

Graham Orchard, Workforce Planning Manager

Service Learning and Development Centre, Nicholson Road, Ryde, Isle of Wight, PO33 1BE

Tel (01983) 817021
Fax (01983) 566612
e-mail graham.orchard@iow.gov.uk
Web www.iwfire.org

Date: February 2013

Dear Applicant

RETAINED DUTY SYSTEM RECRUITMENT 2013

Thank you for your interest in joining the Isle of Wight Fire and Rescue Service as a Retained Firefighter.

If you wish to proceed with your application, please complete and return the following:

1. Application form, including the Equal Opportunities section
2. Declaration of Criminal Offences form
3. Additional Employment form
4. Employer Release form (if you are employed)
5. Commitment form (if you are self-employed or unemployed)
6. Statement of Health form (this should be sealed in a separate envelope to remain confidential)

Please pass the 'Benefits to Employers' information to your employer.

Your application must be returned by 1200hrs on Monday 18 March 2013 to:

Kate Durham
Service Learning and Development Centre
Nicholson Road
Ryde
Isle of Wight
PO33 1BE

Please mark the envelope 'CONFIDENTIAL – RETAINED RECRUITMENT'.

Should you be successful with your application, practical tests will take place during the evening of Thursday 28 March 2013. Psychometric tests will be carried out on Saturday 13 April 2013. Interviews will be held during the week commencing Monday 29 April 2013. Eye tests will be carried out during the week commencing 6 May 2013. Medicals will be carried out during the week commencing Monday 13 May 2013.

The two week basic training course will run from Monday 8 to Friday 19 July 2013 (excluding weekend).

Special Requirements

The Fire and Rescue Service want all candidates to have the opportunity to participate equally during the recruitment process. In order to achieve this, please let us know if you have special needs that mean you require adjustments to any part of the testing process. If you wish to discuss any particular requirements or concerns you have because of a learning difficulty, disability or medical condition please contact me.

The information you provide about any learning difficulty, disability or medical condition will remain confidential unless it is necessary to disclose it to other members of staff or outside agencies to ensure the health and safety of yourself and others, or to implement the adjustments you require. In these circumstances we will first discuss with you how and to whom the information may be disclosed.

For further information about the Isle of Wight Fire and Rescue Service please visit our website at www.iwfire.org

Yours sincerely

Graham Orchard
Workforce Planning Manager

ISLE OF WIGHT FIRE AND RESCUE SERVICE

Timetable

Please see below the timetable of events that candidates will be expected to attend. If employed, you will need to ensure that your employer is fully aware that you are required to attend.

	Dates
Closing date for applications:	Monday 18 March 2013 at 1200hrs
Practical Tests: Service Learning and Development Centre (SLDC) Ryde	Thursday 28 March 2013 at 1830hrs
Psychometric Tests: Service Learning and Development Centre (SLDC) Ryde	Saturday 13 April 2013
Interviews: Service Learning and Development Centre (SLDC) Ryde	Week commencing Monday 29 April 2013
Eyesight Tests: Rutherford Opticians, 67 High Street, Newport – Tel: 524629	Week commencing Monday 6 May 2013
Medicals:	Week commencing Monday 13 May 2013
Drill Nights at Your Fire Station:	Weeks commencing Monday 10 and 17 June 2013
Induction Day: Service Learning and Development Centre (SLDC) Ryde	Thursday 6 June 2013
Induction Evenings: Service Learning and Development Centre (SLDC) Ryde	Thursday 20, 27 June and 4 July 2013
Retained Recruits Course: Service Learning and Development Centre (SLDC) Ryde	Monday 8 to 19 July 2013 (not including weekend)

Please keep your employer fully informed. We appreciate the interruptions this process may cause.

ISLE OF WIGHT FIRE AND RESCUE SERVICE

Introduction to the Fire and Rescue Service

The Fire and Rescue Service can offer you a satisfying, exciting and varied career, and the aim of this booklet is to give you a better insight into what the work involves.

The Fire and Rescue Service has changed considerably in recent years, and its role within the community has had to change to reflect the new demands made on the Service.

These days a Firefighter is not an individual who is focused on the traditionally perceived role of attending emergency incidents and the physical requirements to achieve that. Firefighters are now required to be even more adaptable. Yes, the new look Firefighter still fulfils the traditional role of dealing with fires and a variety of special service calls, which include incidents such as road traffic collisions, chemical emergencies, flooding and other natural disasters. But, the new look Firefighter is also required to switch from this reactive role to a more preventative role, which involves the education of our communities about the hazards presented by fire.

Key Objectives

The objectives of a modern Fire and Rescue Service are to build a safer society by working in partnership with others and to reduce death, injury, damage to property and the environment from fire and other emergencies.

Dealing with emergencies

Technology plays a major role in helping Firefighters to tackle emergencies as efficiently and effectively as possible. For example, computers in mobilising control rooms store street plans, details of high-risk buildings and the latest information on hazardous materials. This ensures that as soon as an emergency call is received – whether a fire, chemical spillage or road traffic collision – controllers can immediately assess what appliances are required to attend. On attending a fire, a very quick assessment of the situation has to be made. As materials used in homes and factories change, so does the way the fire is tackled. A house fire may require two appliances whereas a commercial or factory fire may involve several more appliances as well as requiring thousands of litres of water and foam, plus the use of specialist equipment.

There is also the hazard of toxic fumes and heavy smoke, which can be generated from modern materials found in homes and businesses. This makes tackling a fire much more difficult and Firefighters always go fully protected with equipment such as breathing apparatus and personal radio sets to keep them in contact with colleagues at the scene. Firefighters will also have a range of other equipment at their disposal depending on the incident to which they have been called; cutting and lifting gear to deal with traffic collisions; protective suits for use at chemical spills and thermal imaging cameras to help locate victims in smoke filled rooms.

The Isle of Wight Fire and Rescue Service

The Isle of Wight Fire and Rescue Service is proud of the level of service we deliver. We have continuously improved over recent years and we continue to seek new ways of improving.

We currently employ 79 Wholetime duty staff (WDS), 115 Retained duty staff (RDS) and 22 support staff across ten fire stations, a service headquarters and a service learning and development centre. During 2011/2012 we answered 3,331 emergency calls and attended 1,884 incidents including 82 road traffic collisions (RTCs). Whilst providing the capacity to respond to foreseeable fire and emergency incidents across the Island is a statutory requirement and to many, the core purpose of a fire and rescue service, our role is much broader than simply putting out fires. Responding to emergencies is reactive, and whilst we must be able to provide this response extremely well, we also carry out work to try to reduce the need for a response in the first instance.

The Isle of Wight Fire and Rescue Service works closely with a number of Isle of Wight Council service areas including community wellbeing and social care, children and young people services, economy and environment as well as partner agencies including the police, Isle of Wight Primary Care Trust and others to collectively deliver local initiatives and agreements. This makes the fire and rescue service more effective and efficient and, in turn, makes the Isle of Wight a safer place to live, work and visit. We work towards our aim of 'ensuring communities feel safer'.

Our priorities are to:

- respond safely and quickly when called
- manage risk within our communities
- work in a fully integrated way across a range of partnerships

To ensure that the service focuses on these priorities, all aspects of service delivery will contribute towards the achievement of the following strategic objectives:

1. Save lives and reduce injuries
2. Protect the natural and built environment
3. Ensure we have a competent and healthy workforce
4. Deliver effective community prevention and protection
5. Deliver an excellent emergency response
6. Deliver efficient and effective services

The Retained Duty System

Introduction

Generally the role of a Retained Duty System Firefighter is the same as a Wholetime Firefighter with exception to salary and certain conditions of service. We look to recruit committed and dedicated people who are required to attend weekly training periods of between 3 and 5 hours. You will have the opportunity to carry out additional duties such as community fire safety, equipment maintenance and testing and general station routines. These duties are in addition to responding to emergencies for which you will receive a retaining fee, turnout fee and disturbance allowance.

The Role

The role of a Retained Firefighter offers the chance to serve your local community. Retained Firefighters do a whole range of jobs and attend the same operational incidents as Wholetime Firefighters varying from fires, floods, road traffic collisions and chemical spills. Retained Firefighters are a diverse group of men and women from various backgrounds. They are ready to go to an incident the moment an emergency call comes in. They are professional, highly trained competent people on the front line, saving lives and making headlines.

The Requirements of a Retained Firefighter

You need to live or work close to the fire station at which you wish to serve and should be able to respond within five minutes of an alarm, on foot or by vehicle at normal road speeds. As we are unable to predict when you will be called out you need to be flexible. Ideally you will be able to provide cover 24 hours per day on a regular basis either from your home or place of work. Alternatively, you may be a part-time or shift worker who could provide regular daytime cover when required as well as night cover.

Firefighter Fitness

The role of a Firefighter is both physically and mentally demanding, therefore a higher than average level of fitness is required. The practical tests, as part of the selection process, are designed to reflect and assess the tasks that Firefighters are expected to perform. If you are in any doubt about your level of fitness you should consult your doctor or a qualified professional. For further information regarding Firefighter fitness please visit www.firefitsteeringgroup.co.uk

Firefighter Development

Should you be successful in your application to become an RDS Firefighter your initial employment will be on the basis of a development period of 42 months. You will attend an induction day/evenings at the Service Learning and Development Centre and drill night sessions at your fire station. Following this you will complete two weeks basic training which equips you with the skills to work within the confines of your fire station and under close supervision, attend operational incidents.

Over the next 42 months your ongoing performance will be assessed, reported on and reviewed by your supervisory managers and training instructors. In order to gain the necessary knowledge and skills to become a competent RDS Firefighter you must be prepared to embark on a period of structured training and assessments. It should be noted that you will not reach the required standard without considerable commitment.

Career Progression

All members of the Fire and Rescue Service start their career gaining the essential front-line experience and training needed to become a competent Firefighter. For those Retained Firefighters seeking promotion, there may be opportunities available to progress to the roles of Crew Manager and Watch Manager depending on service needs.

Application Process

APPLICATION FORM:

The information you provide to us on your application form is the only information we will use in deciding whether or not you are to proceed to the next stage of the recruitment process. Previous applications and/or prior knowledge of you are not taken into account, even if you already work for the Fire and Rescue Service.

Therefore, it is important that you take your time and complete the application form as fully and as accurately as possible. In doing so, you should not under-estimate the time you will need to prepare and complete the form. Some applicants fail because their form is not returned by the closing date or sections are missed out. Curriculum Vitae (CV) are not accepted. If a CV is received from you, it will not be considered during the selection process. You are required to complete the Fire and Rescue Service Application Form.

As part of this application pack, you will receive a great deal of information. You must read all the information thoroughly. This information tells you what we are looking for and should help you to sell yourself. Many applicants fail the application stage because they have not read the information or followed the instructions.

The form **must** be completed by you. All the questions asked should be answered. Each form will be scored and sifted and successful candidates will be invited to attend the next stage.

The application form plays a vital role in the shortlisting process, so it is important that the form is completed as fully and as accurately as possible. You should complete the application form and associated forms and return them to Kate Durham, Service Learning and Development Centre, Nicholson Road, Ryde, Isle of Wight, PO33 1BE by 1200hrs on Monday 18 March 2013.

PRACTICAL TESTS:

As part of the selection process, you will be required to undertake physical tests, which aim to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises. These tests are designed to reflect operational practice and may change from time to time.

Candidates will be asked to complete a medical screening form prior to undertaking any of these tests. This is to ensure that individuals are fit enough to undertake them.

There are currently six tests that make up the National Firefighter Physical Tests. These are:

- Enclosed Space
- Ladder Climb
- Casualty Evacuation
- Ladder Lift
- Equipment Assembly
- Equipment Carry

Ladder Climb

This is a test of confidence whilst working at height. Candidates must demonstrate the correct 'leg lock' at ground level before commencing the test. Wearing the Personal Protective Equipment (PPE) provided, including a harness, candidates must ascend a fully extended 13.5 metre ladder to approximately second storey height and demonstrate a 'leg lock'.

The candidate will then be required to lean back with arms outstretched and describe a symbol shown on the floor. The candidate will then descend the ladder. You will have to perform this within a specified time.

Casualty Evacuation

This is a test of lower and upper body strength. Wearing the PPE provided, candidates will be required to drag a 55kg casualty walking backwards (guided by an assessor) around a 30 metre course. You will have to perform this within a specified time.

Ladder Lift/Lower Simulation

Again, this is a test of upper and lower body strength. Wearing the PPE provided, candidates will be required to raise a bar 75cm off the ground to a height of 182cm and back down to the 75cm support. The weight of the bar at the lifting point will start at 5kg. The maximum load to be added is 15kg. This test is to be completed within a specified time.

Enclosed Space

This is a test of confidence, agility and possible claustrophobia whilst working in an enclosed space. Candidates in the PPE provided and wearing a Breathing Apparatus facemask will be required to negotiate a measured crawl-way within a set time. Half the route will be with clear vision and the other half with obscured vision. You will be required to perform specific tasks during the test. Full instructions will be given prior to the start of the test.

Equipment Assembly

This is a test of manual dexterity. Candidates will be required to assemble and disassemble an item of equipment and follow the colour-coded diagrams provided. This test is to be completed within a specified time.

Equipment Carry

This is a test of aerobic fitness, muscular strength and stamina. Candidates will be required to:

- Drag a hose reel from an appliance for 25m then jog back 25m.
- Pick up and carry 2-coiled hoses for 100m.
- Carry 1-coiled hose at chest height for 25m, and then jog back 75m.
- Pick up and carry a 2.4m suction hose and basket strainer for 100m, then jog back 100m.
- Pick up and carry a simulated light portable pump for 100m (weighing approximately 30kgs)

Again, you will be required to perform this test within a specified time.

PSYCHOMETRIC TESTS:

Psychometric tests consist of a series of multiple choice questions designed to assess your abilities and aptitude for becoming a Firefighter.

The tests will be carried out at the Service Learning and Development Centre in Ryde and will take approximately three hours. They are split in to two categories:

National Firefighter Ability Tests

This consists of three tests to be completed in a set time, they include:

- Working with Numbers
- Understanding Information
- Situational Awareness and Problem Solving

National Firefighter Questionnaire

This has been designed to provide information on personal style and behaviour. The information given will be considered alongside other parts of the selection process to decide if you are suited to becoming a Firefighter.

Test guidance notes and practice booklets will be sent to individuals separately.

INTERVIEW:

The purpose of the interview is to assess your general suitability for the role of a Firefighter. It will last up to 45 minutes and you will be asked to confirm your availability and commitment to the Isle of Wight Fire and Rescue Service. As part of the interview you will be asked to provide evidence of the right to live and work in the United Kingdom and undertake a DBS (previously CRB) check.

MEDICAL AND EYESIGHT TESTS:

This is the last stage in the recruitment process. Candidates are required to undertake a full medical carried out by the Fire and Rescue Service's Medical Adviser. The purpose of the medical is to assess the general level of health, including weight, blood pressure and lung function. Candidates will also have a hearing test, eyesight test and a urine test.

A report may also be required from a hospital where you have received treatment or an independent specialist if the Service Medical Adviser requires it.

Your consent is required to access these records and it is a condition that, for your progression through the recruitment process, this consent is given as requested.

Non Teaching Application Pack (CRB Required)

The documents that follow are:

- Job Application Form
- Equality Monitoring Form
- Declaration of Criminal Offences Form
- Additional Employment Form
- Guidance Notes for Job Applicants

You are advised to read the guidance notes before completing any of the forms



CONFIDENTIAL
JOB APPLICATION



Post Title:	Please return form to:
Post Ref No:	
Directorate/Location:	

Please complete this form clearly in black ink or type. Please do not send a CV (curriculum vitae) as an alternative to completing any section of the form. Additional sheets of paper may be attached if you run out of space.

Personal Details	
◆ Surname:	◆ National Insurance Number:
◆ Forename:	◆ Home Telephone:
◆ Mr/Ms/preferred title:	◆ Work Telephone:
◆ Address:	◆ Mobile Telephone:
	◆ Email Address: May we use this email address to contact you about the recruitment process? Yes <input type="checkbox"/> No <input type="checkbox"/>
◆ Post Code:	

Present Appointment
◆ Post held:
◆ Employer:
◆ Date of appointment:
◆ Present salary/wage:
◆ Period of notice required:

Previous employment

(please show employment history and account for any gaps)

From (dd/mm/yyyy)	To (dd/mm/yyyy)	Position Held	Employer	Reason for Leaving

Details of Education and Training

School, college or university and dates attended:

Course, qualification, and the results achieved (you will be required to provide evidence of your qualifications):

Please tell us about any other training you have undertaken in the last 5 years and your current membership of professional institutions:

◆ Are you a social worker registered with the Health & Care Professions Council (HCPC)?

Yes

No

If yes, please give your registration number:

Further Personal Details

It is the Council's policy to interview disabled candidates who meet the essential requirements of the post. For this reason it is necessary to ask:

◆ Do you class yourself as disabled under the terms of the Equality Act 2010?

Yes

No

The Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Should you require any special arrangements for interview or any other part of the selection procedure, please let us know:

◆ Do you hold a current full UK driving licence?

Yes

No

◆ Do you own a car/motor vehicle?

Yes

No

(this will only be considered where transport is required for the post)

Additional Information

Please supply more information to help us assess your suitability for the post, including current and previous experience (this may include experience outside employment) and relevant skills and competencies. Continue on a separate sheet if you wish. Tell us why you are applying for this job and what you could bring to it:

Data Protection Act

Information from this application will be processed in accordance with the Data Protection Act 1998 for the purposes registered by the Council under its notification to the Information Commissioner. Individuals have the right of access to their own personal data in accordance with the Data Protection principles.

Important Monitoring Information

◆ Are you related to any Councillor or Senior Officer of the Authority or their partner?

Yes

No

◆ If so please give details:

◆ Where did you see this post advertised?

Asylum & Nationality Act 2006

◆ Are you legally eligible to work in the UK?

Yes

No

◆ Do you have any restrictions on taking up employment in the UK?

Yes

No

Please supply details of restrictions if you answered yes to the last question:

Declaration of Criminal Offences form

It is essential that you complete and return the enclosed form. Please read it carefully so that you are clear about what you need to declare and whether a Criminal Records Disclosure will also be required.

Equality Monitoring form

Please complete the enclosed form and return it with your application.

References

For all posts

We require the names and contact details of two referees; one must be your present or most recent employer. We reserve the right to take up a reference from any previous employer.

For any post working with children or vulnerable adults

If you have worked with children/young people or vulnerable adults before but are not currently doing so, one referee must be the employer you were most recently employed by working with the client group concerned.

Reference 1	Reference 2
Name:	Name:
Address:	Address:
Job Title:	Job Title:
Relationship:	Relationship:
Telephone Number:	Telephone Number:
Fax number:	Fax number:
Email Address:	Email Address:

I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

CS218

Signature:	Date: / /
-------------------	----------------------

Isle of Wight Council Equality Monitoring Form



The Isle of Wight Council want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor the diversity of people applying to work with us.

This form does not form part of the selection process and is separated from your application form whilst consideration of candidates takes place. Information provided will be treated as confidential and doesn't form part of the selection process

Post Title:	Post Ref No:
Department:	National Insurance Number:
Last Name:	First name:
What age group do you belong to? <25 25-34 35-44 45-54 55-64 65+	

1. Do you consider that you have a disability?
 Yes
 No

2. Sex (Gender)
 Male
 Female

3. How would you describe your ethnic origin?

1	White British	<input type="checkbox"/>
2	Irish	<input type="checkbox"/>
3	Any other White background (please specify)	<input type="checkbox"/>
4	White and Black Caribbean	<input type="checkbox"/>
5	White and Black African	<input type="checkbox"/>
6	White and Asian	<input type="checkbox"/>
7	Any other Mixed Race background (please specify)	<input type="checkbox"/>
8	Asian British	<input type="checkbox"/>
9	Indian	<input type="checkbox"/>
10	Pakistani	<input type="checkbox"/>
11	Bangladeshi	<input type="checkbox"/>

12	Any other Asian background (please specify)	<input type="checkbox"/>
13	Black British	<input type="checkbox"/>
14	Black Caribbean	<input type="checkbox"/>
15	Black African	<input type="checkbox"/>
16	Any other Black background (please specify)	<input type="checkbox"/>
17	Chinese	<input type="checkbox"/>
18	Any other ethnic group not classified above (please specify)	<input type="checkbox"/>

4. Are you married or in a civil partnership?

Married Yes Civil Partnership Yes

Married No Civil Partnership No

5. How would you describe your sexuality?

Heterosexual/straight

Gay man

Gay woman/lesbian

Bisexual

6. Have you undertaken or are you undertaking gender reassignment?

Yes

No

How would you describe your religion / belief?

My religion or belief is

I have no religion or belief

Data Protection

The information given may be processed by computer for purposes registered by the Council under data protection legislation. Individuals have the right of access to computerised personnel data concerning them.

Thank you for your co-operation.

Date: / /

Declaration of Criminal Offences



The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, therefore Isle of Wight Council will undertake to use the Criminal Records Bureau.

For some posts the information required will include details of cautions, reprimands or final warnings as well as convictions.

Whereby a Disclosure is to form part of the recruitment process applicants are encouraged to provide details of their criminal record at an early part of the process, all information will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with us; in making a decision, the council will consider many factors relevant to the appointment. This means that you must provide information about all previous convictions, cautions, reprimands and final warnings including those, which, in other circumstances, would be thought of as, spent. Failure to disclose relevant information could lead to Isle of Wight Council withdrawing the offer of employment.

The categories of employment which are exempt from the Rehabilitation of Offenders Act 1974 include:

- **Work involving access to children and vulnerable people**
e.g., school based staff, youth service, social workers etc.
- **Work involving the provision of services to persons under the age of 18**
including social services care, leisure and recreational facilities and the provision of accommodation.
- **Work involving the provision of social services to persons:**
 - over the age of 65
 - suffering from serious illness or mental disability of any description
 - addicted to alcohol or drugs
 - who have a sensory impairment
 - who are substantially and permanently disabled

If you are offered a job in any of these categories, you will also be required to complete a further form and to authorise the Council to undertake a criminal record check.

Please list all cautions, bindovers and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write 'none' and sign the form.

Details of offence	Nature of offence	Place & date of judgement	Sentence

I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

SIGNED: _____ NAME: (Please print)

DATE: _____ JOB APPLIED FOR: _____

PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR APPLICATION FORM.

Isle of Wight Council has a policy on the Recruitment of Ex-Offenders which is available upon request. The Criminal Records Bureau publish a Code of Practice. If you would like to see this, please visit their website at <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/crb-code-of-practice/>

Notification of/Application for Additional Employment



Personal Details and Isle of Wight Council Employment

Full Name:		Title:	
Job Title:			
Department:			
Directorate:			
Hours of work per week:			
Pattern of hours: (e.g. 24/7 shifts, 8.30am – 5.00pm)			
Days worked:			

Declaration

I will have no other employment/work once I commence in my new post with the Isle of Wight Council.

Signed:		Date:	/ /
---------	--	-------	-----

Other Employment/Work Details

(N.B. You must include any other work done for IWC)

I have other employment/work or I am considering other employment/work including Bank/Casual/Agency, the details of which are below:

Organisation/ Company/ Agency:				
Job Title:				
Description of work undertaken:				
Type of Work:	Paid <input type="checkbox"/>	Unpaid <input type="checkbox"/>	Voluntary <input type="checkbox"/>	Casual <input type="checkbox"/>
Hours per week:				
Pattern of hours: (e.g. 24/7 shifts, 8.30am – to 5.00pm)				
Annual leave entitlement:				Days/hours
Date commenced: (if already in additional employment)	/ /			

Declaration

I have read and understand the Council's Additional Employment Policy, and I agree to comply with its requirements:

Signed: (Employee)		Date:	/ /
-------------------------------------	--	--------------	-----

Office use only

Name of Manager forwarded to:	
Date forwarded:	
Date discussed with employee: (if applicable)	
Similar to post at Isle of Wight Council	Yes <input type="checkbox"/> No <input type="checkbox"/>

Decision:

(Please tick appropriate box)

Request approved

Request rejected

Comments:

Date employee informed of
decision (Date):

/ /

Guidance for Completing Your Job Application Form



Introduction

The following information is designed to assist you in applying for a job at the Isle of Wight Council.

Your application form will be photocopied and/or electronically scanned, so it is vital that the original is clear enough to allow good quality reproduction. Please ensure that you complete the form clearly in black ink or type.

Please do not send a CV (curriculum vitae) as an alternative to completing any part of the application form. We appreciate that it is easier for you to supply a CV, however, CVs vary in content and many do not contain all of the information we need. We want to treat everyone equally so we have to assess all of the information in a fair and consistent way, please help us by completing the form in full. We reserve the right to exclude incomplete forms from the selection process.

The application form plays an important part in the selection process and will be used as the basis for choosing applicants for interview. Please complete all sections of the form, making sure the information you provide is clear and accurate. Your information will be treated as confidential and will only be seen by those involved in the recruitment and selection process.

Before completing the form, please read the job description carefully, this outlines the duties of the job. The person specification will outline the skills, abilities and qualifications required of the post holder. You will need to demonstrate that you meet the requirements of the job (or at least have the potential to do so), in order to be offered an interview.

If you are not completing the form online, it may be useful to produce a rough draft of your answers before writing/typing onto the form. Remember to send your application back in plenty of time and to take a copy of your form for future reference.

The Council operates a no smoking policy; all applicants and employees are required to comply with this policy.

Please ensure that you complete the Post Title, Post Reference Number and Directorate name or location of the post as stated in the job advertisement as we may have similar jobs advertised at the same time and it is important for us to know exactly which job you are applying for.

Personal Details

Make sure you complete this section fully. It is important to provide us with your full address and contact details. It may save time if we can contact you by email, please indicate on the form whether this is okay with you.

Present Employment

Detail the name and address of your employer, your position and grade, the date you started and the date and reasons for leaving (if applicable).

Previous Employment

In this section, it is important that you include all relevant work experience including part time work or temporary jobs, work experience or voluntary work. Remember to fill in the full name and address of the employer, your position, the dates you started and left and your reason for leaving. If you are not applying online, you may continue on a separate sheet if but please include your name at the top. Please account for any gaps in employment.

Details of Education and Training

You must ensure you provide all the information about your education and qualifications obtained, including those qualifications you are currently studying for. You will be asked to provide original copies of your qualification certificates if you are invited for an interview and production of these will be a condition of employment. For Social Workers, please include your Health and Care Professions Council (HCPC) registration number.

Further Personal Details

- Disability Information - We have adopted the principles contained in the Equality Act 2010 for the elimination of discrimination in the field of employment against disabled persons or people who have a disability. If you have a disability which you would like us to take into account, please state this on the application form. The Council is a Disability Symbol user and wishes to encourage disabled people to apply for jobs. We offer an interview to disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. Please let us know if, in relation to any disability, you have particular requirements in order to participate fully in the selection process. If necessary, when applying for a job, you can request key information in alternative formats.
- Driving ability and vehicle ownership – driving ability and provision of a vehicle for work will only be taken into account where these are required for the job.

Additional Information

This section is an important part of your application and if the section is not filled in adequately it may affect whether or not you are invited for interview. Before completing the section, read through the Job Description and think carefully about why you are suitable for the post, relating your skills, knowledge and experience to the duties of the post as fully as possible.

Review the person specification and include any relevant details about your skills, experience, training or qualifications (if you haven't recorded this elsewhere on the application form). If the person specification lists essential skills and abilities, please provide an example of how you have demonstrated these in the past. The example you give should outline what you have done in the past to demonstrate that skill rather than what you would do if a particular situation arose. The example may be from your current job or from an activity you have done in the past. For example, if one of the skills in the person specification is "effective communicator" it will not be adequate to just state "I am an effective communicator". You must provide an example of how you have demonstrated effective communication skills in the past.

Do ensure you mention all relevant experience as we cannot assume anything from a job title. If you are not completing your application online, feel free to continue on a separate A4 sheet if you need more room but please ensure you include your name at the top.

Important Monitoring Information

- Relationship with Members and Officers – You are required to complete the section regarding any relationship with Members or Officers of the Council.
- Asylum and Nationality Act 2006 – The Asylum and Nationality Act makes it a criminal offence for employers to recruit staff who are not eligible to work in the UK. Any offer of employment will therefore be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.
- Declaration of Criminal Offences form - It is essential that you complete and return with your application the enclosed 'Declaration of Criminal Offences' form. Some Council posts are exempt from the Rehabilitation of Offenders Act by virtue of their nature, usually these are posts involving access to children/young people or vulnerable adults. The form explains if the post is exempt, please read it carefully so that you are clear about what you need to declare and whether a Criminal Records check will be required as a condition of appointment. The Council's Policy Statement on the Recruitment of Ex-Offenders is on the back of the declaration form. The Council does not necessarily see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions.
- Equality Monitoring - The Council is committed to equality and action to ensure that it appoints the best candidate for any post.

All aspects of recruitment are monitored to ensure that our policies and procedures are not discriminatory. Without accurate data on the composition of our workforce and on job applicants, we are unable to monitor the effectiveness of our commitment to equality. It is now a statutory requirement under the Race Relations (Amendment) Act 2002 for all public authorities to promote race equality. Please help us to comply with this requirement by filling in your equality monitoring form and returning it with your application.

The monitoring form is confidential, the information collected does not form part of the recruitment process and is separated from the application form whilst consideration of candidates takes place.

The Isle of Wight Council welcomes applications from all sectors of the community.

- Job Sharing – Job sharing is a form of employment where two people divide the duties and responsibilities of one post. The Isle of Wight Council will consider applications for job sharing where the service will not be adversely affected and where at least two potential job sharers have applied and meet the selection criteria. This means that, although the Council will attempt to match you with a job share partner if one is available, you will have a greater opportunity if you can also identify another potential sharer. If you wish to apply for a post on a job share basis, please attach a letter to your application form explaining your preferred pattern of work and indicating whether you wish also to be considered for full time employment if a job share is not available.

References

Please complete details for both referees, who should not be related to you. If you are leaving full time education and do not have employment references to offer, please give the name and contact details of a head teacher/tutor and also the manager of your most recent work experience placement, if applicable. If you are applying for a post that involves working with children/young people or vulnerable adults but you are not currently working in this field, one referee must be the employer for whom you most recently worked with the relevant client group.

Please indicate on the form if you prefer us not to contact your referees unless you are offered the job. However, we reserve the right to take up a reference from any of your previous employers if we consider it necessary to do so.

Applicant Declaration and Signature

If you are applying online you will be asked to sign your form if you attend for an interview. You must give full and accurate information on the application form and during the whole of the recruitment and selection process. You may be disqualified from the selection process or dismissed if the information you have given is found to be false or misleading in any way.

Appointments

All offers of employment are subject to satisfactory references, medical clearance, proof of qualifications, right to work in the UK and, where appropriate, CRB check.

Queries

The information pack supplied with the application form should identify someone for you to contact if you have further queries. If a name is not given, please contact Human Resources on 01983 821000 and ask for HR Support Team at Shared Services.



ISLE OF WIGHT FIRE AND RESCUE SERVICE **Role Profile**

Job Title	Operational Firefighter
Role	Firefighter
Duty System	Retained Duty System
Responsible To	Watch Manager
Location	Stations 1 - 10

Job Purpose

To act as part of an operational fire and rescue team, in order to protect and save people and property from fire and other hazards, in the most competent and effective manner, to the highest possible standard of care and quality.

Principal Accountabilities:

1. Inform and educate your community to improve awareness of safety matters. (FF1)
 - *Carry out, when necessary, Community Safety work, on behalf of the Chief Fire Officer.*
2. Take responsibility for effective performance. (FF2)
 - *For attending and carrying out training sessions (including physical education) as laid down by the Watch Manager, Station Manager and Chief Fire Officer, as necessary.*
 - *For the maintenance of Station records as appropriate.*
 - *For the maintenance of personal standards such as discipline, bearing, level of fitness and hygiene.*
 - *For developing and maintaining effective working relationships with colleagues, external agencies and the community.*
 - *To develop a working knowledge and comply with all current service procedure.*
 - *To actively participate in maintaining a safe and healthy working environment by ensuring your own competency to carry out your duties.*
 - *To promote a positive health and safety culture by ensuring, as far as is reasonably practicable, a hazard free environment in accordance with Service policies and relevant guidance.*

3. Save and preserve endangered life. (FF3)
4. Resolve operational incidents. (FF4)
 - *For the attendance at operational incidents and to receive and carry out all orders as necessary on the fireground.*
5. Protect the environment from the effects of hazardous materials. (FF5)
 - *Responding as a team member to emergencies involving hazardous materials using appropriate personal protective equipment and other specialist equipment.*
6. Support the effectiveness of operational response. (FF6)
 - *For the maintenance of appliances, vehicles and equipment attached to Station in a state of operational readiness.*
 - *For collecting information regarding community risks by carrying out 7.2(d) inspections.*
 - *To generally assist the Watch Manager in the execution of his/her duties as laid down by the Station Manager*
7. Support the development of colleagues in the workplace. (FF7)
8. Contribute to safety solutions to minimise risks to your community. (FF8)
 - *By reporting issues identified during incidents or 7.2(d) inspections.*
9. Drive, manoeuvre and redeploy fire service vehicles. (FF9)
10. Ensure that obligations in respect of equality, diversity and health, safety and welfare are taken into account in the undertaking of all accountabilities.
 - *To actively participate in maintaining the Service's Policies in Equal Opportunities and to positively promote the principles of fairness at work.*
 - *To ensure all members of the public are treated equally in compliance with the Isle of Wight Fire and Rescue Service's Equal Opportunities Policy.*

PERSON SPECIFICATION

JOB TITLE: RDS Firefighter

DEPARTMENT: Fire and Rescue Service

GRADE:

PREPARED BY: SM G Orchard

DATE: February 2012

E	= ESSENTIAL	SOURCE OF EVIDENCE - APPLICATION =	A
D	= DESIRABLE	TEST = INTERVIEW =	T I
		1. EXPERIENCE, direct work experience, other relevant experience. W = 4	
E		Display an awareness of the full range of activities of the Fire and Rescue Service and a commitment to serving the community	A/I
E		Basic ability to use computer based systems.	I
		2. KNOWLEDGE, without which the job cannot be done effectively. W = 5	
E		Demonstrate an understanding of personal responsibility for the health and safety at work of self and others	I
		3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W = 3	
E		Be able to communicate effectively in order to interpret and address the differing needs of the community	A/I
		4. QUALIFICATIONS, TRAINING & EXPERIENCE, also identify training to be given. W = 4	
E		Able to demonstrate effective numeracy and literacy	T
D		Hold a current driving licence	A
		5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W = 4	
E		Demonstrate an awareness of the principles of fairness and dignity at work and a commitment to their implementation both in the workplace and in providing a service to the public	A/I
E		Able to work effectively as part of a team	A/I
		6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W = 5	
E		Fit for operational duties in accordance with National standards	T
E		Able to attend their designated Fire Station within the timeframes required by the Fire and Rescue Service	A/I
E		Able to maintain appropriate fitness levels as a personal responsibility	I
E		Able to attend internal and external training courses	I

Length of Experience required:

Up to 3 months

More than 3 months and up to 1 year

More than 1 year and up to 2 years

More than 2 years and up to 3 years

More than 3 years and up to 5 years

More than 5 years

Basic experience

A range of experience

Considerable experience

Substantial experience

Extensive experience

ISLE OF WIGHT FIRE AND RESCUE SERVICE

Statement of Health Firefighter Recruitment

A Personal Details:

Name:

Address:

Date of Birth:

Contact Telephone Number(s):

Name and Address of your Doctor:.....

Present Occupation:

B Please answer the following questions:

1 Are you currently taking any medication, prescribed or over the counter? If yes, please give details.

.....
.....

2 Do you have any existing medical conditions? If yes, please give details.

.....
.....
.....

3 Have you had any operations or undergone any surgery within the last 12 months? If yes, please give details.

.....
.....
.....

4 Are you a new or expectant mother or suspect you may be pregnant? If yes, please give details.

.....
.....

5. Do you need any special aids/adaptations of your work or system of work because you have a disability? If yes, please give details.

.....
.....

6. Even if you do not need any special support at work do you consider that you have a disability within the meaning of the Equality Act 2010?

.....

(Definition "A physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities").

7. Have you ever had in your life, to your knowledge, any of the following? Please delete as applicable.

- | | |
|---|----------|
| Blackouts, Epilepsy, Fits | YES / NO |
| Heart disease or disorder | YES / NO |
| High blood pressure | YES / NO |
| Asthma | YES / NO |
| Skin trouble, eczema, dermatitis | YES / NO |
| Diabetes | YES / NO |
| Rheumatic fever | YES / NO |
| Muscle or joint problems (including bone/joint disease/back trouble or knee problems) | YES / NO |

- | | |
|---|----------|
| Do you wear glasses, contact lenses? | YES / NO |
| Have you ever had corrective eye surgery? | YES / NO |

If you require any adjustments or arrangements made for the Psychometric Tests and/or Practical Tests that would help you or if you wish to discuss any particular requirements or concerns you have because of a disability or medical condition please contact Kate Durham on 812708.

.....
.....

C Immunisation History

Are you up to date with immunisation?

Give dates if known:

- | | | | |
|---|---------------|--------|-------|
| 1 | Tetanus | Yes/No | |
| 2 | Hepatitis 'B' | Yes/No | |

If there are any potential health issues an Occupational Health Nurse will contact you for further information in the first instance.

Declaration

I declare that the above information is correct to the best of my knowledge. I realise that any deliberately false statement or omission may prejudice my application. I understand that I will be required to complete a detailed medical questionnaire and undergo a medical examination before being offered a position.

Signed:

Date:

**ISLE OF WIGHT
FIRE AND RESCUE SERVICE**

Employer Release Form

Application for Employment as a Retained Firefighter

Please complete the first section below and then pass to your employer.

TO BE COMPLETED BY APPLICANT

Name: _____

Current Occupation: _____

Proposed Fire Station: _____

TO BE COMPLETED BY EMPLOYER

The person named above has applied to join the Isle of Wight Fire and Rescue Service as a Retained Firefighter. Please would you kindly complete and sign the following declaration.

As a full-time employer of the above named person, I have no objections to releasing him/her from work to attend the above Fire Station for emergency calls:

Company Name and Address: _____

Signed: _____

Position: _____

TERMS OF RELEASE BY EMPLOYER AGREED BY APPLICANT

Signed: _____ Date: _____

Company Stamp

Comments:

ISLE OF WIGHT FIRE AND RESCUE SERVICE

Commitment Form

Application for Employment as a Retained Firefighter

As a self-employed/unemployed person who has applied to join the Isle of Wight Fire and Rescue Service as a Retained Firefighter, please complete and sign this form.

TO BE COMPLETED BY APPLICANT

Name: _____

Occupation: _____

Proposed Fire Station: _____

I will attend the above Fire Station for emergency calls as agreed with the Fire Authority.

Name: _____

Signed: _____

Date: _____

ISLE OF WIGHT FIRE AND RESCUE SERVICE

Retained Firefighter Benefits to Employers

Many Retained Firefighters respond to emergency calls from work. They carry a pager and, if called, will drop everything to get to the fire station as soon as they can.

They could be responding to any kind of emergency situation – fires, floods, traffic accidents, chemical spills – so their quick response could be the difference between life and death. This work is vital to the safety of people and properties in the area and the support of employers allowing their staff to respond is essential.

Here are some benefits for the employers:

1. Firefighters need to be fit and healthy. They need to keep themselves fit and well and so tend not to need time off sick.
2. The skills they bring. A trained Firefighter learns many skills, a lot of which can be useful in any workplace. Firefighters work well in a team, think quickly, take responsibility, use their initiative, communicate quickly and accurately and keep calm in a crisis.
3. Trained in first aid. Firefighters learn first aid to a high standard. This will help to keep other employees safe but also contributes to legal obligations for first aid cover, cutting the cost of training.
4. Help with health and safety regulations. Risk assessments and fire hazards are all part of the training for Retained Firefighters so they can support health and safety officers to meet their obligations and improve the safety of your staff.
5. The training is on-going. Firefighters must maintain and develop their skills continuously. Staff who are willing to learn and develop are vital to any organisation.
6. Motivated staff. Staff that are able to fulfil their ambitions and potential are usually happier and more productive in the workplace. Retained Firefighters must be highly motivated to take on the task and this motivation will help them in everything they do.
7. Committed employees. Being a Retained Firefighter takes commitment and energy. No one takes on the role lightly. Committed Firefighters responding from work are likely to be committed staff.
8. Good publicity and local reputation. The PR opportunities can be tremendous. Promoting the organisation as caring about its community and supportive of its staff can be very beneficial; and the rest of the workforce can be encouraged by knowing that a colleague is doing something interesting and worthwhile with the support of their employer.
9. Trained to deal with anything. Retained Firefighters must be able to deal with a whole range of situations, they never know what they might find when they respond to an emergency, so they are likely to be able to cope with the ups and downs of working life.

So, although an employee may have to rush off at any moment and could be away for some time, the benefits could make this worthwhile and the employer will have the satisfaction of knowing they are supporting something that could really make a difference.