



Devon and Somerset Fire and Rescue Service

<http://www.devfire.gov.uk/>



JOB APPLICATION FORM

A large print version of this form is available on request

Please complete in black ink or type and return with attachments to: the **HR Department, Devon and Somerset Fire And Rescue Service, The Knowle, Clyst St George, Exeter, EX3 0NW** or by e-mail to: personnel@dsfire.gov.uk. Any supplementary sheets should be single-sided A4.

Job details

Job Title: <input type="text"/>	
Department: <input type="text"/>	Location <input type="text"/>

Personal Details

Surname <input type="text"/>	National Insurance No: <input type="text"/>
Title (Mr, Mrs, Ms, Miss): <input type="text"/>	Home Telephone: <input type="text"/>
Forenames: <input type="text"/>	Work telephone: <input type="text"/>
Address: <input type="text"/>	Mobile Telephone: <input type="text"/>
County: <input type="text"/> Postcode: <input type="text"/>	E-mail address: <input type="text"/>

For posts which involve travel, please complete the following:

Do you have a current driving licence? Yes No

If so, please state the classes of vehicles you are entitled to drive:

Which types of vehicle do you drive regularly?

Give details of any penalties on your licence or charges pending:

Devon and Somerset Fire and Rescue Service welcomes applications from people with disabilities. We will make any reasonable adjustments necessary to enable you to access the recruitment procedure fairly. Do you consider yourself to have a disability? Yes No

Would you like to discuss any particular needs that you might have? Yes No

Alternatively you may wish to tell us what adjustments (if any) we should make to allow you to participate fully in the selection process.

Flexible working patterns

When job requirements and operational demands allow, Devon and Somerset Fire and Rescue Service will consider any reasonable requests for flexible working patterns including job share part-time etc.

Would you like to discuss this further?

Yes

No

Educational Qualifications and Training

You will be asked to provide evidence of qualifications obtained

Secondary Education (CSE, GCE, GCSE, RSA, A levels etc)

Examination eg GCE, RSA	Level (eg A level)	Subject(s)	Grade

Further and Higher Education (Degree, Diploma, BTec, City and Guilds, NVQ etc)

Institution (eg University of London, Exeter College)	Full or Part time	Qualification eg BSc	Subject	Pass Level or

Relevant training and personal development in the last five years (Please state who provided the training, the duration and dates. Examples could include: short courses, skills training, external awards/activities, etc.)

Current/Latest Employment

<p>Name and address of current/most recent Employer (If you have been in full-time education, please complete name and address of establishment and proceed to Section 8)</p> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>	Job title <input style="width: 90%;" type="text"/>
	Weekly hours <input style="width: 90%;" type="text"/>
	Date started in post <input style="width: 90%;" type="text"/>
	Date of leaving or notice required <input style="width: 90%;" type="text"/>
	Reason for leaving or considering leaving <input style="width: 90%;" type="text"/>
Current/latest salary and any benefits/ allowances <input style="width: 95%;" type="text"/>	
Main duties, responsibilities, achievements <div style="border: 1px solid black; height: 250px; margin-top: 10px;"></div>	

References

Please give the names and addresses of two people who can be asked about you and who can comment on how you meet the criteria on the Person Specification. One of these must be your current employer. If you are not currently employed, please give details of your most recent employer. If you have no previous employment, please nominate someone who has known you and your work for at least two years eg if you are in or have recently left full-time education, you should nominate your school or college tutor. Please also state in what capacity the named referees are known to you. You should not nominate a relative or personal friend as a referee.

If you are invited for interview, we may take up references immediately at that stage unless you have ticked the “No” boxes below. Otherwise we will contact you for permission before requesting references. It is our policy not to make an offer of appointment until we have obtained appropriate references.

Name of first referee (current or most recent employer) <input type="text"/>	Organisation <input type="text"/>
Address <input type="text"/>	May we contact this referee without further reference to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
In what capacity is this referee known to you? <input type="text"/>	Telephone number <input type="text"/>
	E-mail address <input type="text"/>

Name of second referee <input type="text"/>	Organisation <input type="text"/>
Address <input type="text"/>	May we contact this referee without further reference to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
In what capacity is this referee known to you? <input type="text"/>	Telephone number <input type="text"/>
	E-mail address <input type="text"/>

How You Meet the Selection Criteria

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. Tell us about things you were responsible for and what you achieved. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Please include headings linked to the criteria on the Person Specification. Also include here information about why you want the job and anything else you wish to say. You may continue on a separate sheet if required or refer to a separate document.

Canvassing of County Councillors or employees of the Fire and Rescue Authority, by or on behalf of yourself, is strictly forbidden and may invalidate your application.

Are you related to any County Councillor or employee of the Fire and Rescue Authority?

Yes No

If so, please state her/his name, position and, if known, department:

Entitlement to Work in the UK: To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document. Do not send these now. Further information will be sent to you if you are selected.

Do you require a work permit to work in the UK? Yes No

If so, do you have such a permit? Yes No

If so, please give the expiry date:

Criminal Convictions

Have you ever been convicted of a criminal offence, other than one which is spent under the Rehabilitation of Offenders Act 1974? Yes No

If so, please give details including (date, nature of offence, and penalty. Please also give details of any charges pending.

Declaration

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

I agree to the information provided on this form, including any sensitive information, being retained on file and processed in accordance with the Devon and Somerset Fire and Rescue Service Data Protection Policy and, where appropriate, under the Data Protection Act 1998.

Signed <input type="text"/>	Date <input type="text"/>
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GUIDANCE NOTES

Completing the Application Form

- In addition to these guidance notes please read carefully the notes you will find at the various sections on the application form.
- Please complete the form by hand (in **black** ink to assist in photocopying) or by typing your responses in. Include extra sheets if there isn't enough room in the boxes provided. Supplementary sheets should be single-sided A4.
- You must complete fully all sections of the form. It is not acceptable to refer to a cv or other document as an alternative to completing the details requested - other than in the Section entitled "How You Meet the Selection Criteria". If you fail to complete the form correctly, your application may not be considered further.
- Read the job description, person specification and any other documentation you have been sent **before** completing the form. Tailor your responses to the job you are applying for.
- We will use the information you supply to assess how well you meet the selection criteria as set down in the enclosed person specification. Make sure you include evidence relating to as many of the essential and desirable criteria as apply to you.
- Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school/college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any responsibility you hold, for example in a club, or organisation you belong to.

Equal Opportunities

Devon and Somerset Fire and Rescue Authority confirms that its employment policy aims to offer full equality of opportunity. Employees and prospective employees will not be unfairly discriminated against on grounds of gender, age, ethnic origin, sexual orientation, marital status, religion, disability or nationality and will not be disadvantaged by conditions or requirements which cannot be shown to be justified. Employment terms and conditions and decisions on recruitment, selection, training, promotion and dismissal will be made solely on the basis of objective criteria.

Disability/Health

If you have indicated that you have a disability or a long term medical condition and provide evidence that you meet all the essential criteria on the person specification (with any reasonable adjustments), you will be offered an interview as part of the Authority's commitment to the employment of disabled people. You may also wish to have a pre-meeting to discuss any specific needs which, if addressed, would help you to access the recruitment and selection process.

Please tell us about any parts of the job where you may need help. For example, tell us if you would have difficulty lifting heavy objects where the job could require this. We may be able to provide special equipment, workplace adaptations etc.



Devon and Somerset Fire and Rescue Service



JOB APPLICATION SURVEY FORM

To help us monitor our recruitment and selection processes, you are asked to give the following additional information about yourself. The details you supply will be used for the purpose of monitoring who our candidates are and to help us to judge whether we are reaching all sections of the community. Analysis of the information will not be in a form that identifies you, nor will it be used in selecting or not selecting you for the job. **It will not be seen by the selection panel.** If you indicate that you have a disability, you will be offered an interview if you meet the essential criteria for the job. Please omit any information you do not wish to disclose.

Title of Post applied for <input style="width: 90%;" type="text"/>															
How did you first find out about this post (please tick below)															
Internal Vacancy <input type="checkbox"/>			Job centre <input type="checkbox"/>			Publication <input type="checkbox"/> (please specify below)			Other <input type="checkbox"/> (please specify below)						
<input style="width: 100%; height: 20px;" type="text"/>															
Surname <input style="width: 80%;" type="text"/>						Initials <input style="width: 80%;" type="text"/>									
Sex <input style="width: 80%;" type="text"/>						Marital status <input style="width: 80%;" type="text"/>									
Sexual orientation <input style="width: 80%;" type="text"/>						Religion <input style="width: 80%;" type="text"/>									
Date of Birth <input style="width: 80%;" type="text"/>						Age <input style="width: 80%;" type="text"/>									
Ethnic Origin: The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write down how you would describe your ethnic origin.															
White			Mixed				Asian or Asian British			Black or Black British		Chinese	Other (please describe)		
British	Irish	Other White Background	White and Black Caribbean	White and Black African	White and Asian	Other Mixed background	Indian	Pakistani	Bangladeshi	Other Asian background	Caribbean	African	Other Black background	Chinese	Other (please describe)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you consider yourself to have a disability under the Disability Discrimination Act 1995 (see attached for definition)?															
											Yes <input type="checkbox"/>	No <input type="checkbox"/>			



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GUIDANCE NOTES ON DISABILITY

Under the **Disability Discrimination Act 1995** you are considered to have a disability if you have "a **physical or mental impairment** which has a **substantial** and **long term adverse effect** upon your ability to carry out **normal day to day activities**. People who have had disabilities in the past are included if this has affected any factors which may influence their ability to get jobs.

Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered in the Act from the moment the condition leads to an impairment, which has some effect on the ability to carry out normal day-to-day activities.

Physical and mental impairments include sensory impairments, such as those affecting sight or hearing, learning disabilities, and clinically well-recognised mental illness.

A substantial adverse effect is more than a minor or trivial effect and goes beyond the normal differences between people. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

A long term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day-to-day activities are those which are carried out by most people on a fairly regular and frequent basis.

An impairment has a **substantial adverse effect** if it affects mobility; manual dexterity; the ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight (excluding those who wear glasses or contact lenses); continence; physical co-ordination; memory or ability to concentrate, learn or understand; or the perception of the risk of physical danger.

Further details are available from the [Disability Rights Commission](#), telephone 08457 622 633 or textphone 08457 622 644.

Guaranteed Interview: We guarantee to interview all applicants with a disability who meet the essential elements of the person specification. Please indicate on the application for if you require adjustments for the interview. This will not affect your application.