



South Wales Fire and Rescue Service E-Recruitment Terms and Conditions

Protecting your data

Information provided on this form will be used to process your application for employment. Should your application be successful, some information will be retained to complete your personnel record file. Please read our [privacy notice](#) which explains how we use and look after the personal you provide.

How to complete your application

Applicants are advised to read the guidance notes carefully before completing an application form. If you have any queries regarding your application, please contact the Recruitment and Resourcing Team via email at: personnel@southwales-fire.gov.uk.

Your responsibilities

Please complete your application to the best of your knowledge and ability.

Providing false, inaccurate or misleading information and/or withholding information could lead to your application being declined or, if you have commenced employment, this may result in your employment being terminated. By submitting this application you agree to inform the Recruitment and Assessment Team:

- If there are any relevant changes to your circumstances or personal details.
- If you have previously worked for South Wales Fire and Rescue and the date you left.
- If you are related to any current employees or members of the Fire Authority.

Note: being related to either a member of the Fire Authority or an employee will not prevent your application from being processed. This information is used to safeguard you from any relations being involved in the selection process.

Reasonable adjustments

The Single Equality Act 2010 prohibits discrimination, victimisation or harassment in employment, including recruitment. South Wales Fire and Rescue Service welcomes the recruitment of people with disabilities. In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to assist with your application or interview and/or to enable you to perform the job.

Equal opportunity monitoring

We believe that our workforce should reflect the diverse communities that we serve and that our working environment is free from any form of discrimination, victimisation, or harassment. No job applicant or employee is treated more or less favourably on the grounds of sex, gender reassignment, sexual orientation, age, marital status, pregnancy or maternity, race, colour, nationality, ethnic or national origins, religion or beliefs, or disability.

No job applicant or employee shall be disadvantaged by a provision, criteria or practice which cannot be shown to be a proportionate means of achieving a legitimate aim. In order to monitor the effectiveness of our equality and diversity strategy, we request certain personal details about you. The information you provide will be treated in the strictest confidence and will only be used for statistical monitoring purposes, and does not form part of the selection process.

Ethical and professional standards

There is a requirement that you declare whether you have been convicted of any criminal offence (including driving offences) other than those 'spent' under the Rehabilitation of Offenders Act 1974. If you are unsure whether a conviction is 'spent', please visit www.nacro.org.uk for further information.

South Wales Fire and Rescue Service expects the highest ethical standards from employees. Please be aware that you understand that the Service may make enquiries to verify the information you have provided.

Our Values

Our values define what we stand for and how we work as an organisation. By submitting this application you agree that you have read and understood our values. As an employee you will need to commit to practice and actively promote our values. Our values are important to us and should be reflected in everything we do. Whenever you come into contact with South Wales Fire and Rescue Service, as a member of the 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 and 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 South Wales Fire and Rescue Service 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.

References and canvassing

You are responsible for making any third parties aware that their details are being supplied in this application.

Members and/or co-opted Members of the Fire Authority should not act as referees or provide testimonials in respect of your application. Canvassing Members or co-opted Members of the Fire Authority either directly or indirectly, will disqualify candidates from appointment.

Declaration

By submitting this application you are confirming that the information given is true, accurate and complete.

Additional notes for internal applicants only

If you are applying for a temporary role through a secondment, please make sure you have received authorisation to apply for the role from your line manager by completing the P-62 Secondment Request Form.



Guidance notes for completion of the Online Application Form

All applicants are required to complete an Online Application Form when applying for a position at South Wales Fire and Rescue Service (SWFRS) whether this is for a uniformed or non-uniformed post. This applies to both internal and external staff. Once an applicant has registered their personal details, this information will remain on the system and can easily be updated. When an applicant has submitted an application form for a vacancy, all information will be saved on the system and can be referred to at any time. You will be required to log in and out of the portal

Please note: Any areas that are marked with an * on the online application form have to be completed, otherwise you will not be able to save and move on to the next section.

Application Form

This part of the form is for the applicant to have an opportunity to show South Wales Fire and Rescue Service (SWFRS) how they meet the particular requirements of the job for which they are applying for.

SWFRS do not accept Curriculum Vitae (CV's) as a method of application, unless specifically asked for in the job advertisement. Please do not attach CV's as additional information as they will **not be** accepted.

The online application form fulfils an important role, it helps the shortlisting panel decide which applicants should be considered further and invited to take part in the next stage(s) of the selection process.

The applicant needs to ensure that all sections of the form are fully completed, and that each section is checked before progressing to the next one. It is recommended that a final check is made before submitting the form, as it cannot be amended afterwards.

Personal Details

Complete the boxes provided and ensure your email address is correct and functioning as all correspondence will be sent to this email address.

Education, Qualifications and Training

This section is for the applicant to provide details of academic and professional qualifications that they have attained. It is not necessary for the applicant to include all of the qualifications that they have achieved to date unless they directly relate to the role and/or Person Specification.

Proof of qualifications will be required following any initial offer of employment and failure to produce the required certificate(s) could result in a delay or the withdrawal of an offer of employment.

Employment History

This section is for the applicant to provide details of current and previous employment, including full time and part time work, permanent and temporary contracts, agency work, voluntary work and work placements. The applicant should also account for any gaps in employment, using the employment history form to record the reasons and dates - This will not have an impact on the application and will help the Recruitment get a complete and accurate account of your work and life experiences.

References

This section is for the applicant to provide the names and contact details of employer referees covering a period of at least three years from the present time. One of the references should be a current or most recent employer and not a family member. The Recruitment team will not request a reference from a current employer until an applicant has been issued with a conditional offer of appointment.

If there are any gaps in an applicant's employment history or an applicant has not entered into any employment e.g. if they were or are a student, unemployed or have/had caring responsibilities then character references can be provided from a school, college or someone of a professional standing and who is not a family member or a member of staff employed within South Wales Fire and Rescue Service.

Additional Information

This section of the form is twofold:

1. To gather additional information from the applicant in terms of legal requirements eg work permissions, declaration of offences, General Data Protection Regulations (GDPR).
2. For the applicant to respond to questions specific to the role for which they are applying.

All questions **must** be answered.

Criminal Convictions/Declaration of Offences

The Rehabilitation of Offenders Act 1974, allows people with convictions to be reintegrated back into society by having the right to legally ignore their conviction(s) after a period of time ie they become 'spent'.

Firefighter and corporate staff roles - SWFRS is legally entitled to carry out a basic criminal check, known as a basic Disclosure Barring Service (DBS) check which will reveal only 'unspent' convictions for those applying for these roles. This will form part of the pre-employment checks and will be undertaken with the applicant's permission.

Community Safety and Partnership roles – These roles will require an enhanced DBS to be undertaken e.g. roles within the community where employees will be working with vulnerable adults and children. This check will show both 'spent' and 'unspent' conviction details. This check will form part of the pre-employment checks and will be undertaken with the applicant's permission and further discussion in relation to any offences that may need to be considered.

Unspent Convictions - The applicant will need to declare any '**unspent**' convictions prior to the pre-employment checks. It is important to note that having an unspent conviction does not necessarily mean that applications will not be progressed, it depends on the nature of the offence and the post in question. It is also important to bear in mind that failure to disclose an unspent conviction, could result in withdrawal from the recruitment process or termination of employment.

If applicants are unclear whether or not they have a 'spent' conviction or would like more information in relation to criminal convictions, rehabilitation periods etc., further details can be found at www.nacro.org.uk.

Applicant Document Details

This section is mandatory and is where applicants have the opportunity to upload a document outlining in detail how they believe they meet the shortlisting criteria and/or meet the requirements of the role. Please refer to the Person Specification and Job Description before making a submission.

Where the ability to speak Welsh is highlighted as either an Essential or a Desirable criteria, you will be able to record this within this section also.

DO NOT upload CV's here, unless the Job advert specifically requests a CV to be submitted, as they will not be considered.

Supporting Documents

Job Description - The Job Description explains the main purpose of the Job and the responsibilities of the post holder. Applicants should consider and reflect on past employment history and experiences that are similar to and can relate to the responsibilities described in the job description.

Person Specification – Applicants should study the Person Specification in detail. This document tells applicants what type of knowledge, experience, personal qualities and attributes (PQAs), a person will need to be able to carry out the job successfully to the standards required. The Person Specification will show the criteria used to assess applications for a particular job, these are marked as Essential (at application stage) and will be in **bold text with an asterisk***. Please address each of the bold criteria in your application in detail, giving evidence of how you meet the criteria as these will be used for shortlisting purposes.

In order to be successful at shortlisting, applicants should provide evidence by explaining what they have done or achieved in relation to each of the Essential shortlisting criteria within the Person Specification. The shortlisting panel will only consider applications where applicants have demonstrated that they meet all the Essential shortlisting criteria. It is recommended that you address the criteria in the order in which they appear on the Person Specification using headings.

It is important to be concise, it is not enough to simply list skills and evidence is required on how you meet the criteria with examples. An example would be, instead of stating “I am a good communicator”, outline an instance where you used your communication skills, such as “I was aware the information was confusing, so I took my time and used plain language to explain to the customer what they needed to do and why”. Please avoid repeating the wording of the Person Specification, you will need to demonstrate what you have done and how this meets the requirements of the Person Specification.

The information you provide will be used to assess whether you meet the criteria for the selection process. Desirable criteria will only be taken into consideration where there are a high number of candidates who meet all of the Essential criteria and it would be impractical to invite all candidates to the selection process.

Where a qualification is a shortlisting criteria, you should record this in the Education, Qualifications and Training section, however if you wish to give more detail about your qualification, then you can do this here.

Check your Application

Before submitting your application please read through the information you have provided or ask someone to check through it as you may not be able to see your own mistakes.

Submitting your Application

Once you have completed your form you will need to press the 'submit' button. Please note that once your form has been submitted, you will not be able to make any changes to it, even before the closing date of the job.

You will receive notification that your form has been submitted successfully within 48 hours.

We will not accept late or un-submitted application forms after the closing date and time, irrespective of the reason. It is therefore your responsibility to ensure that you submit your application and are in receipt of the notification message, before the vacancy closes.

Equal Opportunities

At SWFRS we value our diverse workforce and are committed to ensuring that everyone has an equality of opportunity whilst working for the Service. It is important to us therefore that we are able to monitor our provision of Equal Opportunities. We have included a section on Equalities Monitoring within the On-line Application Form.

The information you provide on this section of the form will be used for statistical and monitoring purposes only and will not be seen by the shortlisting or selection panels.

The Single Equality Act 2010 prohibits discrimination, victimization or harassment in employment, including the recruitment stage. South Wales Fire and Rescue Service welcomes the recruitment of people with special requirements and/or disabilities. In support of your application, please let us know if you require any reasonable adjustments to assist with your application or the selection process. This information helps us to plan the appropriate support for you (e.g. in the case of dyslexia, we may need to schedule additional time for a candidate where the selection process involves a written test and having this information in advance, allows us to build appropriate time into our schedule).

If you prefer/would like to discuss support requirements with us please contact a member of the Recruitment and Assessment Team on 01443 232200, who will arrange for you to receive the appropriate support. Requesting support will not in any way impact on your application.

Medical Screening with Drug and Alcohol Testing

All conditional offers of appointment with South Wales Fire and Rescue Service are subject to medical screening and a drug and alcohol test. Operational roles (e.g. Firefighter) are subject to a full medical and fitness assessment.

Additional Assessments

Some roles within South Wales Fire and Rescue Service may require additional assessments to be undertaken such as Welsh language assessments, driving assessments, physical and practical assessments. You will be made aware of these requirements at the application stage of the process.

Feedback to Applicants

Where feasible this can be provided both at Shortlisting and Selection stages. However, please note this does depend on the volume of candidates that have come through the process and at the discretion of the Recruitment Manager.

Comments, Complaints & Compliments

We are committed to ensuring that candidates are treated professionally and fairly throughout the recruitment process. The Recruitment team welcome feedback from candidates on their experiences within the recruitment and selection process.

Contact Us

If you experience any problems while using our online system or require any further information, please e-mail the Recruitment team at personnel@southwales-fire.gov.uk or call us on 01443 232200. Office hours are 09:00 hours to 17:00 hours. Please note: We are not available at weekends or on Bank Holidays, however you can leave a message on our automated service.

The Recruitment Team would like to wish you good luck within the process and look forward to receiving your application.