Corporate Application Form

**Introduction**

Thank you for expressing an interest in applying to County Durham and Darlington Fire and Rescue Service. Making an application will require some time and effort from you. Before starting the application please read the guidance carefully.

If you need any help in completing the application form, please contact the person specified on the job advert. Application forms in other formats such as large print, Braille and audio tape can be provided and independent help in completing the application form for dyslexic candidates can be sourced. A minicom facility is available on (0191) 3847840.

**General guidance**

* Please complete the application form using type or black ink so that it can be photocopied.
* Please ensure that you include as much relevant information as possible on the application form.
* Please do not submit CVs as we are unable to accept them and they will not be considered for short listing purposes.
* Assume that those involved in shortlisting 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.
* Make photocopies of the application form to practice on. Check spelling and punctuation and get a friend or colleague to double check it for you. Once you are happy with your draft copy then you can complete the original form neatly before returning it.
* Complete all parts of the application form

**General Data protection**

As part of our candidate application and recruitment activities we collect, process and store personal and special categories of data which may directly or indirectly identify you (together “personal information”). We process personal information for a range of purposes relating to general recruitment activities as well as the recruitment process and this may include your application, assessment, pre-employment screening, and your worker permissions. This Candidate Privacy Notice (“Privacy Notice”) sets out:

* why we collect your personal information;
* what information is collected and;
* how it is processed within the recruitment process.

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

1) Why do we collect your personal information?

We only process your personal information where we are lawfully permitted for one or more of the purposes set out below. Not all of the purposes set out below will apply to you all of the time.

**a) Application:** activities carried out in the course of receiving and assessing candidate applications, including reviewing general applications or applications for specific jobs and processing information to enable subscription to our job alerts.  This may involve the processing of your application form, name, address, employment history, academic and professional qualifications, age, diversity data including gender, ethnicity, disability, sexual orientation, nationality and previous disciplinary matters;   
**b) Assessment:** activities carried out in the course of assessing candidate suitability for roles, which may involve the processing of your application form, psychometric tests (such as a situational judgement test, ability or personality test), interview, behavioural assessments (such as a role play, group exercise or presentation), technical assessments;  
**c) Pre-employment screening (PES):**  pre-employment screening activities carried out for the purposes of right to work and medical suitability to the role.

2) What personal information might we process and how we collect it?

Generally, we collect personal information directly from you in circumstances where you provide personal information to us by applying directly for a role, or information that we learn about you through your interactions with us, or with third parties (e.g. recruitment agencies). We may also collect personal information about you from third parties, including, for example, when a referee provides information about you.

a) Your Personal Information

* Personal details such as name, address, email address and date and place of birth;
* Work history/job data; previous employers, positions, dates, etc.;
* Education and work history including professional qualifications and skills;
* Employer feedback / references;
* Nationality / visa / right to work permit information; (e.g. passport, driving licence, National Insurance numbers);
* Photographs and images from recorded assessments;
* Results of pre-employment screening checks (e.g. criminal records);
* Assessment results e.g. psychometric assessment results.

b) Your Special Categories of Information

During the process we may also inadvertently capture some special categories of personal information about you (e.g. information relating to your racial or ethnic origin, religious of philosophical beliefs, trade union membership, physical or mental health or condition, sexual orientation), where this has been provided or made publicly available by you or can be inferred from your application form. We may also process certain special categories of information about you (e.g. information about a physical or mental health or condition) in order to make reasonable adjustments to enable our candidates to apply for jobs with us, to be able to take online assessments, to attend interviews/assessment centres, to prepare for starting at the Service (if successful) and to ensure that we comply with regulatory obligations placed on us with regard to our hiring. We may also process information relating to criminal convictions and offences (e.g. as part of pre-employment screening checks). We will only process special categories of information or information about criminal convictions and offences where we have obtained your explicit consent or where permitted by applicable laws (and then only when necessary for the purposes mentioned above). Where we are processing personal information based on your consent, you have the right to withdraw that consent at any time where there is no other legal basis for the processing.

3) Legal basis for the processing

The Services entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information throughout the recruitment process.

* It is in the legitimate interests of the service to process your personal information in the administration of your application and for general recruitment purposes;
* The service will also process your personal information where it is required by law or regulation. This processing will always be fair and lawful;
* During the course of your application it may also be necessary to process special categories of information about you where we have obtained your explicit consent or where permitted by applicable laws.

4) Who do we share your personal information with?

The service will need to share your personal information internally and may require to share it with some external parties or associates of the service. In all cases, however, we will ensure that any transfer of your personal information is compliant with applicable data protection law. Your information will only be shared if it is necessary or required (for example in order to carry out pre-employment screening).

The recruitment process will involve:

* Assessing and progressing your application;
* Assessing your suitability (skills, strengths, behaviours for the role);
* Activities needed to complete the on-boarding and screening process should your application be successful.

To enable these processes your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally within the service with the following people:

* Those employees who would have managerial responsibility for you or are acting on their behalf;
* Employees in HR who have responsibility for certain HR processes (for example, recruitment, assessment, pre-employment screening);
* Employees in IT and system owners who manage user access;
* Security managers for facilities / premises.

The may also need to share your information with certain external third parties including:

* Companies who provide recruitment and candidate interview and assessment services to the service;
* Suppliers who undertake background screening on behalf of the service, criminal checking bureaus, etc.);
* Individuals and companies that you have previously worked for who may provide references/recommendations;
* Other third-party suppliers (or potential suppliers), who provide services on our behalf.

5) How do we protect your information?

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. This is done in accordance with the IT Security Policy.

6) Your Rights

a) Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

b) Identity and contact details of controller and data protection officer

County Durham and Darlington Fire and Rescue is the controller and processor of data for the purposes of the DPA18 and GDPR.

If you have any concerns as to how your data is processed you can contact:

The Governance Team  
County Durham and Darlington Fire and Rescue Service  
Fire and Rescue Service Headquarters  
Belmont Business Park  
Durham, DH1 1TW

Email: [ServiceHQ@ddfire.gov.uk](mailto:ServiceHQ@ddfire.gov.uk)

7) Screening checks

As part of the Selection process, the service performs a number of screening checks, where permitted by local law. These checks are only performed on candidates who have been selected for a role. Your consent will be requested before screening checks are performed.

8) Criminal records checks

Given the nature of our business, in certain circumstances we have legal and regulatory obligations to ensure that the people we employ can be relied upon to interact with vulnerable people. We therefore ask questions about any prior civil or criminal proceedings you may have been subject to and may also conduct criminal record checks.

**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. Any gaps in employment history will need to be explained.

1. **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.

1. **Membership of professional bodies**

Complete this section as appropriate.

1. **Work related courses/training**

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

1. **Skills 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. 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.

Also 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. The information supplied will be treated in the strictest confidence. Pages 13 - 18 inclusive will be removed before the sifting process commences.

1. **Post applied for**

It is essential that youcomplete this section before moving on to complete the rest of the document. Please take note of the closing date as late applications will not be considered.

1. **Personal details**

Complete this section as appropriate.

1. **Identity and 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 Secretarywhere such employment is allowed.

In line with the baseline personnel security standard (BPSS), the successful candidate will be asked to provide documentary evidence of their right to work in the UK and will also be required to bring original ID documentation, in order to verify identity, prior to being employed by us.

Please visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for more information on prevention of illegal working.

1. **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.

1. **References**

Please give the names, job titles and contact details of at least two persons to whom reference requests may be made. One should be your present (or most recent) employer or if you are a recent school leaver, the head teacher of your school/college. The references must cover a minimum period of 3 years and all gaps must be accounted for. If you have had more than two jobs in the last 3 years, please provide the contact details of all previous employers in this period so they can be contacted for a reference.

If you have worked for the same employer or been at the same educational establishment for the past three years, your second reference may be a character reference. **Please note,** **we do not find it acceptable to take up references from relatives or friends**.

If you have never been in employment your nominated referees should be someone in a professional capacity who can provide a personal reference and **must have been known to you for a minimum of 5 years**. Neither of the names supplied should be people who you are related to or who are living with you.

The Service may request your permission to seek additional referees.

1. **Declaration of convictions**

It is Service policy to ask applicants to declare any unspent 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. In line with the baseline personnel security standard (BPSS) we conduct a basic criminal check for all new employees and any offer of employment will be subject to a satisfactory Basic Disclosure Certificate being obtained.

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.

1. **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).

**Part three**

1. **Diversity monitoring form**

The 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 age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
* No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The diversity monitoring form helps us ensure we are as accessible as possible to all groups in the community. The data is held in accordance with the General Data Protection Regulations and is not used to assist or make selection decisions. It will be used for statistical analysis only.

**Final check**

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.

Please return your completed application form marked ‘Confidential’ to the address shown on the front cover.

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

**This page is intentionally blank**

|  |  |
| --- | --- |
| **Part one** | |
| 1. **Current / most recent employment** | |
| Name and address of current or most recent employer | Post title |
| Date employment commenced (and terminated if appropriate) | Current salary |
| Employer’s business / industry | Period of notice |
| Brief description of duties | |

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for leaving / wishing to leave | | | |
| 1. **Employment history** | | | |
| As part of our commitment to safeguarding practices for children, young people and vulnerable adults, you are required to provide details of any gaps in your working history. | | | |
| Previous employer  (most recent first) | Dates of employment  from / to | Job title and main duties | Reason for leaving |
|  |  |  |  |

**Continue on a separate sheet if required**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Qualifications and training** | | | | | | | | |
| Please give details of all educational qualifications you have obtained from school, college, university, etc. | | | | | | | | |
| Name of educational establishment | | Subject and qualifications obtained | | | | Dates of study | | Grade achieved |
|  | |  | | | |  | |  |
| Membership of professional bodies | | | | | | | | |
| Name of body / qualification | | | | Class / Grade of membership | | | | |
|  | | |  | | | | | |
| 1. **Work related courses/training** | | | | | | | | |
| Please give details of any courses you have attended which are particularly relevant to the role (continue on pages provided at the end of this form if required). | | | | | | | | |
| Course title/Subject | Organising body | | | | Dates attended | | Duration of course (e.g. 1 day) | |
|  |  | | | |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Skills and experience relevant to the post** | | | |
| Describe how you meet the selection criteria as defined in the person specification for the role.  **Continue on separate sheet if required** | | | |
| **Candidate number** …………  (Office use only)  **Part two** | | | |
| 1. **Post applied for** | | | |
| Post title ………………………………………………………………. Closing date…………………………… | | | |
| 1. **Personal details** | | | |
| Last or family name ………………………………………………………………………………………………….  First name(s) ……………………………………….....…………….………………………………….....…………  Permanent address …………………………………………………………………………………………………  Town …………………………………………County ………………….……………Postcode …………………  Telephone no (Home)……………………..………………………………………………………………………..  Telephone no (Mobile) ………………………………………………………………………………………..……  E-Mail address (if applicable) ……………………………………………………………………………..……..  National insurance number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_/\_\_\_\_ | | | |
| 1. **Right to work in the UK** | | | |
| Are you eligible to live and work in the UK according to the  Immigration, Asylum and Nationality Act 2006 and Immigration Act 1971. Yes 🞎 No 🞎  If No, please detail  ………………………………………………………………………………………………….………………………  ……………………………………………………………..……………………………………………………………  If you are a Commonwealth citizen or a foreign national, is your stay in the UK free of restriction?    Yes 🞎 No 🞎  Are you able to produce original documentation to confirm your identity and this right? Yes 🞎 No 🞎 | | | |
| 1. **Driving licence** | | | |
| **The answer to the following question will only be taken into consideration during the selection process if driving is an essential requirement of the job for which you are applying.**  Do you hold a full UK driving licence? Yes 🞎 No 🞎  If No, please indicate your driving qualifications, i.e. Non-driver, provisional licence, penalty points with dates etc. | | | |
| 1. **References** | | | |
| **NB appointment will only be confirmed subject to satisfactory references.**  Are you happy for these references to be contacted? Yes 🞎 No 🞎  Please note that referees will only be contacted if you are successful at the interview stage. If you ticked no to either of the above please provide a date when they can be contacted. | | | |
| **Reference 1**  Name ……………………………………………………  Position/title …….……………………………………  Organisation name…………………………………….  Address …………………………………………………  …………………………………………………….………  ……………………………………………………………  Postcode ………………………………………………  Telephone no ……………………………………..  E-mail address ………………………………..……  Relationship …………………………………….……  (i.e. employer, tutor, character referee)  **Please continue on a separate sheet if necessary** | | **Reference 2**  Name ……………………………………..…………  Position/title……………………………..…………  Organisation name………………………………..  Address ………………………………………………  ……..………………………………………..…………  ……..………………………………………..…………  Postcode ………………………………….…………  Telephone no ………………………………..………  E-mail address .……………………………………  Relationship ……………………………………...…  (i.e. employer, tutor, character referee) | |
| 1. **Declaration of convictions** | | | |
| Do you have any unspent convictions? Yes 🞎 No 🞎 If yes please detail below: | | | |
| Offences | Date of conviction | | Judgement and sentence |
| **Any additional information (including “spent” convictions where the role requires this – see person specification)** | | | |
| 1. **General 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 General Data Protection Regulations. 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 Authority directly or indirectly to promote this application or providing false/misleading information in this application form shall disqualify you from appointment or if appointed may render you liable to disciplinary action, which could lead to your dismissal.** | | | |

**This page is intentionally blank**

|  |
| --- |
| Part three  **Candidate number** ……  (Office use only) |
| 1. Diversity monitoring form |

**Completion of this section of the application form will help us to ensure equality of opportunity. Please note: This information forms no part of the recruitment process. It will be detached from your application on receipt.**

**Which gender do you identify with most?**  Male 🞎 Female 🞎 Non binary🞎

Other 🞎 Prefer not to say 🞎

**Do you or have you ever identified as trans?** Yes 🞎 No 🞎 Prefer not to say 🞎

(i.e. have a gender identity that differs from your assigned sex)

**Age group** 17-24 🞎 25-35 🞎 36-45 🞎 46-55 🞎 56-65 🞎 66+ 🞎

**Are you?** Married 🞎 Civil partnership 🞎 Neither 🞎 Prefer not to say 🞎

**Are you pregnant or on maternity leave?**  Yes 🞎 No 🞎

|  |  |  |
| --- | --- | --- |
| **Ethnic origin** (tick as appropriate) | | |
| White  🞎 British  🞎 Irish  🞎 Any other white background | | Mixed  🞎 White and Black Caribbean  🞎 White and Black African  🞎 White and Asian  🞎 Any other mixed background |
| Asian or Asian British  🞎 Indian  🞎 Pakistani  🞎 Bangladeshi  🞎 Any other Asian background | | Black or Black British  🞎 Caribbean  🞎 African  🞎 Any other Black background |
| Chinese  🞎 Chinese | | Other ethnic group  🞎 Any other (please specify)  …………………………………………………..  🞎 Prefer not to say |
| **Sexual orientation** (tick as appropriate) | | |
| 🞎 Lesbian / Gay woman  🞎 Gay man  🞎 Heterosexual / straight | | 🞎 Bisexual  🞎 Other  🞎 Prefer not to say |
| **Religious belief / faith** (tick as appropriate) | | |
| 🞎 Buddhist  🞎 Hindu  🞎 Christian  🞎 Jewish  🞎 No religion | 🞎 Muslim  🞎 Sikh  🞎 Other (please specify)  ………………………………………………  🞎 Prefer not to say | |
| **Would you describe yourself as having a disability?** Yes 🞎 No 🞎  (Please note: This information is required for monitoring and also to ensure that if you require adjustments for the interview we can facilitate this. The Equality Act defines a disability as a physical or mental impairment which has a substantial long term adverse effect on a person’s ability to carry out normal day to day activities. People who have had a disability but no longer have one are covered by the Act).  Do you have any specific requirements to enable you to fully participate in the recruitment process?  Yes 🞎 No 🞎 If Yes, please provide details below:  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | |
| **How did you hear of this vacancy?** (tick as appropriate) | | |
| 🞎 Fire service employee  🞎 Strategic partner  🞎 Job centre  🞎 Careers adviser  🞎 Advert in press (please specify)  …………………………………………………….  🞎 Website (please specify)  …………………………………………………….  🞎 Social media (please specify)……………… | 🞎 Poster in the community (please specify)  …………………………………………………  🞎 Local fire station (please specify)  …………………………………………………..  🞎 Community engagement event (please specify)  …………………………………………………………  🞎 Other (please specify)  ……………………………………………………….... | |