

## **Briefing Notes Stage 1 - Complete application form, realistic job preview, eligibility check**

This first stage in the process involves applying for the role by completing the application form on the Devon & Somerset Fire & Rescue Service website.

The application form will ask for your name and contact details such as your postal address, email address, telephone numbers and National Insurance number.

The form will then ask you to complete a realistic job preview, to give you a greater understanding of the role and to allow you to identify if the role is right for you.

The form will ask for your employment history and reference details. Please be reassured we will not make any contact with your referees and current employer until a provisional offer of employment is made. Please ensure that this is fully completed, and correct email addresses are provided. Personal email addresses for employment references are not acceptable.

The form will then ask for you to provide some detail in terms of why you are applying, what you can bring to the role and how your character aligns to our Service values. This will allow you to tell us more about yourself and motivation for applying and will be reviewed at the shortlisting stage.

You will then be asked to answer questions to indicate your current levels of physical activity/fitness, functional capacity and medical risk.

Finally the form will ask you to answer questions to assess your eligibility including if you have the right to work in the UK. It will also ask for you to confirm details that the Service needs to be aware of, including your age (so we can ensure we do not start you in role until you are 18 years of age), driving license details (so we can ensure you have a driving license before any offer of employment is made) and declaration of offences (so we can ensure any convictions are spent before an offer of employment).

Once you have submitted your application, you will be sent to a screen which confirms your application has been submitted. You will then shortly receive an email from the Wholetime Recruitment Team which confirms that your application form has been received. The system will then screen your application to check you have the right to work in the UK and that you are eligible to apply. **Please ensure that you regularly check your junk emails as sometimes emails from our recruitment system go into junk mail.**

You will then be invited to complete the first of the five online tests.

Please be aware that as you progress through the process you will be offered a selection of dates to book each element. These dates are offered on a first-come

first-served basis and if you are unable to attend the offered dates no alternatives will be offered and your application will not be able to be progressed.

This recruitment process is to fill a new recruit's course which starts on 16<sup>th</sup> September 2025 and finishes on 22<sup>nd</sup> December 2025 (Monday to Friday). No annual leave including prearranged leave will be honored during this period. If you have a holiday booked during this period you will need to change or cancel it if you were successful.

**We ask that you remain patient and request that you do not contact us to check on the status of your application as we will be unable to respond to the volume of enquiries received. Please be assured that we will provide regular updates and contact you as and when we are ready to progress your application. If you have any particular questions about the process, please have a look on our website as we have included a lot of information about Wholetime recruitment including some frequently asked questions.**

Please note that CVs or any other form of application will not be accepted.