e-mails with internal and external colleagues – grammar and spelling software is available
- Present written information confidently in a variety of formats –grammar and spelling software if available

## Section 6: Employment Details

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

No

Yes

If you have answered 'Yes' please provide full details of which Fire and Rescue Service (FRS), the date and whether On Call, WDS or other, for example Auxiliary, Apprentice, Private FRS, and whether your application was successful, unsuccessful or pending.

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### Employment History

Please provide a summary of your employment covering the last 3 years, including any periods of unemployment, voluntary / unpaid work, service with the Armed Forces or self employment. Please list in date order (most recent first). Please ensure that the dates are consecutive and all periods are accounted for.

I am currently in employment

I have worked in the past, but I am not currently in employment

I have never been in employment

### Current / Most recent Employment

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

## Previous Employment

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

## Previous Employment

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

Employment Gap Details	
From dd/mm/yy	
To dd/mm/yy	
Details	

## Section 7: Referees

If you are successful with this application, reference details will be requested. Reference enquires will be made of current and previous employers and / or character references. Employer references should cover a period of **three years plus one** character reference. Where a candidate has no previous employment, **two** character references will be required, one of which can be from the candidate's school or college where applicable.

Relatives are **excluded** from providing references.

## Section 8: 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.

If you are unsure whether an offence is spent please go to [www.nacro.org.uk](http://www.nacro.org.uk) for advice and guidance.

Note: Should you fail to disclose any unspent convictions which are identified at a later date, this failure will be considered as an act of Gross Misconduct and dealt with accordingly and could result in dismissal from the Fire and Rescue Service.

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

No (move to section 9)

Yes (see below)

If **Yes**, please provide details below

Offence	
Date of Conviction	
Judgement (including fine and sentence)	

If applicable, please provide details below

Offence	
Date of Conviction	
Judgement (including fine and sentence)	

If you have any charges pending please provide details of the charges and the nature of the alleged offence:

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## Section 9: 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 current Data Protection Act legislation.

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.

Please type name below. This will be accepted as an electronic signature. This type of signature provides the same legal standing as a handwritten signature.

<b>Candidate's Name:</b>	
<b>Signature</b>	
<b>Today's Date dd/mm/yy:</b>	

Notes: Incomplete applications will not be accepted. It is therefore recommended that you check through all sections before submitting.

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.

If any of your circumstances change at any point during the recruitment process please contact us immediately.

Would you like to receive regular updates from the Recruitment & Assessment Team?

Yes

No

## Section 10: Equalities Monitoring

### Confidential

As a Service we appreciate the true value of having a diverse workforce. In order to ensure that our recruitment advertisements attract people from all groups within the community, we would be grateful if you would answer the following questions. This information is confidential and will be used solely for monitoring purposes. This information is separated from the application form prior to shortlisting.

#### Sex

<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	<input type="checkbox"/> Non Binary	<input type="checkbox"/> Prefer not to answer
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#### Age

<input type="checkbox"/> Under 18	<input type="checkbox"/> 18-24	<input type="checkbox"/> 25-40	<input type="checkbox"/> 41-59	<input type="checkbox"/> 60+	<input type="checkbox"/> Prefer not to answer
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#### Disability

<input type="checkbox"/> I have a disability	<input type="checkbox"/> I do not have a disability	<input type="checkbox"/> Prefer not to answer
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### 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.

<b>Asian or Asian British</b>	<input type="checkbox"/> Bangladeshi	<b>Mixed</b>	<input type="checkbox"/> White & Black African
	<input type="checkbox"/> Indian		<input type="checkbox"/> White & Black Caribbean
	<input type="checkbox"/> Pakastani		<input type="checkbox"/> White & Asian
	<input type="checkbox"/> Other Asian		<input type="checkbox"/> Other Mixed
<b>Black or Black British</b>	<input type="checkbox"/> African	<b>Chinese</b>	<input type="checkbox"/>
	<input type="checkbox"/> Caribbean	<b>White</b>	<input type="checkbox"/>
	<input type="checkbox"/> Other Black	<b>Prefer not to answer</b>	<input type="checkbox"/>
		<b>Other (please specify)</b>	<input type="checkbox"/>

### Religion or Belief

<input type="checkbox"/> 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"/> Prefer not to answer	<input type="checkbox"/> Other (please specify)

### Sexual Orientation

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Don't Know	<input type="checkbox"/> Prefer not to answer
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