**Please complete all sections**

|  |  |
| --- | --- |
| On-Call Fire Station  you are applying for: | Choose an item. |

**Personal Details**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr. |  | Mrs. |  | | Miss. |  | Ms. |  | Other |  |
| *(Tick as appropriate)* | | | | | | | | | | |
| First name(s): | | | |  | | | | | | |
| Surname: | | | |  | | | | | | |
| Previous family names:  *(If applicable)* | | | |  | | | | | | |
| Home Address:  *(Including post code)* | | | |  | | | | | | |
| Work Address:  *(Including post code)* | | | |  | | | | | | |
| Home Telephone Number: | | | |  | | | | | | |
| Mobile Telephone Number: | | | |  | | | | | | |
| Email Address: | | | |  | | | | | | |
| National Insurance Number: | | | |  | | | | | | |

|  |  |
| --- | --- |
| To ensure we make any appropriate reasonable adjustments for you during the selection process, please indicate if you have any specific requirements and/or disabilities.  (***Please note this information will not be used for selection purposes).*** |  |

**Eligibility**

|  |  |
| --- | --- |
| You must be 18 or over on commencement of employment as a Firefighter. Are you 17 years 6 months of age or over at this time? |  |
| Are you eligible to live and work in the UK? (Or if you are a commonwealth citizen or foreign national, is your stay in the UK free of restrictions?) |  |
| Do you hold a full category B (car) or equivalent driving licence? |  |

**Fire Service Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Are you currently a serving firefighter or have you ever served as a firefighter in a UK Fire and Rescue Service? *(please tick)* | | | | | | |
| Yes, currently |  | Yes, in the past | |  | No |  |
|  | | | | | | |
| If yes:  On-call (Retained Duty System) / Wholetime / both *(delete as appropriate)* | | | | | | |
| Please state with which Fire and  Rescue Service? | | |  | | | |
| Dates of Emplyment: | | From | | | To | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you previously applied for a role at WYFRS? *(please tick)* | Yes |  | No |  |
|  |  | | | |
| If yes:  for what role? |  | | | |
| when (date)? |  | | | |

**Qualifications**

You are required to hold a literacy and numeracy Level 2 qualification or equivalent.

If not you will be required to complete an online test.

Do you hold a **literacy** Level 2 qualification or equivalent? **YES / NO** *(delete as appropriate)*

If **YES** what qualification is this and what level:-

**Qualification Level**

|  |  |
| --- | --- |
|  |  |

Please submit your qualification certificate with this application form

*(Note: if you do progress we will need to see the original certificate)*

Do you hold a **numeracy** Level 2 qualification or equivalent? **YES / NO** *(delete as appropriate)*

If **YES** what qualification is this and what level:-

**Qualification Level**

|  |  |
| --- | --- |
|  |  |

Please submit your qualification certificate with this application form

*(Note: if you do progress we will need to see the original certificate)*

**On-Call Firefighter Information**

You need to live or work within one mile of the on-call fire station you are applying for and due to the nature of the work we require you to obtain consent from your employer to undertake this work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your primary employer consented to your undertaking duties as an on-call Firefighter?  *(Please tick)* | YES  As a second job |  | Primary employer is happy to release me to undertake this role |  |
| NO |  | I’ve not discussed this yet |  |
|  | | | | |
| What is your current role?\* |  | | | |
| What are your current hours of work? |  | | | |
| Do you live within 1 mile of the Fire Station to which you are applying? |  | | | |
| Distance to the Fire Station from home: |  | | | |
| Time taken to reach the Fire Station from home: |  | | | |
| By what means do you intend to reach the Fire Station from home?  *(Run, Cycle, by car)* |  | | | |
|  | | | | |
| If you intend to undertake duties as an on-call firefighter during the hours of your primary employment, please provide the address for your place of work: |  | | | |
| Distance to the Fire Station from your place of work: |  | | | |
| Time taken to reach the Fire Station from your place of work: |  | | | |
| By what means do you intend to reach the Fire Station from your place of work?  *(Run, Cycle, by car)* |  | | | |

\*Candidates whose primary employment involves the driving of 'In Scope' vehicles may be considered for employment as on-call (retained duty system) firefighters, however this must be clearly stated on the completed application form. West Yorkshire Fire and Rescue Service as a secondary employer has a duty to ensure staff comply with the rest and break requirements of current EU rules.

'In Scope' vehicles are defined in the EC Drivers Hours and Tachograph Rules for Goods Vehicles (Regulation 561/2006) as goods vehicles over 3.5 tonnes or a passenger vehicle with nine or more passenger seats.

**Declaration of Offences**

Please note part of our recruitment process will include a Basic Disclosure and Barring Service (DBS) check and will include a driving licence check. Documentary evidence will be sought to confirm your answers to the following questions:-

You are required to declare any convictions for offences that are not spent under the Rehabilitation of Offenders Act 1974 which includes offences dealt with by a court of law / HM Services disciplinary procedure. You are also required to declare any driving endorsements - this includes any type of offence e.g. Fixed Penalty Notice for speeding. If you are in doubt about whether a conviction/endorsement is spent, we would advise candidates to declare on their application form/at interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you currently subject to any criminal conviction which is not yet spent under the Rehabilitation of Offenders Act 1974? | YES |  | NO |  |
| If yes,  Please state the nature of the offence: |  | | | |
| Please state the date of conviction: |  | | | |
| Judgement and sentence: |  | | | |
| Give details of any charges pending: |  | | | |
|  | | | | |
| Do you have any endorsements on your full category B (car) or equivalent driving licence?  *This includes any type of offence e.g. fixed penalty notice for speeding.*  *Please note we will require sight of your original driving licence as part of the selection process to verify this information and will require your permission to contact the DVLA.* | YES |  | NO |  |
| Please detail the offence, date of conviction, judgement and sentences. Please also provide details of any charges pending  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  ………………………………………………………………… | | | |

**Work Experience**

Please provide details of your work history including employment, education, periods of unemployment and career breaks. These should be in date order starting with the most recent. If you have recently left school/college and do not have work experience, please give details of your places of study.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer/  Educational establishment (1): | |  | | | | | |
| Nature of business/organisation: | |  | | | | | |
| Job Title/Role: | |  | | | | | |
| Brief description of main duties  And responsibilities: | |  | | | | | |
| Type of employment:  *(Please tick)* | | Permanent | |  | Temporary | |  |
| Start date: |  | | End date: | | |  | |
| Reason for leaving: | |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer/  Educational establishment (2): | |  | | | | | |
| Nature of business/organisation: | |  | | | | | |
| Job Title/Role: | |  | | | | | |
| Brief description of main duties  And responsibilities: | |  | | | | | |
| Type of employment:  *(Please tick)* | | Permanent | |  | Temporary | |  |
| Start date: |  | | End date: | | |  | |
| Reason for leaving: | |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer/  Educational establishment (3): | |  | | | | | |
| Nature of business/organisation: | |  | | | | | |
| Job Title/Role: | |  | | | | | |
| Brief description of main duties  And responsibilities: | |  | | | | | |
| Type of employment:  *(Please tick)* | | Permanent | |  | Temporary | |  |
| Start date: |  | | End date: | | |  | |
| Reason for leaving: | |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer/  Educational establishment (4): | |  | | | | | |
| Nature of business/organisation: | |  | | | | | |
| Job Title/Role: | |  | | | | | |
| Brief description of main duties  And responsibilities: | |  | | | | | |
| Type of employment:  *(Please tick)* | | Permanent | |  | Temporary | |  |
| Start date: |  | | End date: | | |  | |
| Reason for leaving: | |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer/  Educational establishment (5): | |  | | | | | |
| Nature of business/organisation: | |  | | | | | |
| Job Title/Role: | |  | | | | | |
| Brief description of main duties  And responsibilities: | |  | | | | | |
| Type of employment:  *(Please tick)* | | Permanent | |  | Temporary | |  |
| Start date: |  | | End date: | | |  | |
| Reason for leaving: | |  | | | | | |

**Professional/Academic References**

Please provide details of at least two referees to cover the last 3 years work history. 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 3 years, e.g. school or college tutor. You should not nominate a relative or personal friend as a referee.

|  |  |
| --- | --- |
| **Referee One** | |
| Name: |  |
| Company Name:  *(if applicable)* |  |
| Address:  *(including post code)* |  |
| Telephone Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| **Referee Two** | |
| Name: |  |
| Company Name:  *(if applicable)* |  |
| Address:  *(including post code)* |  |
| Telephone Number: |  |
| Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| When can we contact these references?  *(Please tick)* | | | |
| Immediately |  | Only if invited to interview |  |
| Following Interview |  | Following confirmation of job offer |  |

**Qualifications and Professional Development**

Please provide details of relevant qualifications that you hold (you are confirming that you are able to produce certificates as evidence).

|  |  |
| --- | --- |
| Qualification type (1):  *(E.g. GCSE, NVQ, Degree etc.)* |  |
| Subject:  *(E.g. Maths, English etc.)* |  |
| Grade or result: |  |
|  |  |
| Qualification type (2):  *(E.g. GCSE, NVQ, Degree etc.)* |  |
| Subject:  *(E.g.Maths, English etc.)* |  |
| Grade or result: |  |
|  |  |
| Qualification type (3):  *(E.g. GCSE, NVQ, Degree etc.)* |  |
| Subject:  *(E.g.Maths, English etc.)* |  |
| Grade or result: |  |
|  |  |
| Qualification type (4):  *(E.g. GCSE, NVQ, Degree etc.)* |  |
| Subject:  *(E.g.Maths, English etc.)* |  |
| Grade or result: |  |
|  |  |
| Qualification type (5):  *(E.g. GCSE, NVQ, Degree etc.)* |  |
| Subject:  *(E.g.Maths, English etc.)* |  |
| Grade or result: |  |
|  |  |
| Qualification type (6):  *(E.g. GCSE, NVQ, Degree etc.)* |  |
| Subject:  *(E.g.Maths, English etc.)* |  |
| Grade or result: |  |
|  |  |
| Qualification type (7):  *(E.g. GCSE, NVQ, Degree etc.)* |  |
| Subject:  *(E.g.Maths, English etc.)* |  |
| Grade or result: |  |

**Additional Information**

Are you in a relationship with, or to your knowledge, related to any member of the west Yorkshire Fire and Rescue Service or Authority?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Please give details |  | | |

**Availability**

WYFRS require on-call firefighters to commit to between 50 hours (minimum) and 120 hours (maximum) per week in order to fulfil the duties of the retained stations. Of these contracted hours, a minimum of 30% of an individual’s availability must be within the stated ‘Premium Hours’.

Premium Hours are classed as

8am until 6pm Monday – Thursday and 8am Friday **UNTIL** 6pm Sunday

Please provide a guide of your availability by completing the sheet below putting a cross in hours you are available to work each day.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** | **Totals** |  |
| **00:00-0100** |  |  |  |  |  |  |  |  |  |
| **01:00-02:00** |  |  |  |  |  |  |  |  |  |
| **02:00-03:00** |  |  |  |  |  |  |  |  |  |
| **03:00-04:00** |  |  |  |  |  |  |  |  |  |
| **04:00-05:00** |  |  |  |  |  |  |  |  |  |
| **05:00-06:00** |  |  |  |  |  |  |  |  |  |
| **06:00-07:00** |  |  |  |  |  |  |  |  |  |
| **07:00-08:00** |  |  |  |  |  |  |  |  |  |
| **08:00-09:00** |  |  |  |  |  |  |  |  |  |
| **09:00-10:00** |  |  |  |  |  |  |  |  |  |
| **10:00-11:00** |  |  |  |  |  |  |  |  |  |
| **11:00-12:00** |  |  |  |  |  |  |  |  |  |
| **12:00-13:00** |  |  |  |  |  |  |  |  |  |
| **13:00-14:00** |  |  |  |  |  |  |  |  |  |
| **14:00-15:00** |  |  |  |  |  |  |  |  |  |
| **15:00-16:00** |  |  |  |  |  |  |  |  |  |
| **16:00-17:00** |  |  |  |  |  |  |  |  |  |
| **17:00-18:00** |  |  |  |  |  |  |  |  |  |
| **18:00-19:00** |  |  |  |  |  |  |  |  |  |
| **19:00-20:00** |  |  |  |  |  |  |  |  |  |
| **20:00-21:00** |  |  |  |  |  |  |  |  |  |
| **21:00-22:00** |  |  |  |  |  |  |  |  |  |
| **22:00-23:00** |  |  |  |  |  |  |  |  |  |
| **23:00-00:00** |  |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |  |

If you work a rolling shift pattern or have any further comments about your availability please write details in the box below.

|  |
| --- |
|  |

**Relocation**

Due to the recruitment requirements at designated fire stations, a relocation package\* may be available for some on-call fire stations within West Yorkshire.

A list of designated stations where a relocation package may be available can be found at <https://oncall.joinwyfirefighters.com/be-an-oncall-firefighter/benefits-of-the-job/>

If you would like to know more about the relocation package for a designated station, please indicate here

Yes, I would like to know more about a possible relocation

package for station *(Please insert station name)*

*\*Terms and Conditions apply*

**Declaration**

I agree to the information in this form being stored for the purpose of my application, for monitoring and for reasonable research into the application process, in accordance with the Data Protection Act.

Yes

I confirm that I have completed this application form and that to the best of my knowledge the information I have provided is true, accurate and correct.

By signing this application form with an electronic signature you are confirming that the above statement is correct as if the document had been signed and dated by hand.

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Applicant Signature: |  |
| Date: |  |

**Source of Application**

*Please complete this section to assist with our advertising campaigns*

**Where did you hear about the vacancies for On-Call Firefighters?**

|  |  |
| --- | --- |
|  | **Please tick** |
| West Yorkshire Fire and Rescue Service Source |  |
| Fire station recruitment advertising banner |  |
| Fire station recruitment advertising poster/leaflet |  |
| Newspaper advert/article *Please state which newspaper* |  |
| Join WY Firefighters website |  |
| West Yorkshire Fire and Rescue Service/Station Facebook page |  |
| West Yorkshire Fire and Rescue Service/Station Twitter feed |  |
| West Yorkshire Fire and Rescue Service vehicle |  |
| Word of mouth from West Yorkshire Fire and Rescue Service employee |  |
| Other sources |  |
| Poster at work, in local shop etc. *Please state where* |  |
| Social media (not West Yorkshire Fire and Rescue Service related) |  |
| Word of mouth (not West Yorkshire Fire and Rescue Service related) |  |
| Other (*Please state)* |  |

**Equality & Diversity Monitoring Information**

West Yorkshire Fire and Rescue Service is an equal opportunities employer and is determined to ensure that:

* Our workforce reflects the diverse society we serve.
* All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of gender, sexual orientation, age, marital status, race (including colour, nationality, ethnic or national origins), religion or belief, pregnancy, or disability.
* No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the role.
* The working environment is free from any form of inappropriate behaviour, bullying, harassment, intimidation or victimisation.

The information on this form is **for monitoring purposes only**, by the HR Department. It will not be made available to members of the recruiting team responsible for assessing your application. The information you provide will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity in employment.

**IMPORTANT: This information forms no part of the recruitment process. It will be detached from your application.**

**Age** 17-24 🞎 25-35 🞎 36-45 🞎 46-55 🞎 56-65 🞎 66 or over 🞎

**Gender** Male 🞎 Female 🞎 Transgender 🞎

I prefer to use my own term 🞎 I prefer not to specify 🞎

**Ethnic Origin**

|  |  |  |
| --- | --- | --- |
| **White** |  | **Mixed/multiple ethnic groups** |
| English/Welsh/Scottish/Northern 🞎 |  | White and Black Caribbean 🞎 |
| Irish/British |  | White and Black African 🞎 |
| Irish 🞎 |  | White and Asian 🞎 |
| Irish/Roma Traveller 🞎 |  | Any other Mixed/multiple ethnic background 🞎 |
| Any other white background 🞎 |  | **Black/African/Caribbean/Black British** |
| **Asian or Asian British** |  | African 🞎 |
| Indian 🞎 |  | Caribbean 🞎 |
| Pakistani 🞎 |  | Any other Black/African/Caribbean background 🞎 |
| Bangladeshi 🞎 |  | **Other ethnic group** |
| Chinese 🞎 |  | Any other ethnic group 🞎 |
| Any other Asian background 🞎 |  |  |
|  |  |  |
| **Prefer not to specify** 🞎 |  |  |

**Disability**

Disability is defined as ‘a medical or physical impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities, or participate in professional life’.

* Do you have a disability? Yes 🞎 No 🞎
* Do you know/think you may require reasonable adjustments in/to your workplace?

Yes 🞎 No 🞎

Comments

**Sexual Orientation**

🞎 Heterosexual 🞎 Gay/Lesbian

🞎 Bisexual 🞎 I prefer to use my own term

🞎 I prefer not to say

**Religion or belief**

Buddhist 🞎 Christian 🞎

Hindu 🞎 Jewish 🞎

Muslim 🞎 Sikh 🞎

None 🞎 Other (please state)

Prefer not to say 🞎 …………….. 🞎

**Once completed this application should be returned to**

**Human Resources Department,**

**West Yorkshire Fire & Rescue Service,**

**Oakroyd Hall,**

**Bradford Road,**

**Birkenshaw,**

**BD11 2DY**

**If emailed or accessed electronically you can return it via email to**

**on-call.recruitment@westyorksfire.gov.uk**