CUMBRIA FIRE & RESCUE SERVICE
ON CALL FIREFIGHTER RECRUITMENT

Kirkby Stephen Fire Station
We need cover between
0800 to 1700 hours, Monday to Friday
including weekend cover as a minimum
are you available to provide any of this?

In order to apply YOU MUST live or work within 5 minutes of the station

Thank you for your request for an application pack for the post of On Call firefighter. Enclosed is:

1. Application Form – Please DO NOT send a Curriculum Vitae (CV), only completed application forms will be considered.

2. Availability Form (124a) – Please complete form 124a carefully following the instructions on the form. Please Note: It is important that you specify the actual number of hours available as this will become a contractual commitment if you are appointed.

3. Employer’s Consent Form - If you are employed and you wish to give cover during your working hours you must ask your employer to sign the Employer’s Consent Form.

4. Fitness Guidance - Please take note of the fitness guidance, as you will be tested for your level of fitness. If you do not reach the required fitness standard at the physical tests and at your pre-employment medical, then your application cannot be taken any further during this recruitment campaign. Further information is available at http://www.skillsforjustice-ipds.com and http://www.firefitsteeringgroup.co.uk/nfst.htm

5. Personal Qualities and Attributes – please read the Personal Qualities and Attributes required for the role of a Firefighter. You will need to refer to this document when completing the application form.


Please return completed items 1, 2 and 3 (if applicable) to:

ON CALL APPLICATIONS
Human Resources Department
Cumbria Fire & Rescue Service
Penrith Community Fire Station
Carleton Avenue
Penrith
CA10 2FA

Closing Date – the closing date for receipt of applications is 18 January 2013.
If you have not heard anything from the Service by the end of February 2013, then your application will have been unsuccessful and you will receive no further correspondence.

If you are selected to go forward to the next stage, you will be invited to physical tests **week commencing 18 February 2013** at venues across the county, currently

- **Monday, 18 February 2013** – Barrow Fire Station
- **Tuesday, 19 February 2013** – Kendal Fire Station
- **Wednesday, 20 February 2013** – Penrith Community Fire Station
- **Thursday, 21 February 2013** – Workington Fire Station

Please note that you must reach a satisfactory standard on the physical tests to go forward to the next stage, which is the psychometric tests. These are expected to be held **week commencing 4 March 2013** at venues across the county, currently

- **Monday, 4 March 2013** – County Hall, Kendal
- **Tuesday, 5 March 2013** – Barrow Fire Station
- **Wednesday, 6 March 2013** – Penrith Community Fire Station
- **Thursday, 7 March 2013** – Workington Fire Station

Interviews will take place **week commencing 8 April 2013**, currently

- **Monday, 8 April 2013** – Barrow Fire Station
- **Tuesday, 9 April 2013** – Kendal Fire Station
- **Wednesday, 10 April 2013** – Penrith Community Fire Station
- **Thursday, 11 April 2013** – Workington Fire Station

Medical Examinations for selected candidates will be held at designated Fire & Rescue Service premises during **April/May 2013**.

If you are offered a position as an On Call firefighter you will be required to attend a two day Induction Programme and a Training Course, which will take place in June and July 2013. The dates of the programmes will be confirmed in due course, and the format will be as follows:

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<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
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<tbody>
<tr>
<td>Two Day Induction Course</td>
<td>Two Day Induction Course</td>
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<tr>
<td>Initial Training</td>
<td>Initial Training</td>
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<td>Week 1</td>
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<td>Fire Behaviour Training</td>
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<td>Fire Behaviour Training</td>
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Should there be specific circumstances which may prevent you from attending the above dates, the Service will offer some flexibility to support your attendance.

**NB:** Please note that attendance at the above tests, interview and medical examination is purely voluntary and the Service will not pay any expenses.
On Call Firefighters

On Call firefighters are an essential part of the Fire & Rescue Service which serve rural communities. They respond to pagers when an emergency call is received and must live or work within five minutes of the fire station. Clearly, flexibility is key and you will need to be either at home, self-employed or have an employer who is supportive and willing for you to leave work at a moment’s notice to attend an emergency.

What’s involved in being an On Call Firefighter?

As a firefighter you will be called upon to tackle a wide range of emergency situations where your problem solving skills and initiative will be vital to resolving issues quickly and calmly. Incidents vary from tackling fires and rescuing people from burning buildings to dealing with chemical spillages and road traffic collisions. A sensitive approach will be required when dealing with members of the public who may be distressed and confused.

There is also the opportunity to work closely with the community to increase the level of awareness and so prevent incidents from occurring in the first place. Being able to communicate effectively to schools, community groups, voluntary organisations and others is important, as is treating people with dignity and respect regardless of their background or culture.

FOUR STAGES TOWARDS BECOMING A FIREFIGHTER

Stage 1: Initial Application

The application form provides the Fire & Rescue Service with your personal details and Personal Qualities and Attributes (PQA’s). The application form asks you questions about your suitability for the role of Firefighter e.g. team working. When completing the application form, you may draw on any of your experiences from home life, leisure activities; work (paid or unpaid) voluntary work or education.

You are also asked on the form to complete a declaration of any criminal convictions that you have that are unspent (under the Rehabilitation of Offenders Act 1974). This information will be considered at the pre employment stage.

The Fire & Rescue Service is guided by the Equality Act 2010 and has a legal duty to consider making reasonable adjustments for all applicants who declare any disability. The legislation is intended to ensure that disability should not debar an individual from a job unless it would genuinely and significantly impede that person from doing the work and there is nothing the employer could reasonably be expected to do to overcome this.

If you would find it helpful to have a copy of the Application Form in another language, please contact Human Resources straightaway on 01768 812558. NB. Returned Application Forms must be completed in English.

Stage 2: Physical Tests

Initially you will be asked to complete a ‘progression shuttle run assessment’ or ‘bleep test’. Please bring appropriate clothing and footwear.

The other tests which assess an applicant’s physical competence and their confidence and ability to follow instructions include: Ladder Climb, Casually Evacuation, Ladder Lift, Enclosed Space, Equipment Assembly and Equipment Carry. Your grip strength will also be assessed.

Stage 3: Psychometric Tests

This section consists of different tests which assess an applicant’s ability to process information, problem solve and work with numbers. There is also a questionnaire to assess their personal qualities and attributes.
The following are the three National Firefighter Ability (NFA) tests: Understanding Information, Situational Awareness and Working with Numbers.

Candidates are also asked to undertake The National Firefighter Questionnaire (NFQ).

**Stage 4: Interview, References and Medical**

You will be asked questions relating to your knowledge, skills and attributes to determine your suitability for the role of a Firefighter. At the interview stage, ensure you are well prepared, have done research into the Fire & Rescue Service and the post you hope to fill, turn up on time and in a presentable manner.

References will only be sent for if you are successful at interview, prior to your medical. You will need to supply one personal referee and details of your current or previous employer for references to be obtained. Please ensure you have the referee’s permission to provide their details on your application form. Where suitable references are not provided, an offer of employment will not be made.

You will be asked to attend a medical where you will be examined by the Fire & Rescue Service Physician and your medical records obtained from your GP. You will be asked to complete a questionnaire covering your medical history and the medical will include a physical examination and a range of tests including: hearing test, lung function, blood pressure test. You must bring evidence of your eyesight standard to the medical examination.

**Equal Opportunities**

The Authority is an Equal Opportunities employer. The Service's policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic origin, sexual orientation, religion/belief, age or marital status.

**Positive Recruitment Action**

We are working towards achieving a Fire and Rescue Service that is representative of our community and we will support and encourage applications from currently under represented groups such as women and black and minority ethnic groups. Local positive recruitment actions or open days are taking place at a number of recruiting stations. These will be advertised using local posters etc.

**Health and Fitness**

You must be able to pass physical fitness tests. Enclosed is guidance on how you can work towards achieving the fitness levels required. You must be able to pass the medical examination designed to ensure you can safely undertake firefighting duties.

**Firefighter Eyesight Standards**

Cumbria Fire and Rescue Service requires candidates applying to join the Service to have the same new standards of eyesight as currently required by the DVLA for a Group 2 licence.

Normal colour vision or slightly abnormal red/green colour vision are acceptable. If a candidate does not pass the Ishihara test, then two further tests can be offered to determine the severity and type of colour vision deficiency.

**Refractive Eye Surgery**

Successful laser eye surgery is compatible with working as an operational firefighter (except for Radial Keratotomy, which is NOT allowable). However, we would not allow you to join the fire service until at least 6 months have elapsed from the date of your surgery, and we would also expect you to provide us with the following information to ensure that the surgery has been successful:
• A statement from an optometrist stating that the surgery had been successful.
• A statement from an optometrist that a slit lamp examination is normal.
• Results of vision tests done in low lighting condition (such as a LogMAR test or Pelli Robson chart test).
• Results of your eye examination tests before you had the laser eye surgery performed. If your vision was very poor prior to the surgery (i.e. worse than -6.00 dioptres for myopia and +4.00 dioptres for hypermetropia), you remain at risk of certain eye problems and at these levels, we would not be able to accept you into the fire service.

**Please note the Authority cannot be responsible for any cost incurred by individuals in this respect.**

**Training**
The period of training is very arduous and requires stamina on your part to enable you to cope successfully with the many demanding aspects of initial training and you are advised to prepare yourself mentally and physically in advance. Training is an ongoing process and continues throughout your career to meet the ever changing problems and hazards handled by the Service; for example, lectures and practical demonstrations of, safety procedures and usage of newly developed specialist equipment. There are many specialist skills required in the Fire & Rescue Service and thorough training is always given.

Initially you will work on learning the skills and acquiring the necessary underlying knowledge to perform the role of firefighter. This is likely to include activity at a number of Service locations.

You must successfully complete a 1 year probationary period and demonstrate your suitability for the role to secure a permanent contract. Progression to competent firefighter status depends on you achieving and maintaining competent standards of performance. You will then be expected to undertake ongoing training and learning as described below in order to maintain your competence.

**Service expectations of becoming a competent firefighter**
The details of the initial and on-going training programme are attached as the final page of this document, and describe the route from a developing firefighter to a competent firefighter and qualifications you will study for following appointment.

**Health and Safety**
Under the Health and Safety at Work Act 1974, the Authority, has a duty to ensure the safety, health and welfare at work of its employees. It has a duty to consult about arrangements for joint action on health and safety matters, to prepare and bring to the attention of all staff a written statement of its safety policy and, in certain circumstances, to establish safety committees.

The Act places certain duties on employees. Employees have a duty to care for the health and safety of themselves and of others that could be affected by their act or their negligence. In addition they are required to cooperate with the employer and carry out or comply with any duty imposed on them under statutory provisions.

The Authority aims to fulfil its legal obligations and expects its employees to do likewise. Certain requirements are imposed on firefighters for health and safety reasons. For example: hair must be styled such that it does not impair the air seal of the face mask of breathing apparatus; the use of make-up or hair preparations and the wearing of jewellery and watches is prohibited whilst you are on operational duty.
Availability Form (Form 124a)
This form is a contractual commitment and you will be expected to be available for the hours that you have stated (your Line Manager will monitor this). So, be realistic about the commitment you can give, bearing in mind the hours needed for your primary employment and that individuals normally welcome time out for family and other interests. **If you are unable to provide any cover between 0800 and 1700 hours, Monday to Friday, including weekend cover as a minimum, please note that we will not be able to take your application forward during this recruitment process.**

Weekly Training Session
You are required to attend the Weekly Training session and any other training events for your station as scheduled.

Annual Leave
Four weeks paid leave a year on entry (including weekly training session) and five weeks after 5 years continuous service.

Pay
The hourly rate of pay for a firefighter when they achieve operational competence is currently £13.00.

Typical average annual earnings on this station are approximately £6068 (this will vary depending on the cover given and the number of incidents an individual attends).

The annual retainer fee for providing cover of less than 120 hours per week is currently £2137.00 when competent, and £1602.75 when you are developing your skills and working towards achieving competence.

Pension Scheme
Membership of the New Firefighter’s Pension Scheme (NFPS) (ENGLAND) is automatic for all new entrants. The NFPS is a final salary scheme and you will be automatically admitted to the scheme.

Community Volunteers
Cumbria Fire & Rescue Service also recruits Community Volunteers. These are people from the community assisting with Fire & Rescue community safety initiatives. Community Volunteers work alongside Fire & Rescue Service personnel under the supervision of, and supported by, fire officers. Their function is to assist the community safety departments within each locality, meeting the safety needs of the many diverse areas of Cumbria.

Being a Community Volunteer is about supporting the Fire & Rescue Service and the community. Although the position of Community Volunteer is unpaid, out of pocket expenses such as travelling expenses are reimbursed.

If you want to find out more about volunteering opportunities with Cumbria Fire and Rescue Service please contact the Volunteers Project Officer 01768 812550 or e-mail volunteers@cumbriafire.gov.uk. Further information is also available on our website www.cumbriafire.gov.uk/want/work/volunteer.asp

Further Useful Information Sources:
Cumbria Fire and Rescue Service www.cumbriafire.gov.uk/ or phone Peter Irving on 07824608201, or Kevin Timmons on 07824607382.

National Fire and Rescue Service http://www.fireservice.co.uk/recruitment

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For Childcare and Family Support www.cumbria.gov.uk/childrensservices/cis/ or phone the Children’s Information Service 0847125 737 or email childrens.information@cumbria.gov.uk

Skills for Justice website http://www.skillsforjustice-ipds.com

Firefit website http://www.firefitsteeringgroup.co.uk/nfst.htm

THANK YOU FOR YOUR INTEREST IN CUMBRIA FIRE & RESCUE SERVICE
Service Expectations of Becoming a Competent Firefighter

We expect high standards from our firefighters and to support this we provide an extensive initial and on-going training programme. This includes supporting you through a range of qualifications which are endorsed by the Chief Fire Officers Association (CFOA).

Initial Training:
You will receive an induction programme which includes information about the Organisation: Cumbria Fire & Rescue Service and the wider activities of Cumbria County Council.

Your initial induction will also provide information on what to expect during your initial block training and explain what we expect from you, and what you can expect from us.

Moving through ‘Development’ to being recognised as ‘Competent’
Once you have completed your initial block training, you will start to develop your skills on-station. To support you in this process, you will be allocated a ‘Mentor’ and an accredited Assessor who will provide detailed guidance and help you plan against the competency requirements.

What are the Competency Requirements and Qualifications?
There are two key qualifications that relate to the role of a firefighter:

- **BTEC Level 3 Diploma in Emergency Fire and Rescue Services Operations in the Community (QCF)**
  This is a qualification which reflects the knowledge and understanding required of a firefighter. You will complete this by working through a series of five workbooks which require some independent research activity. We would expect this to be completed over a period of about nine months and this may require you working towards this in your own time. We have an e-learning facility providing useful resources which can be accessed from any PC with internet access.

- **Edexcel Level 3 NVQ Diploma in Emergency Fire Services Operations in the Community (QCF)**
  This is a competence based qualification which directly reflects the firefighter role and the National Occupational Standards. This provides the framework in which you need to demonstrate your competence in doing the job. We have a Personal Development Recording system called ‘PDR Pro’ and this is used to record the activities you perform and the incidents you attend. It provides a ‘portfolio of evidence’ to support your journey from development to being competent. We would expect you should be able to collect sufficient evidence over a period of three years to complete the Diploma.

- **On-Station Development Programme**
  This is an individually designed programme that reflects what you need to cover on the Station. It will focus on the specific equipment and resources you will use (and in which you will be required to demonstrate competence in use). It will also incorporate details of the training, exercises and scenarios you will be engaged in which in-turn reflect the identified risks associated to the geographical community covered by your station.
Regular Formal Assessments & Reviews

The Service expects all personnel to be engaged in the Appraisal & Review process. This is to ensure you are making progress and meeting your objectives and those of the Service. In addition to regular ‘one to one’ meetings with your Crew Manager, they provide an opportunity (on a six monthly basis) to review your progress.

The Service also arranges formally assessed exercises at 9, 15, 21, and 30 months which provide you the opportunity of demonstrating your practical skills and application of knowledge and understanding individually and as a team (Crew). These exercises form part of your evidence of competence.

Commitment:
Your journey from induction to competency will require considerable effort and commitment from you, but we guarantee you will be offered excellent training and support by some of the most experienced fire and rescue professionals in the Country. This is supported by offering you nationally recognised qualifications which are adopted by many public and private fire and rescue providers.

We look forward to working with you and supporting your development.

Dominic Harrison
Chief Fire Officer / Director Safer & Stronger Communities
Cumbria Fire & Rescue Service