



HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

# Information for Job Applicants

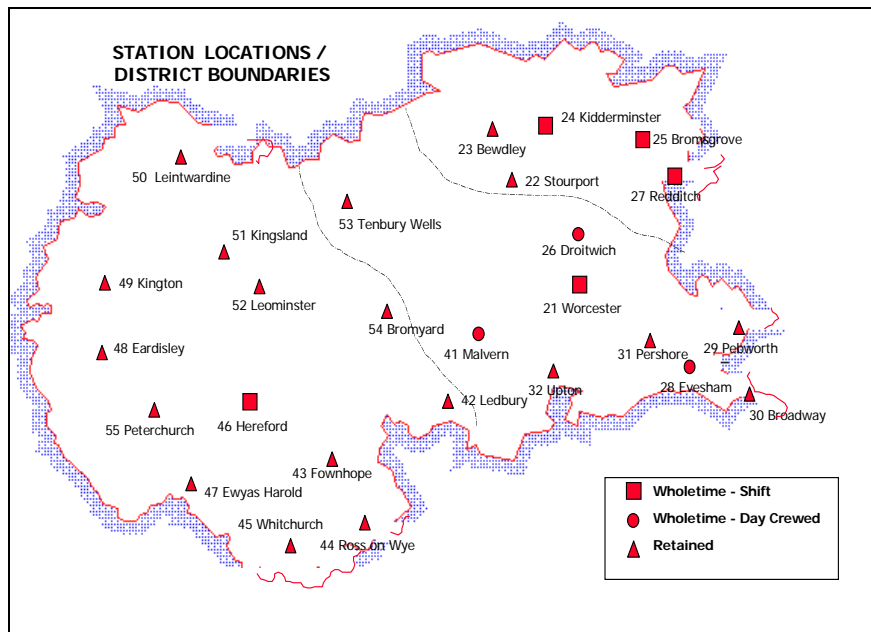
## General Information

In addition to dealing with emergency fire calls, the Service also responds to non-firefighting, humanitarian calls from both emergency and non-emergency situations. Such situations include road traffic collisions, lift rescues, animal rescues and chemical spillages.

The Service also has a significant role in the area of community safety in a range of environments, both domestic and commercial. It has a statutory responsibility for fire safety inspections in designated buildings and work is undertaken amongst all sectors of the local community to promote awareness of fire safety issues, to educate people about the risks involved, and to help reduce the likelihood of incidents occurring.

The Service has an establishment of around 700 operational personnel, plus a team of approximately 100 non-uniformed support staff. Support staff play an important role in providing professional, technical and administrative support, complimenting the functions performed by uniformed colleagues.

Service Headquarters is based in central Worcester. The Service is divided into three Districts, with District Headquarters at Hereford, Malvern, and Kidderminster.



## Information for Applicants

The way you complete our Application Form is important. All appointments are made on merit and the decision to invite you to attend for assessment or interview will be based on the information you provide.

The following advice is designed to assist you, particularly if you do not have experience of completing application forms.

### Overall Presentation

- Carefully read the job information and application form before starting to complete it.
- You may find it useful to take a copy of the blank form and fill in a rough copy as practice.
- Complete your final application form in **black ink/black print**.
- Make sure you have completed all sections on the form and you have signed any declarations.
- If additional space is needed please continue on a **maximum** of one A4 sheet. Make sure that you securely attach any additional sheet to the main application form.

### Content

- Try to use all the information we have provided, e.g. advertisement, job description or job profile, person specification and any details about the Fire Service. The job description or job profile lists the main duties of the post and the person specification describes the skills, experience and, if relevant, qualifications we are looking for. (If invited for interview, you will be required to bring evidence to show that you have the qualifications stated).
- When completing your application, think carefully about why you want this job and what experience and skills you have to offer. These may be from previous employment, paid or unpaid work, leisure activities, study or general interests and life experience. It is critical that you address the person specification and show how you are able to satisfy **each** of the stated criteria. Please remember that it is not sufficient to merely repeat what is in the specification – you must show **how** you meet each requirement.

You may wish to take and keep a copy of your completed form.

The Service aims to be an Equal Opportunity employer and requires the same range of information for all candidates. This is why we ask you to submit a standard application form. Please **do not** enclose a CV unless specifically requested to do so.

Ensure that the application form together with the monitoring form reaches us by **5pm** on the closing date (unless stated otherwise). Any forms arriving after the deadline will not normally be considered.

## Why We Ask for Certain Information

### References

All appointments will generally be subject to the receipt of references which support your suitability to the post for which you are being considered.

### Medical Clearance

Any job offer will also be subject to medical clearance. If you are interviewed for appointment you will be asked to complete a pre-employment medical questionnaire. This information will be screened and further information may be requested as necessary on behalf of the Service's Occupational Health Adviser.

### Disabilities

You may be concerned as to why you are asked to provide details of any disability. This question is not asked to discourage applications from people with disabilities, but to help us assess whether or not we could make reasonable adjustments to premises, duties or work stations, etc, in order to assist you in carrying out the duties of the post. The Service recognises its duties and responsibilities under the Disability Discrimination Act 1995 and is committed to ensuring that all candidates are treated fairly.

Under the Act, a disabled person is someone who has or has had a disability that makes it difficult for them to carry out normal day-to-day activities. If, due to your disability you have difficulty in completing the standard application form, please contact the Personnel Department at Service Headquarters for advice.

The Service offers a Job Interview Guarantee Scheme to people with disabilities. The purpose of the scheme is to guarantee a job interview to candidates with disabilities where they meet the minimum criteria for the post applied for. Please see the sheet enclosed with your application pack.

### Criminal Convictions

If you have ever been convicted of a criminal offence, bound over or cautioned, regardless of your opinion of the seriousness of the matter, you must read the section of the application form headed Criminal Convictions with particular care.

Successful candidates for some posts involving work with children or vulnerable adults will be subject to checks by the Criminal Records Bureau. Where applicable, this will be shown in the job advertisement and recruitment information.

## The Asylum and Immigration Act 1996

It is a criminal offence to employ anyone who is not entitled to live and work in the United Kingdom. If selected for interview you will be required to produce relevant documentation, as listed in the Immigration (Restriction on Employment) Order 2004, along to the interview. Details of documentation required will be sent out to those applicants invited for interview.

Full listings of the acceptable documents are shown at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) or, alternatively, can be obtained from the Service's Personnel Department.

The listing includes documents such as a valid UK passport describing the holder as a British Citizen or giving right of abode in the UK, a passport or national identity card issued by a state that is part of the European Economic Area. In some instances, two documents will be required.

At the interview, a copy of the document(s) will be taken and the original returned to you. If you are appointed, the copy document will be retained in your personal file. If you are unsuccessful, the copy will be destroyed.

### **Before resigning from any current post**

All offers of employment are made subject to the receipt of medical clearance and the receipt of references that are satisfactory to the Service.

You are strongly advised not to resign from any current employment until you have confirmation that all checks have been completed and are satisfactory to the Service.

## Conditions of Service

### **Appointment**

All appointments, whether or not you are presently employed in Local Government, will be subject to a probationary period of six months. During this period you would be expected to establish your suitability for appointment. At the end of the probationary period, employment would either be confirmed, terminated, or in certain cases, the probationary period extended.

### **Pensions**

You may have the choice of contributing to the Local Government Pension Scheme (LGPS), an approved Personal Pension Scheme or the State Earnings Related Pension Scheme (SERPS). Further information on the LGPS is available on request and will be made available to those offered employment.

### **Salary Progression**

Subject to continuing satisfactory performance and six months service in the grade, increments are paid on 1<sup>st</sup> April every year until the maximum of the scale is reached. Those with less than six months service in the grade by 1<sup>st</sup> April are granted their first increment six months after appointment and thereafter on 1<sup>st</sup> April until the maximum of the scale is reached. Salaries are normally paid by credit transfer on the 28<sup>th</sup> day of each month.

### **Hours of work**

Normal hours of work are 37 per week for full time staff. Where the requirements of the service permit, a system of flexible working operates. Flexible working means that staff are required to be on duty between 10.00 am and 3.30 pm each day. Starting times are between 7.00 am and 10.00 am and finishing times between 3.30 pm and 7.00 pm. The lunch period is from 12.00 pm to 2.00 pm, during which time a break of not less than half an hour and not more than two hours is taken. Where flexible working is impractical, individual or departmental arrangements are made. Other forms of flexible working such as part-time working or job sharing may be considered for some positions.

### **Part-time staff**

The conditions of service for part-time staff are as for full-time members of staff, with salaries, annual leave, etc calculated on a pro-rata basis.

### **Overtime working**

Overtime working is not normally expected, but where in exceptional circumstances it is required and pre-approved by the line manager, overtime payments or time off in lieu is granted. Overtime payments are not normally made to employees on Senior Officer grades and above.

### **Unsocial hours, shift working etc**

Where unsocial hours, shift working or 'standby' duties are required, and separate payments are applicable, these will be detailed with the job information provided.

## Leave and Time Off

### Annual Leave

The leave year runs from 1 April to 31 March and the annual leave entitlement for full time staff is dependent on grade and length of service, as shown below.

Scale/Grade	Scale 1 – 4	Scale 5 – 6	Scale SO1 and above
Basic Entitlement	20 days 2 extra statutory days 2 concessionary days Bank / Public Holidays	22 days 2 extra statutory days 2 concessionary days Bank / Public Holidays	24 days 2 extra statutory days 2 concessionary days Bank / Public Holidays
After 5 years service	25 days 2 extra statutory days 2 concessionary days Bank / Public Holidays	27 days 2 extra statutory days 2 concessionary days Bank / Public Holidays	29 days 2 extra statutory days 2 concessionary days Bank / Public Holidays

Those joining or leaving service during the year will be entitled to leave proportionate to the number of completed months service within that leave year.

### Special Leave

Special leave with or without pay may be granted in certain circumstances, for example, because of bereavement, or family crises.

### Contractual Sick Pay

You will normally be entitled to sick pay in accordance with the relevant Scheme of Conditions of Service. These provide for one month at full pay during the first year of qualifying service and (after completing four months service) two months at half pay, rising to six months at full pay and six months at half pay after five years of service.

### Maternity/Paternity Provisions

The usual statutory maternity and paternity provisions are available to all eligible employees. The Service also offers certain additional benefits, to qualifying employees, including enhanced maternity pay and additional paid paternity leave.

Paid time off to attend ante natal care is available to all pregnant staff, irrespective of length of service.

### Maternity Support Leave

For those staff who are not eligible for the usual statutory paternity leave, five days paid leave at or around the time of birth is available to the child's father or the partner or nominated carer.

## Car, Travel and Subsistence Allowances

Travelling expenses necessarily incurred in the performance of official duties, and that are pre-authorized, will be reimbursed at the appropriate rate.

Additional expenses for meals incurred while on official duties away from your normal workplace are normally only reimbursed where the journey is out of the Service's area or involves a necessary overnight stay.

## Additional Information

### **Training and Development**

Training and development activities are provided to bridge any gap that exists between the requirements of a position and the capabilities of any person currently filling that position.

### **Trade Union Membership**

If you wish to belong to a Trade Union, you should note that UNISON and GMB are recognised by the Service for Support Staff. There is no contractual requirement for you to be a trade union member.

### **No Smoking Policy**

The Service operates a no smoking policy, the aim of which is to provide a smoke free environment for those who work in or visit our premises. All Service buildings and vehicles are no smoking areas. The needs of smokers are met by allowing smoking in certain places.

### **Politically Restricted Posts**

Some posts are designated as politically restricted. Holders of such posts cannot stand for public elected office (other than to a parish council) and are subject to restrictions on more general political activity.

If the post in which you have expressed an interest is or may be politically restricted, this will be indicated in the job details.

## Equal Opportunities Policy – Statement of Commitment

The following is an extract from the Service's Equal Opportunities Policy:-

*'The Service is firmly committed to providing equality of opportunity for both current and potential employees and equality of service to the community. To achieve this, the Service will strive to create an environment in which there is respect for every individual and recognition of their needs and aspirations, regardless of their sex, marital or parental status, sexual orientation, religion or creed, political beliefs, trade union activity, race, colour, nationality, ethnic origin, disability, age or any other factor which cannot be justified.'*

The Service also recognises the importance of diversity in every context and welcomes the opportunities and benefits that diversity brings.

Every employee has absolute rights under the Service's Equal Opportunities Policy, as well as responsibilities that their own actions and behaviour support the spirit as well as the letter of the policy.

### Further Information

The details contained in this document and any accompanying job details do not constitute any part of an offer or contract of employment.

If you have any queries about the job you are applying for, please ring the contact shown on the advertisement or the Personnel Department on **0845 12 24454** or email [recruitment@hwfire.org.uk](mailto:recruitment@hwfire.org.uk)

**Once you have completed your application form, please ensure that all sections have been completed and return either to [recruitment@hwfire.org.uk](mailto:recruitment@hwfire.org.uk) or in an envelope addressed:**

**Private and Confidential  
Personnel Department  
Hereford & Worcester Fire and Rescue Service  
2 Kings Court  
Charles Hastings Way  
Worcester  
WR5 1JR**

**Please make sure that you have put the correct postage on your envelope.**