

Candidate Application Form

The first stage of the process is an online application form. Applications must be completed accurately and honestly, and you are encouraged to read all instructions carefully to ensure you fully understand what you are being asked to do. If you fail to complete a section or complete it incorrectly, your application will not be progressed.

Any false, misleading or inaccurate information in connection with your application may result in you being withdrawn from the process, the withdrawal of any offer of employment that may be made or formal disciplinary action if you have already been appointed.

You will be required to provide details of your employment history. We ask for a minimum of three years career history (where possible). You will also be asked to provide details of your education history.

Application Checklists

You will be asked to complete a self-selection checklist, which presents you with information about the demands and challenges you may face as a Firefighter (Control) and statements about your eligibility to apply. You will be asked to select yes or no to the statements made. The information will also help us to identify any additional support you may need.

English and Maths Qualifications

You must have GCSE (or equivalent) qualifications in Maths and English at grade C (grade 4) or above. We require you to provide evidence of these qualifications in the application form. You are able to upload a copy of a certificate or letter, or a scanned image of this evidence. Hard copies will be asked to be seen at the interview stage of the process.

Additional Information

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment including recruitment. Please indicate whether you consider yourself to have a disability that you wish us to know about at this stage. If you require any reasonable adjustments that you feel need to be considered to assist you with the recruitment process, for example, dyslexia, please indicate here.

Declaration of Offences

This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore you are required to declare:

- All unspent cautions and convictions

- All adult cautions and spent convictions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2023).

Please include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences. Convictions or cautions will not necessarily preclude you from appointment, it will depend on their nature, and the circumstances of the offence.

Guidance on the filtering of convictions can be found here: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>.

Any information given will be treated as confidential. The information disclosed in this form will not be accessible with your application form during the recruitment process.

Application Declaration

You will need to let us know if you are related to any employee or Fire Authority member to ensure there are no conflicts of interest within the recruitment process.

You will also agree that you understand the statements listed by selecting the tick box.

Equality Monitoring Information

We will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. This information will help us to ensure that our recruitment process is fair by allowing us to identify and eliminate discrimination. It will also help us to assess the success of our recruitment process by monitoring all job applications. We would therefore be grateful if you would complete the questions on this form.

All information will be treated in confidence and will not be seen by staff directly involved in appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Online Assessment

The online assessment stage will be facilitated by an external company who specialise in providing assessments to the Fire & Rescue Service to ensure a fair, robust, and engaging experience that enables you to demonstrate your potential in line with the values and competencies of our Service. You will receive all the information you will need for the online assessment on 17th June. You will then have between 17th and 23rd June to complete your online assessment. We recommend allowing an hour for this assessment.

Selection Stage

This stage will consist of a number of work-based assessments and an interview. These assessments will include a telephone roleplay, a typing test and a multi-tasking test. You will be given all the information you need for these tests on the day.

Medical

The medical assessment will examine your general health and fitness against the required standard. Medical information is strictly confidential to our health assessment professionals. They will identify and discuss any medical conditions that may affect a candidate's ability to undertake the role. In some cases, further information may be required from a GP.

Offer and Pre-employment Checks

If you are successful in the recruitment process, we will issue you with a conditional offer of employment. The offer of employment will be conditional and subject to the following pre-employment checks:

- **Confirmation of right to work in the UK without restrictions**

Anyone applying for a role with HWFRS must demonstrate that they are eligible to work in the UK without restrictions. Documented evidence of your eligibility will be requested as part of the selection process, and this will be checked and verified before any offer is made.

Full information on the types of documentary evidence that will be accepted, can be found here: <https://www.gov.uk/government/publications/right-to-work-checklist>

- **Receipt of satisfactory references**

When completing the online application form you will be asked to include details of two referees. We recommend that you obtain their approval prior to submitting your application. If we do not receive references within a reasonable time this may affect your start date and appointment with HWFRS.

- **Disclosure and Barring Check (DBS)**

Those newly appointed to the role of a Firefighter (Control) will be required to undertake a Disclosure and Barring Service (DBS) check and this will be carried out as part of your pre employment checks.

- **Vetting** – This role will be subject to non-Police Personnel Vetting Level 2 (NPPV2).

- **Social Media Screening** – HWFRS uses a third party provider to complete a social media screening check. We use these checks as we wish to have assurance that

our prospective employees are maintaining the professional standards we would expect to see in the workplace.

Keeping in touch

All communications during the recruitment process will be sent to the primary email address provided by you on your application form. Please ensure that you keep your personal details updated at all times and that you regularly check your email account and spam folder. You are advised not to change your email address during the recruitment process to ensure we can communicate with you effectively. We cannot be held responsible for any changes you make that result in communication not being received by you.

Should you have a query regarding the application process, please ensure you have read through this guidance document as well as the frequently asked questions page on our website. Should your query not be answered please contact recruitment@hwfire.org.uk

Good luck!