



For office use only	
Ref No:	
Closing Date:	19/02/10 (1600 hrs)

Application Form – Part 1

This part of the application will remain confidential and will not form part of the short-listing process.

Hereford & Worcester Fire and Rescue Service is an employer committed to achieving a working environment that actively encourages, promotes and values equality and diversity. To support this aim, we welcome applications from all of the community who share our commitment.

Please refer to the guidance notes to help you fill in this application form.

Section 1 – Position Applying for

Job Title:	District Administrator (Temporary to cover maternity leave)
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Section 2 – Personal Details

Last/Family Name:	
First Name(s):	
Preferred Title (Mr / Mrs / Ms / Miss / Other):	
Any Previous Name(s):	
Current Address (including postcode)	
Daytime Telephone Number:	
Mobile Telephone Number:	
Email address:	
National Insurance Number	

Do you require a work permit to work in the UK?	Yes / No (delete as applicable)
If 'yes' please give details, does this need to be extended?	Yes / No (delete as applicable)

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Interview Specifications

If there are any dates in the next two months where it would be impossible for you to attend an interview, please state below:

If you have any special requirements that we should be aware of should you be short listed for interview, please specify on the additional form entitled Guaranteed Interview Scheme and Assistance for Interview.

Section 3 - References

References will only be taken once an offer of employment is made

Name of 1st Referee:		Name of 2nd Referee:	
Position:		Position:	
Name of Employer:		Name of Employer:	
Address:		Address:	
Postcode:		Postcode:	
Telephone Number:		Telephone Number:	
Email:		Email:	
In what capacity do you know the above?		In what capacity do you know the above?	
May we approach this referee without further reference to you? Yes / No		May we approach this referee without further reference to you? Yes / No	

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Section 4 – Declaration

Criminal Convictions and Cautions

Do you have any unspent criminal convictions?	Yes / No
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If the answer is yes to the above question, please specify on a separate sheet and attach to this form in a sealed envelope.

Under the Rehabilitation Act 1974 you are obliged to declare any unspent convictions or criminal proceedings pending as these may bar you from working for the Fire Service. You may be asked to provide further information about any unspent convictions. This will be checked before an offer of employment is made

Some appointments will be subject to a checking procedure undertaken by the Criminal Records Bureau before confirmation of an offer of appointment. The procedure relating to this will be explained to relevant successful candidates.

Canvassing and Relationships

Are you related to or do you have a close personal relationship with any County or District Councillor either in Worcestershire or Herefordshire or any employee of the Fire and Rescue Service?
Yes / No (delete as applicable)
If 'yes' please give details.

<i>I certify that the information given on this Application Form is true to the best of my knowledge and I fully understand that if I am appointed and such information is subsequently found to be materially incorrect, the Fire and Rescue Service will be entitled to terminate my employment without notice.</i>	
Signed	Date

👁 Data Protection Act 1998
If your application is unsuccessful it will be kept up to a period of 12 months, then destroyed. If your application is successful it will be kept for the duration of employment and a further 6 years. This is in accordance with our published retention schedule.



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Advertising Feedback

In order to evaluate our recruitment methods, please indicate what **first** prompted you to apply for this vacancy or where you saw the vacancy advertised.

Please **select one option**

<input type="radio"/> Internal Applicant		<input type="checkbox"/>
<input type="radio"/> Internet	www.hwfire.org.uk Other website (please state) _____	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/> Local Press	Worcester News Hereford Times Bromsgrove Advertiser Redditch Advertiser Malvern Gazette Worcester Standard Other (please state) _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/> National Press	The Guardian Other (please state) _____	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/> Professional / specialist publication	e.g. People Management / Computer Weekly Please state _____	<input type="checkbox"/>
<input type="radio"/> Recruitment Agency	Please state _____	<input type="checkbox"/>
<input type="radio"/> Other	Job Centre Local Event (please state) _____ Radio (please state) _____ Friend / family / word of mouth Careers Office / School / College / Library Local Government Circular	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please give details of any other media, articles or marketing information which prompted your application _____		



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Equality Monitoring

Hereford & Worcester Fire and Rescue Service is committed to the elimination of all forms of unlawful discrimination and will actively pursue equality for all by seeking to ensure that all prospective and existing employees are treated fairly. In working towards the success of this Policy **all applicants** are asked to answer the questions detailed below and return the completed form along with the application form.

This information is for monitoring purposes only and will be removed from your application form before it is processed. All information given is confidential and WILL NOT be used in any way when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you give will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate any potential areas of discrimination

What is your ethnic group? (Please place a ✓ in the appropriate box to indicate your cultural background. UK citizens can belong to any of the groups indicated. If you are from more than one ethnic group, please tick the group to which you consider you belong, or tick the 'other' box and give details in the space provided)

<input type="checkbox"/> White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background (Please state)	<input type="checkbox"/> Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (Please state)
<input type="checkbox"/> Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background (Please state)	<input type="checkbox"/> Chinese or Other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other (Please state)
<input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (Please state)	<input type="checkbox"/> I do not wish to disclose (Please state why)

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Are you.... (Please place a ✓ in the appropriate box to indicate your sex)

Male

Female

Do you have a disability as defined in the Disability Discrimination Act 1995?

Yes

No

(Please fill in the separate form entitled 'guaranteed interview scheme')

Please tick the age band currently applicable to you:

17-24

25-35

36-45

46-55

56-65

66+

Please state your sexual orientation by placing a tick in the relevant box:

Heterosexual

Bisexual

Gay / Lesbian

I do not wish to disclose

Please state your Religion or Similar Belief by placing a tick in the relevant box:

Christian

Buddhist

Hindu

Jewish

Muslim

Sikhism

Other Religion or Similar Belief, *(please state)*

No religion at all

I do not wish to disclose



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Application Form – Part 2

This part of the application form will be made available to the short-listing panel and will determine whether you are short-listed for interview

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Section 5 – Employment History

Present or most recent Employment				
Dates Employed		Name and Address of Employer	Job Title	Salary and Financial Benefits
From	To			
		Postcode:		
Describe the main duties and responsibilities of your present or most recent employment				
What is your reason for leaving / wishing to leave?				
Period of notice required or earliest date on which you could take up employment:				

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Employment History (continued...)

(Prior to the above, starting with most recent. Continue on separate sheet if necessary)

Dates Employed		Name of Employer	Job Title	Main Duties / Salary on leaving / Reason for leaving
From	To			

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Membership of Professional Bodies

Institute / Body	Grade of Membership	By Examination / Election	Date Joined

(Successful applicants must be able to provide proof of qualifications)

Section 7 – Other Information

Some jobs require that you have the ability to travel to diverse parts of the two Counties and beyond. This will be indicated on the job description / person specification.

Do you possess a current driving licence?	Yes / No (delete as applicable)
Do you have use of a car?	Yes / No (delete as applicable)
Do you possess a current Large Goods Vehicle licence If Yes what is the category of your licence?	Yes / No (delete as applicable)

Medical History

Please state the number of days sickness absence in the last two years, giving brief reasons.
(If you are invited for interview, you will be asked to complete a medical questionnaire.)

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Job Sharing

If the post for which you are applying is open to Job Sharing, please tick in the box if you wish to Job Share, and state details of the times you would prefer to work below.

(Please note that not all posts are open to Job Sharing)

Yes No

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Section 8 - Relevant Experience

Refer to section 8 of the guidance notes before completing this section

Please **do not** include a Curriculum Vitae containing personal details. You may include up to 1 additional A4 sheet of information in this section.

IMPORTANT – *If you include extra sheets in support of your application you must not include your name, but you should securely attach the extra sheets to the main form.*

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Section 8 - Relevant Experience (continued...)

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Thank you for taking the time to complete this application form.

**Please return the application form by 4pm on the closing date, 19 February 2010
(marked *Private & Confidential*) to:**

By post: Personnel Department
Hereford & Worcester Fire and Rescue Service
2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

Please ensure that the correct postage is used. Any applications that we receive with incorrect postage will not be accepted

By email: recruitment@hwfire.org.uk
(If you are successful to be invited to interview, we will ask you to sign your application at that stage)

If you have any queries, please contact the Personnel Department on **01905 368 343**