Office use only.

**Candidate Number: ……………….**

**Supporting information for**

**On Call Application**



**CUMBRIA FIRE AND RESCUE SERVICE**

**You also need to submit a Cumbria County Council Application Form (enclosed with the recruitment pack)**

**Introduction**

Thank you for expressing an interest in applying to Cumbria Fire and Rescue Service. Making an application will require quite a lot of time and effort from you. Before starting the application please complete the pre-application checklist below. This will help you decide whether you are eligible to apply.

**Pre-application Checklist**

Before completing this application form please take a moment to answer the questions in this box. Please use the notes at the bottom of this page to help you in responding to each of these questions.AA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Are you over 17 years and six months of age? (see Note 1) | Yes |  | No |  |  |
|  |  |  |  |  |  |
| Do you have any kind of colour blindness? (see Note 2) | Yes |  | No |  |  |
|  |  |  |  |  |  |
| Do you have any kind of hearing impairment? (see Note 2) | Yes |  | No |  |  |
|  |  |  |  |  |  |
| Do you have any disability that reduces your ability to grip, hold or lift | Yes |  | No |  |  |
| objects, or to lift or lower yourself? (see Note 2) |  |  |  |  |  |
|  |  |  |  |  |  |
| Have you ever suffered from dizziness, fainting, blackouts or fits? | Yes |  | No |  |  |
| (see Note 2) |  |  |  |  |  |
|  |  |  |  |  |  |
| Do you commit to practice and actively promote the Fire & Rescue | Yes |  | No |  |  |
| Service Core Values? |  |  |  |  |  |

If you have ticked any of the grey boxes and still wish to proceed with your application you are advised that the information you provide will be checked and as such contribute to our decision as to whether to take your application further.

|  |
| --- |
| **Notes**  Note 1. It is a requirement to be aged 18 years or over at commencement of training. You may apply to be a Firefighter if you are aged between 17 years 6 months and 18 years old as long as you are 18 years old once you commence training.  Note 2. Fire and Rescue Authorities are required to assess each applicant on an individual basis with regard to their suitability to perform the role of a Firefighter, in accordance with the Equality Act 2010. This means that Fire and Rescue Authorities will consider what reasonable adjustments could be made to enable you to proceed with your application provided any such adjustments do not contravene Health and Safety legislation. Health & Safety legislation places the obligation on Fire and Rescue Authorities to ensure that individuals are safe at work for their own protection and that of others. (In the context of the Fire and Rescue Service "others" includes colleagues and members of the public). |

**Candidate Number: ……………….**

**Section 1. Personal Details**

Mr 🞎 Mrs 🞎 Miss 🞎 Ms 🞎 (Tick as appropriate)

Surname: ……………………………………………………………………………………………..

First Name(s): ………………………………………………………………………………………..

Address: ….……………………………………………………………………………………

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Post Code: ……………………... Telephone/Mobile Number …………………………………

E Mail address ………………………………………………………………………………………

NI Number …………………………………………

Which Fire Station are you applying to: ..……………………….

Date of birth: ……/……/…… Age: ………………… (see Note 1)

**Note 1**

We collect date of birth and age information to verify that you satisfy the minimum age criteria of being 18 or over at commencement of training and to create a unique candidate number.

**CUMBRIA FIRE AND RESCUE SERVICE**

**EMPLOYER’S CONSENT FORM**

Name of Employer: ………………………………………………………………………….

Company Name: …………………………………………………………………………….

Address: ………………………………………………………………………………………

…………………………………………………………………………………………………

Telephone number: …………………………………………………………………………

I certify that ………………………………………………………………………… is

employed by me and that if he/she were to be appointed as an On Call Firefighter I would have no objections to him/her being available for fire cover whilst undertaking his/her duties in their main employment. I understand that on occasions this may interfere with his/her full time employment.

Signed ……………………………………………………………………….

Name ……………………………………………………………………….

(BLOCK CAPITALS)

Job Title ……………………………………………………………………….

**OR**

I certify that ……………………………………………………………………………………… is

employed by me and I am aware that he/she has applied to be an On Call Firefighter during periods when he/she **is not working** in his/her main employment. However, I understand that on occasions this may interfere with his/her main employment if responding to incidents outside of their normal working hours.

Signed ……………………………………………………………………….

Name ……………………………………………………………………….

(BLOCK CAPITALS)

Job Title ……………………………………………………………………….

**CUMBRIA FIRE & RESCUE SERVICE - ON CALL FIREFIGHTER AVAILABILITY FORM 124a**

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| **Name:** ………………………………. S**tation you are applying to: …………………………**  **Week One** | | | | | | | | |  | **Are you currently a: Classified Radiation worker Licensed Asbestos worker**  **(Please tick box)**  **Week Two** | | | | | | | |
|  | 0:00 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |  | 0:00 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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**Please shade in the boxes to illustrate the pattern of work you can commit to and return with your application form. Use 'Week One' if you have the same availability each week. Use the extra**

**weeks if your availability changes, for example due to changing shift patterns. The information you provide in relation to the pattern of work will be discussed with you if you are selected for interview.**

**NUMBER OF HOURS AVAILABLE PER WEEK: …………………. Signature: ………………………………………….. Date: …………………………….**

**CUMBRIA FIRE & RESCUE SERVICE - ON CALL FIREFIGHTER AVAILABILITY FORM 124a**

**Name:…………………………………………………………………………...** **Station you are applying to:………………………………………………………………………….**

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|  |  |  |  | **Week Three** | | |  |  |  |  |  |  | **Week Four** | | |  |  |
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|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |

**Please shade the boxes for when you would be available for duty.**

**TITLE OF POST: FIREFIGHTER - OPERATIONS**

**ROLE: FIREFIGHTER (ON-CALL)**

**RESPONSIBLE TO: ON-CALL CREW MANAGER**

**JOB DESCRIPTION**

**Main purpose**

To act as an integral part of an emergency response team by working with and within the community to prevent emergencies occurring, minimise their impact when they do and intervene effectively when required, to the benefit of that community and within a safe working environment.

**Key tasks and responsibilities**

**Incidents:**

* To respond to the fire station within 5 minutes at the time of an emergency call and when booked available.
* Attend and deal with incidents involving fire and other emergencies
* Minimise distress and suffering to casualties, including giving first aid.
* Instigate protective measures to safeguard members of the public from hazards arising from emergency incidents
* Mitigate the effects of damage to property
* Prevent suffering to and affect the rescue of animals trapped by fire or other causes.
* Provide physical assistance and rescue skills to aid other Emergency Services at major incidents.
* Assist authorities at incidents involving hazardous substances, and protect the public and the environment from the effects of those substances.
* Drive, manoeuvre and redeploy fire service vehicles if qualified and required to do so.

**Community Safety:**

* Assist in Service initiatives, including the giving of general fire safety advice and guidance, to all members of the community, through a variety of agreed community safety initiatives designed to reduce the impact of fire and other emergencies.

**Routine duties:**

* Check, test, clean and maintain all firefighting equipment.
* Maintain paper and electronic records and undertake administrative tasks.

**Personal:**

* Maintain standards of dress and personal appearance as required by Service policy, reflecting a proper image of a uniformed service.
* Maintain the level of fitness necessary to carry out all the duties of a Firefighter.
* Know the local geography and be aware of the risks and hazards within the area.
* Have an understanding of and commitment to equal opportunities, and treat all colleagues and members of the public with dignity and respect.
* Ensure personal safety and that of others, co-operating fully with health and safety initiatives, guidance and instructions.

Participate in a continuous training programme by attending courses, lectures, exercises, practice drills and other forms of training to maintain competence, in line with national role maps and CFRS Maintenance of Core Skills Scheme.

**Other**

* Undertake routine inspections of premises as part of a direct or indirect fire safety legislative requirement.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Personal skills and abilities** | * Good verbal and written communication skills. * Understands and respects diversity and adopts a fair and ethical approach to others. * High degree of practical / manual ability. * Committed and able to develop self and others. * A conscientious and proactive approach to work. * Open to, and supportive of, change. * Able to work at height and in confined spaces. * Computer literacy |  |
| **Knowledge & qualifications** | * Aware of the main elements of the firefighter role. * Aware of the role of the Fire Service in the community. | * Current EU driving licence. * LGV driving licence. * First Aid qualification. |
| **Experience** | * Experience of working effectively with others. * Experience of remaining calm under pressure and in highly challenging situations | * Experience of community safety work. * Teamwork in a disciplined environment. |
| **Other requirements** | * Able to satisfy the medical and fitness requirements to the role, including minimum standards of eyesight, colour vision and hearing. |  |

**Section 4. Our Values**

**We value…**

* **Service to the community**
* **People**
* **Diversity**
* **Improvement**

# SERVICE TO THE COMMUNITY

We value service to the community by…

* Working with all groups to reduce risk
* Treating everyone fairly and with respect
* Being answerable to those we serve
* Striving for excellence in all we do

# PEOPLE

We value all our employees by practising and promoting…

* Fairness and respect
* Recognition of merit
* Honesty, integrity and mutual trust
* Personal development
* Co-operative and inclusive working

# DIVERSITY

## We value diversity in the service and the community by…

* Treating everyone fairly and with respect
* Providing varying solutions for different needs and expectations
* Promoting equal opportunities in employment and progression within the service
* Challenging prejudice and discrimination

# IMPROVEMENT

## We value improvement at all levels of the service by…

* Accepting responsibility for our performance
* Being open-minded
* Considering criticism thoughtfully
* Learning from our experience
* Consulting others

I have read and understood the Fire and Rescue Service Core Values and will commit to practice and actively promote them.

Yes🞎 No 🞎

Signed:……………………………………………………Date:…………………………………

# Section 3 - Declaration

|  |
| --- |
| **I agree to the information in this form being stored for the purposes 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 in it is true, accurate and correct.**  Signed:……………………………………………………Date:…………………………………  Please note: *Approaching any elected councillor or employee of a Fire and Rescue Authority directly or indirectly to promote this application or providing false/misleading information in this form shall disqualify you from appointment or if appointed may render you liable to disciplinary action, which could lead to your dismissal.* |

**PLEASE REMEMBER**

* Read through your completed Supporting Information for On Call application to ensure you have not missed anything out and that it is clearly and accurately presented. The decision to invite you to the next stage will be based on the information you give us on this form.
* Failure to provided accurate and complete information may result in your application being rejected.
* If, after reading through the recruitment material, you have any remaining questions, please feel free to contact Karen Morey on 01768 812558
* **If your circumstances change at any point during the recruitment process, please advise us as soon as possible**

**CHECKLIST**

Please ensure you have completed the following:

Pre-Application Checklist

Employer’s Consent Form (if applicable)

On Call Firefighter Availability Form 124a

(**Please make sure you have stated the amount**

**of hours you are available per week on the Form**

**124a and that you have signed and dated the form)**

Section 2: Our Values

Section 3: Declaration

**ALL COMPLETED FORMS** must be returned to

**Operational Resourcing**

**Cumbria Fire and Rescue Service**

**Penrith Community Fire Station**

**Carleton Avenue**

**Penrith**

**CA10 2FA**

**THE CLOSING DATE IS**

**9 December 2016**