

Guidance Notes for Completing the Application Form

These guidance notes are designed to help you complete your application form, therefore please read them carefully before you commence your application.

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. This ensures that we receive consistent information from all applicants which in turn enables us to assess 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 measured (where applicable), as listed on the person specification.

Please note the CFA will disqualify any applicant who directly or indirectly seeks the support of any member for any appointment, with the CFA.

Important Information About the Online Application Form

Please note that the online application form will 'timeout' after 120 minutes without any input, therefore it is prudent to periodically save your application. If you intend to leave the application form open for long periods of time without any input, save your application form and log out. You can log back in and continue completing your form when you are ready to.

Pre-Screening Questions

If you are asked 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 will 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. The details you provide 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 in the selection process.

Employment

You are required to provide details of any employment you have undertaken both past and present up to a maximum of ten years. 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.

Employment Location (On Call Applicants Only)

You should provide the name of the On-Call Fire and Rescue Station for which you are applying. Please bear in mind that you must be able to respond to this Station from either your place of work or your home address within four minutes (or six minutes if you are applying for Billesdon Station or Market Bosworth Station) of the receipt of the call without contravening the Road Traffic Act. We also need you to tell us whether you will be responding from home or work, or both.

On-Call Availability (On Call Applicants Only)

In order that we may ascertain whether or not your availability for On-Call Firefighter duties supports Leicestershire Fire and Rescue Service's requirements, please complete your hours of availability in this section. This must include the start and finish times for each day that you are available, and the total hours of availability cannot exceed 120 hours.

Supporting Statement/Competency based questions (if applicable)

You must evidence how you meet the essential and desirable criteria detailed on the person specification relevant to the post for which you are applying; you should focus on criteria that are measurable at the application form stage, which are identified on the Person Specification document.

In certain circumstances you may be required to answer competency-based questions in place of the supporting statement. Where this is applicable you should refer to the Values and Behaviours Competency Framework on the Leicestershire Fire and Rescue Service careers page.

The information you provide in this section (when required) will be used to shortlist your application.

Referees

Please provide details of at least two referees.

References must be from both your current and previous employers. It is a condition of any offer of employment that satisfactory references must be received prior to an unconditional offer and commencement of employment.

If this is your first job then a reference from your School, College or University may be appropriate.

Please be advised that references from relatives, partners or friends, will not be accepted.

In most cases references will be required to cover the last five years, therefore it essential you aim to provide details of referees that can meet these criteria.

Leicestershire Fire and Rescue Service reserve the right to request additional references if deemed necessary.

Declarations and Disclosures

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 Visas and Immigration](#) 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.

Relationships – You must declare if you have a close personal relationship with any employee of Leicestershire Fire and Rescue Service, this is to ensure fairness and transparency during the selection process, and failure to disclose the information may disqualify you from the process.

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. 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](#).

Dismissal From Previous Employment - You are required to confirm if you have been dismissed within the last 5 years from employment. Confirming this information does not automatically preclude you from employment with Leicestershire Fire and Rescue Service (LFRS). If you confirm a previous dismissal, a member of LFRS Human Resources will be in touch with you to discuss the information and clarify suitability for continuing through the selection process. If you do not confirm a previous dismissal and this information is later confirmed, your application will be closed and you will no longer be able to continue in the process.

Pension – Leicestershire Fire and Rescue Service have obligations as part of the National Fraud Initiative. If you have been retired from a previous public sector occupation and are in receipt of a pension payment in relation to this, a member of Leicestershire Fire and Rescue Service may need to make contact with you to discuss this information further.

Consent and Certification of Details

You must confirm that you have read Leicestershire Fire and Rescue Service privacy notice and provide consent for us to use your details to progress your application.

Declaration

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. **It is important to note that the information you complete in this section will not be made available to the short listing or interview panels.** Appointments are not made based on the information job applicants provide in this section.

All information is held securely and will only be used in accordance with the General Data Protection Regulations.