



County Durham and Darlington
Fire and Rescue Service
www.ddfire.gov.uk

GUIDANCE NOTES

**Please read this information before completing
the enclosed Application Form**

County Durham and Darlington Fire and Rescue Service

Safest People, Safest Places

These notes are intended to help you complete the enclosed application form.

The person specification provided with the details of the post, lists the criteria against which each candidate will be assessed. The persons selected for the next stage in the selection process will be those who most closely meet the essential and where necessary the desirable criteria also.

If you need any help in completing the application form, please contact the person specified on the job advert. Application forms in other formats can be provided and independent help in completing the application form for dyslexic candidates can be sourced.

GENERAL

Please complete the application form using **type or black ink** so that it can be photocopied.

Please check that the application form is for the correct post and take note of the closing date as late applications will not be considered.

Please ensure that you include as much relevant information as possible **ON THE APPLICATION FORM**. Please **DO NOT SUBMIT C.V.'S OR ADDITIONAL SHEETS** as they will not be considered for short listing purposes. **ASSUME THAT THOSE INVOLVED IN SHORT LISTING KNOW NOTHING ABOUT YOU**. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

DATA PROTECTION STATEMENT

The information provided on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you provide will also be used to help us monitor our recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing and/or submitting this application form we will be assuming that you agree to the processing of sensitive personal data, in accordance with the Data Protection Act 1998.

PART ONE

1. Current / Most Recent Employment

Please provide full details as this will enable us to assess your suitability for the post for which you are applying.

2. Employment History

Please provide full details of any previous posts you have held, starting with the most recent first.

3. Qualifications and Training

Please provide full and accurate details about your education, training, and professional qualifications, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates, but please do not attach certificates to your application form as these will be requested at a later date.

4. Membership of Professional Bodies

Complete this section as appropriate.

5. Work Related Courses / Training

Please note, only those which are particularly relevant to the role for which you are applying should be included here.

6. Skill and Experience Relevant to the Post

Use this section to highlight experience, achievements and personal qualities that you consider to be relevant to the post and that demonstrate you meet the criteria on the Person Specification.

Explain in this section if you wish to apply for the post in a job share capacity.

PART TWO

The information on the remainder of this application form will enable us to monitor our recruitment process in relation to our Equality and Diversity Policy and will not be made available to those assessing your application unless an offer of employment is being considered. The information supplied will be treated in the strictest confidence. Pages 7 – 11 inclusive will be removed before the sifting process commences.

7. Post Applied For

It is essential that you complete this section before moving on to complete the rest of the document.

8. Personal Details

Right to work in the UK

Section 15-25 of the Immigration, Asylum and Nationality Act 2006 aims to ensure that employment is offered only to those entitled to live and work in the UK. It is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

- that person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or
- that person comes into a category specified by the Home Secretary where such employment is allowed.

The successful candidate will be asked to provide documentary evidence of their right to work here.

9. Driving Qualifications

The answer to this question will only be taken into consideration during the selection process if driving is an essential requirement of the role for which you are applying.

10. References

Please give the names, job titles and contact details of two persons to whom reference requests may be made. One should be your present (or most recent) employer. If you are a recent school leaver one referee should be the Head Teacher of your school/college. Your second reference may be a character reference. **Please note, we do not find it acceptable to take up references from relatives or friends.**

The Service may request your permission to seek additional referees.

11. Declaration of Convictions

It is Service policy to ask applicants to declare any criminal convictions they may have, subject to the terms of the Rehabilitation of Offenders Act 1974 under which certain convictions may be deemed 'spent' after a period of time.

However, some posts are exempted from that Act and for such posts applicants are required to declare **ALL** convictions, none of which can be regarded as "spent". The person specification will indicate whether or not the post for which you are applying falls within this category. The information you provide may therefore be used at some point during the recruitment process dependent upon the requirements of the post and the Service will conduct a Disclosure and Barring Service check where applicable. Any offer of employment will be subject to a satisfactory Disclosure and Barring Service check. Failure to disclose details of any criminal record at the outset may result in an offer of employment being withdrawn.

12. General Declaration

Please note: whilst we will accept your application by e-mail in the first instance it must be followed by a signed copy addressed to the person specified on the advert, received no later than two working days after the closing date. (Failure to provide a hard copy version will result in the application being declared void).

13. Equal Opportunities Monitoring Questionnaire

The information in this section will only be used for statistical purposes.

County Durham and Darlington Fire and Rescue Service is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of gender, gender reassignment, age, disability, race, religion or belief, sexual orientation, marriage & civil partnership, pregnancy and maternity.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

FINAL CHECK

1. Check that you have completed each section of the application form and that you have provided as much information as you can in line with the person specification for the role. Please remember that the person specification provided with the details of the post lists the criteria against which each candidate will be assessed. The persons selected for the next stage in the selection process will be those who most closely meet the essential and where necessary the desirable criteria also.
2. Please return your completed application form marked 'Confidential' to the address shown on the front cover.

Due to the amount of interest shown in Fire Service vacancies we are unable to reply to every initial application. Therefore, **if you have not received a reply within 14 days of the closing date please assume that you have been unsuccessful on this occasion** and thank you for the interest you have shown.