



south wales fire and rescue service  
**apprenticeship**  
scheme

OFFICE USE ONLY  
Candidate Number:

## APPLICATION FORM

Thank you for the interest that you have shown in joining a South Wales Fire Rescue Service Apprenticeship Scheme. This Application Form has been designed to allow you to fully showcase your skills and experiences. The information that you provide on this Form will be used to assess whether or not we invite you to Interview – please invest some time in completing all of the elements fully and completely.

**Please indicate\* which Apprenticeship post/s you are applying for**  
by ticking the relevant option/s\* below:

<b>ADMINISTRATIVE APPRENTICESHIP</b>	
Community Safety and Partnerships	<input type="checkbox"/>
Corporate Support	<input type="checkbox"/>
<b>FLEET &amp; ENGINEERING</b>	
LGV Technician	<input type="checkbox"/>

Please complete all sections of the form, entering your details in the text boxes provided.

All forms must be returned by the deadline highlighted on the advert to:

**The Recruitment and Resourcing Team**  
**South Wales Fire and Rescue Service Headquarters**  
**Forest View Business Park**  
**Llantrisant,**  
**CF72 8LX**

**[personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)**

**01443 232200**



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service

## PERSONAL DETAILS

Family Name:				
First Names:				
Permanent Address:				
			Post Code:	
Telephone Number:	(home)			(mobile)
Email Address:				

**Are you a Welsh speaker?** (please tick as appropriate)

No       Learner       Intermediate       Fluent

If you are a fluent Welsh speaker, would you be willing to use your language skills in the workplace?  
(please tick as appropriate)

Yes       No

**Are you required to hold a work permit?** (please tick as appropriate)

Yes       No

**If yes, does the permit need extending?** (please tick as appropriate)

Yes       No

## SCHOOL/COLLEGE DETAILS

Name of Secondary School/College	Date Started	Date Left	Qualifications & Grades

**HAVE YOU HAD ANY FORMAL EMPLOYMENT?**

Please start with your current/last employer and include any voluntary work you have done.

Name & Address of Employer	Job Title	Date Started	Date Ended	Reason for Leaving

**What is your notice period from your current employment (if appropriate)?**

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**TRAINING COURSES ATTENDED**

Training Company	Course Title	Date Attended

## ADDITIONAL INFORMATION

The information that you provide in this section of the Application Form allows us to assess any skills and abilities that you may have that are relevant to the post. It is vital that you use the spaces provided to give us clear details. You will be asked to tell us about your experiences in 4 key areas.

**Being an Apprentice will involve developing new skills. Successful candidates must be committed to learning and self development.**

Tell us about a specific time when you looked for an opportunity to learn a new skill.

- Why did you want to learn the skill?
- What did you do to make sure that you learned effectively?
- How have you applied the learning since?

**The Fire and Rescue Service is Committed to treating people fairly and respectfully. It's important to us that our employees do the same.**

Tell us about a time when you had to build rapport with someone who was different to you (for example, sex, religion, age, disability)

- What was the situation?
- What did you say and do?
- What did you learn about the person and yourself from this experience?

**The Fire and Rescue Service is committed to achieving high standards in all that we do. The successful candidate will be expected to maintain these standards through their work.**

Tell us about a time when you had to work hard to meet high standards.

- What was the situation?
- What did you do?
- What was the result of your efforts?

**This section is to be completed by candidates who are applying for the Administrative Apprentice only.**

The successful candidate will be using Microsoft Office Packages such as Word and Excel.

- Tell us about any experience that you have of using these systems.
- Which packages have you used?
- What have you used them for?

**This section is to be completed by candidates who are applying for the Apprentice Technician only.**

This role involves developing a strong understanding of mechanics and mechanical skills.

Tell us about any experience that you have of practical, mechanical skills (either in employment or as a hobby).



## REFERENCES

Please give the name and address of two people who can provide references in support of your Application. If you have been in employment (references need to cover three years), one should be your current or last employer.

If you have recently left full time education, one should be a Teacher or Lecturer. We do not accept references from relatives. We will only contact the Referees should you be offered a position.

### Reference 1

Name:			
Position:			
Name of Organisation:			
Relationship to you:		How long have you known this person?	
Address:			
	Post code:		
Contact number:		Email address:	

### Reference 2

Name:			
Position:			
Name of Organisation			
Relationship to you:		How long have you known this person?	
Address:			
	Post code:		
Contact number:		Email address:	

### Reference 3

Name:			
Position:			
Name of Organisation			
Relationship to you:		How long have you known this person?	
Address:			
	Post code:		
Contact number:		Email address:	

### NOTE:

- (i) Members and/or co-opted Members of a Fire Authority should not act as referees in respect of your application.
- (ii) Canvassing of members or co-opted Members of a Fire Authority, either directly or indirectly, will result in disqualification of the applicant.

## SUPPLEMENTARY INFORMATION

Are you, to the best of your knowledge, related to any Member or Co-Opted Member of the Fire Authority or an employee of South Wales Fire and Rescue Service?

Yes  No

If yes, please give details:

Have you ever been convicted of any criminal offence (including driving offences) other than those 'spent' under the Rehabilitation of Offenders Act 1972?

Yes  No

### Our Commitment to You

We understand that in some cases additional support may be needed to enable a candidate 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. Should you wish to make contact with a member of the team directly to discuss your requirements, please use the telephone number at the bottom of the page.



The information you have provided on this form is subject to the General Data Protection Regulations 2018. For further information please refer to the recruitment privacy statement on our website. By signing this application form, you will be giving your consent to the processing of data you have provided, including anything considered to be of a personal nature. If you are appointed, this information will be kept for the time you are employed with us.

**I CONFIRM THE INFORMATION IN THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Signed:		Date:	
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