

Guidance Notes for Completing the Electronic Support Staff Application Form

These guidance notes are designed to help you complete your electronic application form, therefore please read them carefully beforehand. Leicestershire Fire and Rescue Service has an expectation that all applicants must submit a new application for every post applied for and that all applications for employment must be made via our e-recruitment website at www.leicestershire-fire.gov.uk/careers This ensures that we receive consistent information from all applicants which in turn enables us to shortlist your application based upon the skills, knowledge, experience and qualifications you possess that are relevant to the role for which you are applying.

It is essential you provide a detailed application because we cannot make assumptions about your abilities and we will not take into account any prior knowledge of you or any applications for employment you may have made to Leicestershire Fire and Rescue Service before. To ensure you include enough detail on your application form, read the person specification and job description for the role you are applying for and ensure you evidence the relevant criteria as listed on the person specification.

Finally, ensure you submit your electronic application before the closing date because you will not be able to do so afterwards.

Pre-Screening Questions

You will be required to answer these questions before you gain access to the application form. Please be aware that once you submit your answers, they cannot be changed.

Personal Details

We use this information to contact you where necessary throughout the selection process. Please ensure you provide us with a current, valid email address otherwise you will not receive any communication from us. The information in this section will also form part of your employment record, should you be successfully appointed. Your name and date of birth must be the same as those declared on your formal personal identification documents.

Education and Qualifications

You need to provide us with details of your secondary, further and higher education including details of any relevant qualifications. Please be advised that where you are providing details of qualifications that are essential to the role you are applying for you will be required to provide original documentary evidence of these later on in the selection process.

Employment

You are required to provide details of any employment you have undertaken both past and present. This can include full time, part time or voluntary work. You must explain any periods you spent **not** undertaking employment, education or training and the reasons for leaving employment.

Supporting Statement

Please evidence how you meet the essential and desirable criteria detailed on the person specification relevant to the support post for which you are applying; in particular those criteria that are measurable at application form stage. The information you provide in this section will be used to shortlist your application for the next stage of the process.

References

You must provide the details of a minimum of two referees, one of whom must be your current or last employer. If this is your first job then a reference from your School, College or University is appropriate. Please be advised that relatives, partners or friends should not provide references. We will not contact the referees without your permission; however it is a condition of any offer of employment that satisfactory references must be received prior to an unconditional offer and commencement of employment.

Declarations and Disclosures

Disability - You should tell us whether you, (for reasons concerned with your health or disability), require an adjustment to the selection process.

Right To Work In The UK - It is your responsibility to ensure that you have permission to work in the UK. Leicestershire Fire and Rescue Service will verify your right to work in UK and your identification prior to the commencement of your employment. If you are unclear regarding your eligibility to work in the UK please refer to the [UK Border Agency](#) website for further information.

National Insurance Number - A National Insurance number is required for you to pay National Insurance contributions. It will be required prior to starting work. However, it doesn't necessarily mean that you are entitled to work in the UK. Further information regarding applying for a National Insurance Number can be obtained from the [HM Revenue and Customs](#) website.

Criminal Convictions - You only need to tell us about any **unspent** convictions including cautions, reprimands, final warnings and bind overs and any charges that you may have pending. (Please note that certain spent convictions and cautions are 'protected' so not subject to disclosure to employers and cannot be taken into account). The information you provide regarding any declaration of criminal convictions will be treated as strictly confidential and will be considered only in relation to the job for which you are applying. If you disclose a conviction, it does not necessarily mean that we will not consider your application. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for. Any criminal convictions you have detailed in your application form will be discussed with you upon our receipt of your application and prior to you undertaking any part of the selection process. The purpose of this is to ascertain whether there are any risks attached to your employment. Further information regarding when a conviction becomes spent can be obtained from the [Ministry of Justice website](#).

Declaration

Finally you must complete the declaration. Please be advised that any information that is false will disqualify you from appointment, or if you are already appointed may render you liable to dismissal without notice.

Equal Opportunities Monitoring

Leicestershire Fire and Rescue Service monitor the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or (religious or philosophical belief) belief, sex or sexual orientation set out by the Equality Act 2010 (with the exception of marriage and civil partnership and pregnancy and maternity) so we can work towards ensuring our workforce represents the community it serves. Every job applicant is encouraged to complete our equal opportunities monitoring form for submission with their completed application form however, **it is important to note that this information will not be made available to the short listing or interview panels**. Appointments are not made based on the information job applicants provide and all the information is held securely and will only be used in line with the Data Protection Act.

Health

Leicestershire Fire and Rescue Service will not ask about the health of a job applicant before making a conditional offer of employment. A successful applicant will be required to complete a confidential medical questionnaire in conjunction with an appointment at our Occupational Health Unit.

Submitting Your Electronic Application

You may submit your electronic application form once you have completed all the mandatory fields; at which time you will receive an on screen message confirming successful submission. Thereafter you will receive an email confirming whether or not your application has been shortlisted for the next stage of the selection process.

Talent Pool

If you have completed your Talent Profile and have set it to 'ON', your name, surname, city/town, email address and telephone number(s) will be visible to the recruiting manager. They will also be able to view your personal statement, skills and experience, employment history and qualifications. They cannot view information such as your address.

Leicestershire Fire and Rescue Service Recruitment Policies

Equal Opportunities

Leicestershire Fire and Rescue Service recognise the value of a diverse workforce and we positively encourage applications for employment from all underrepresented groups. Our Equal Opportunities Policy details our commitment to promoting good employment and equality practice; to eliminate discrimination and to sustain a culture where all employees are treated fairly and with dignity and respect. Our aim is to ensure that no employee or job applicant receive less favourable treatment because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or (religious or philosophical belief) belief, sex or sexual orientation. These are the protected characteristics set out by the Equality Act 2010.

- Leicestershire Fire and Rescue Service believes that its workforce should reflect the diversity of the community it serves and that;
- Harassment, bullying and discrimination are unacceptable and will not be tolerated. We take any concerns that an employee or job applicant raises very seriously,
- Differences should be embraced and valued and;
- Everyone should have an equal opportunity to apply and be considered for job vacancies.

Establishing A Diverse Workforce at Leicestershire Fire and Rescue Service

We use the Equality Act 2010 definition of disability as people who have, "... a physical or mental impairment which has a long term, substantial adverse effect on their ability to carry out normal day to day activities." Leicestershire Fire and Rescue Service has gained positive about disabled people accreditation and as such we continue our efforts to improve the representation of disabled employees in our workforce. This means that we will shortlist for interview (and where applicable shortlist for test) all disabled applicants who meet the essential criteria for a job vacancy.

So that we may enable a disabled person to overcome barriers to employment, we will make reasonable adjustments for job applicants and employees. This may include for example, working conditions or the physical environment.

You should complete the declaration section of the application form to identify whether you require any reasonable adjustment during the selection process for reasons concerned with your health or disability. These may include the provision of sign language interpreters, accessible venues, test materials and application forms in formats such as large print, Braille, extended test times, rest periods during the interview or a support worker at the interview.

Leicestershire Fire and Rescue Service is a **Stonewall Diversity Champion** and we want to create a climate where everyone feels safe, can be themselves and can perform their roles to the best of their abilities. We encourage job applicants to declare their sexual orientation on our equal opportunities monitoring form. This is to enable us to ensure that lesbian, gay, bisexual and transgender (LGBT) people are employed in numbers that reflect the local population and so we can monitor the success of specific initiatives.

Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) and Disclosure Scotland checking services to assess applicants' suitability for positions of trust, Leicestershire Fire and Rescue Service complies fully with the DBS and Disclosure Scotland Codes of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS or Disclosure Scotland check on the basis of conviction or other information revealed.

Leicestershire Fire and Rescue Service is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibility for dependents, age, disability or offending background.

A copy of the DBS and Disclosure Scotland Codes of Practice will be provided to all successful candidates for posts where disclosure is required. Furthermore, the Codes of Practice are available, on request, to anyone else who wishes to see them. The Disclosure Scotland Code of Practice ("the Code") is published by Scottish Ministers under section 122 of Part V of the Police Act 1997 ("the 1997 Act"). The Code identifies obligations which registered bodies, counter signatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 ("the 2007 Act").

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS or Disclosure Scotland check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For positions where a DBS or Disclosure Scotland check is required, all application forms, job adverts and recruitment literature will contain a statement that a DBS or Disclosure Scotland check will be requested in the event of the individual being offered the position.

Where a DBS or Disclosure Scotland check is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account. We request that any information not subject to this filtering is declared on the application form and we guarantee that this information will only be seen by those who need to see it as a part of the recruitment process.

Unless the nature of the position allows Leicestershire Fire and Rescue Service to ask questions about your entire criminal record, (except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and cannot be taken into account), we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Leicestershire Fire and Rescue Service who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure

to reveal information directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS or Disclosure Scotland check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the position and the circumstances and background of your offences.