

Candidate No.

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you be successful at the
next stage

National Firefighter Selection

Application Form For Wholetime Trainee Firefighter

Surrey Fire and Rescue Service



SURREY
COUNTY COUNCIL

Introduction

Thank you for expressing an interest in applying to Surrey 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 - **please tick either a YES or a NO box for each question.**

Are you prepared to:		
Work at height?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work in enclosed spaces?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work outdoors?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Get wet during your work?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Get hot / cold whilst working?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Carry heavy equipment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work unsociable hours?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Work in situations where you may see blood, seriously injured or dead people?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Deal sensitively with people in difficult situations?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Talk to people in the local community about fire safety?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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

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 - **please tick either a YES or a NO box for each question.**

Are you over 17 years and 6 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 unspent criminal convictions? (See Note 4)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you made any other application to be a Firefighter? (See Note 5)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do you commit to practice and actively promote the Fire and Rescue Service Core Values? (See Core Values)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If you have ticked any of the grey shaded boxes overleaf eg still wish to proceed with your application you are advised that the information you have provided 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 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 as long as you are 18 years old once you commence training.
- Note 2** If you are unsure this relates to you, please contact the HR Department on 01737 224058.
- 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 the 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 and Safety legislation. Health and 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 any offer of employment is made.
- 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 HR Department, you are ready to complete the application form.

Overview of the Firefighter Application Form

The Firefighter Application Form is made up the following sections:

- Section 1 - Personal Details/Equal Opportunities - this information will not be used as part of the selection process. It is for monitoring purposes only.
- Section 2 - Assessment of Personal Qualities and Attributes
- Section 3 - References
- Section 4 - Our Values
- Section 5 - Declaration

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. 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.
- If after reading through the recruitment material you have any remaining questions please feel free to contact the HR Department.

Section 1 - Personal Details

Equal Opportunities Monitoring

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

- The workforce reflects the diverse society which, 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, which 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.

Personal Details	
Title: Mr, Mrs, Miss etc	If "Other" please specify:
Surname:	
First/Preferred Names:	
Address:	
Postcode:	
Telephone No's: Home:	
Work:	
Mobile:	
E-Mail Address:	
National Insurance No.:	
Date Of Birth: (dd/mm/yy)	___ / ___ / ___ see Note 1

Media Response	
In order to assist with the efficiency of our recruitment procedures, please indicate below, by ticking one of the boxes , how you learnt of this vacancy.	
SCC/SFRS Websites <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>
Poster/Leaflet <input type="checkbox"/>	Other - specify: _____ <input type="checkbox"/>
Radio <input type="checkbox"/>	Eg library/fitness centre

Age			
17-24	<input type="checkbox"/>	46-55	<input type="checkbox"/>
25-35	<input type="checkbox"/>	56-65	<input type="checkbox"/>
36-45	<input type="checkbox"/>	66 and over	<input type="checkbox"/>

Note 1 We collect date of birth and age information to verify that you satisfy the minimum age criteria of being 18 or over at commencement of training.

Ethnic Origin			
White		Black and Black British	
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other background	<input type="checkbox"/>
Asian or Asian British		Chinese or Other Ethnic Group	
Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Any other - specify: _____	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Prefer not to specify	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>		
Mixed			
White and Black Caribbean	<input type="checkbox"/>		
White and Black African	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>		

Gender			
Male	<input type="checkbox"/>	Female	<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 - specify: _____	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Sexual Orientation			
Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Gay/Lesbian	<input type="checkbox"/>	Prefer Not To Say	<input type="checkbox"/>

Nationality			
British	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
English	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Other - specify: _____	<input type="checkbox"/>
Scottish	<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 <input type="checkbox"/> No <input type="checkbox"/>

Medical Information	
If you have any specific requirements/disabilities (eg dyslexia), please tick this box so that we can contact you to make sure that we have made appropriate arrangements for you during the selection process. <input type="checkbox"/> Please specify: _____	

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"/>

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 <input type="checkbox"/>	Yes, in the past <input type="checkbox"/> No <input type="checkbox"/>
If Yes please specify <input type="checkbox"/> Retained Duty System <input type="checkbox"/>	Wholetime <input type="checkbox"/>
If Yes specify which Fire and Rescue Service: _____	
Dates of Employment:	
From: (dd/mm/yy) ____ / ____ / ____	To: (dd/mm/yy) ____ / ____ / ____
Have you previously applied to be a Firefighter or do you have any applications currently underway?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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. 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:	

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.

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: (dd/mm/yy) ____ / ____ / ____

Judgement and Sentence: _____

Give details of any charges pending: _____

References

Please provide the name and contact details of two referees. If you are in work or have been employed one of your nominated referees must be your current or most recent employer; if this is not the case your nominated referees could be teachers or community workers. At least one person must be able to confirm what you have stated in Section 2. You may not use relatives as referees. If you are unable to provide referees please contact the HR Department on 01737 224058 to discuss.

1. Employer Name: Telephone No: Address (incl postcode): Relationship To You:	_____

2. Name: Telephone No: Address (incl postcode): Relationship To You:	_____

Are you happy for these references to be contacted at this stage without any further reference to yourself? **Yes** **No**

If you ticked **No** please provide further details: _____

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 practice and actively promote them.

Yes **No**

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: If you are sending this form via the post then please sign this declaration. If you are sending this form via email then you will be asked to sign this declaration should you be successful in being invited to attend the psychometric assessment stage.

Please 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.*

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Section 2 - 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 (PQA's) that are required as a Firefighter. Please refer to the guidance information, for further details about the Firefighter PQA's. 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:

- 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.
- Each question asks you to describe a specific situation about which you have had experience. For each of the **six** questions you should write about an example (**maximum of 150 words**) 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 (**maximum of 150 words**).
- Please use fairly recent examples of what you have done (ie within the last three years).
- It is a good idea to write/type your answers in rough before you copy the final version on to this application form.
- Your answers must describe what **you** have done. If you provide false information your application will be rejected.

An example answer 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: I noticed that a new girl in my tutor group was having difficulty settling in, 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 her by showing her around, introducing her to the staff and other people. 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: She quickly settled into the routine and seemed much happier. The atmosphere within our tutor group also improved. A "buddy" system was adopted for new people joining because they saw how much my support had helped her to settle in.

For each of the 6 questions below, give a short example (maximum 150 words per question) 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 in 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:

Total Number of Words	
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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:

Total Number of Words	
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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:

Total Number of Words	
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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:

Total Number of Words	
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5. Completing an activity on my own according to guidelines

This question relates to the Firefighter PQA - Commitment to Excellence1 - 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:

Total Number of Words	
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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:

Total Number of Words	
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Once completed this application should be returned to the HR Department, Surrey Fire and Rescue Service, Croydon Road, Reigate, Surrey, RH2 0EJ.