

# Northumberland Fire & Rescue Service

## Retained Duty System Firefighter

### APPLICATION FORM



Once completed this application should be returned to the

Human Resources Department,  
Northumberland Fire and Rescue Service,  
West Hartford Business Park,  
Cramlington,  
Northumberland,  
NE23 3JP





## Introduction

Thank you for expressing an interest in applying to Northumberland Fire & Rescue Service. Making an application will require quite a lot of time and effort from you. Before starting the application please complete the checklist below. These will help you decide whether you are likely to enjoy working as a Firefighter and whether you are eligible to apply.

## Pre Application Checklist

Before completing this application form take a moment to answer the questions in this box. Please use the notes at the bottom of this page to help you in responding to each of these questions.

Are you over 17 years and six months of age? (see Note 1)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you eligible to work in the UK? (see Note 2)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any kind of colour blindness? (see Note 3)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any kind of hearing impairment? (see Note 3)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any disability that reduces your ability to grip, hold or lift objects, or to lift or lower yourself? (see Note 3)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever suffered from dizziness, fainting, blackouts or fits? (see Note 3)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any unspent criminal convictions? (see Note 4)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you commit to practice and actively promote the Fire & Rescue Service Core Values? (section 4)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have ticked any of the grey boxes and still wish to proceed with your application you are advised that the information you provide will be checked and as such contribute to our decision as to whether to take your application further.

## Notes

**Note 1.** It is a requirement to be aged 18 years or over at commencement of training. You may apply to be a Firefighter if you are aged between 17 years 6 months and 18 years old as long as you are 18 years old once you commence training.

**Note 2.** If you are unsure if this relates to you, please contact the Northumberland Fire & Rescue Service HR Department on [fire.recruitment@northumberland.gov.uk](mailto:fire.recruitment@northumberland.gov.uk) or 01670 621126.

**Note 3.** Fire and Rescue Authorities are required to assess each applicant on an individual basis with regard to their suitability to perform the role of a Firefighter, in accordance with relevant legislation. This means that Fire and Rescue Authorities will consider what reasonable adjustments could be made to enable you to proceed with your application provided any such adjustments do not contravene Health and Safety legislation. Health & Safety legislation places the obligation on Fire and Rescue Authorities to ensure that individuals are safe at work for their own protection and that of others. (In the context of the Fire and Rescue Service "others" includes colleagues and members of the public).

**Note 4.** Under the Rehabilitation of Offenders Act 1974 you are obliged to declare any unspent convictions or criminal proceedings pending as these may bar you from working as a Firefighter. This will be checked before an offer of employment is made.

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Once you have completed the pre-application checks and, where necessary, have raised any concerns with the contact named on page two, you are ready to complete the application form.

## Overview of the Firefighter Application Form

The Firefighter Application Form is made up of the following sections:

- Section 1 – Personal Details – this information will not be used as part of the selection process. It is for monitoring purposes only.
- Section 2 – Personal Statements
- Section 3 – References
- Section 4 – Our Values
- Section 5 – Declaration
- Equal Opportunities Monitoring Information – this information will not be used as part of the selection process. It is for monitoring purposes only.

In order for your application to proceed you must ensure that each section is completed.

### Please remember

- Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly and accurately presented. The decision to invite you to the next stage will be based on the information you give us on this form.
- Failure to provide accurate and complete information may result in your application being rejected.
- If, after reading through the recruitment material, you have any remaining questions, please feel free to contact the Northumberland Fire & Rescue Service HR Department on [fire.recruitment@northumberland.gov.uk](mailto:fire.recruitment@northumberland.gov.uk) or 01670 621126.

## Section 1. Personal Details

### Personal details

Mr  Mrs  Miss  Ms  (Tick as appropriate)

Surname: .....

First Name(s): .....

Address: .....  
.....  
.....

Postcode: .....

Home telephone number: .....

Mobile telephone number: .....

Work telephone number: .....

Email: .....

Date of birth: ...../...../..... Age: .....

*We collect date of birth and age information to verify that you satisfy the minimum age criteria of being 18 or over at commencement of training.*

For practical assessments, we will provide you with  
Protective clothing/footwear please confirm your shoe size: .....

Please indicate the Fire Station for which you are applying to become a Retained Firefighter.

***It is important that you contact your local Station to gain further information about the Station and the Role.***

Allendale		Hexham	
Alnwick		Pegswood	
Amble		Ponteland	
Belford		Prudhoe	
Bellingham		Rothbury	
Berwick		Seahouses	
Haltwhistle		Wooler	






**Eligibility**

Are you eligible to work in the UK?

Yes  No

If you are a Commonwealth citizen or a foreign national,

Is your stay in the UK free of restrictions?

Yes  No

**Reasonable Adjustments**

Do, you have any specific requirements / disabilities (e.g. dyslexia)? If you have ticked 'Yes' please provide further details.

Yes  No

.....

.....

.....

.....

.....

.....

**Declaration of Offences**

**Are you a member of the Disclosure and Barring Service (DBS) Update Service? Yes/No**

**If yes – please provide a copy of your DBS Certificate and with your consent we will carry out a status check.**

If no – please complete the following:-

You are required to declare any convictions for offences that are not spent under the Rehabilitation of Offenders Act 1974. Include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences including number of penalty points.

Are you currently subject to any criminal conviction, which is not yet spent under the Rehabilitation of Offenders Act 1974?

Yes  No

Offence:.....Date of Conviction:.....

Judgement and sentence: .....

Give details of any charges pending: .....

1. **Availability**

a) Will your employer release you from work to attend a fire?

Yes  No

b) If **YES** are you prepared to respond to calls for the whole of each 24 hours?

Yes  No

c) If **NO** how many hours in each 24 are you prepared to respond to a call?  
hours.

2. **Respond to Call**

How long will it take you to reach the Fire Station (to the nearest minute rounding up)?

(i) From home

(ii) From work (only if you have said **YES** to 1a) above)

24 hour clock	MORNING (A.M.)												AFTERNOON (P.M.)				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
MONDAY																	
TUESDAY																	
WEDNESDAY																	
THURSDAY																	
FRIDAY																	
SATURDAY																	
SUNDAY																	

**Please note we require a minimum of 90 hours cover per week.**

**Please indicate with**

“**A**” when available

“**W**” when at work and not available

“**O**” when off or unavailable

**Signed:** : \_\_\_\_\_

**Total Hours Per Week:** \_\_\_\_\_

## Section 2 – Personal Statements

**1. Why do you want to become a Firefighter?**

**2. If successful, how would you contribute to your community in your role as a Firefighter?**



### Section 3 - Referees

Please provide the name and contact details of two referees. Your nominated referees could be teachers, community workers or employers, but if you are in work or have been employed, one of your nominated referees should be your current or most recent employer. You may not use relatives as referees. If you are unable to provide referees please contact the Northumberland Fire & Rescue Service HR Department on [fire.recruitment@northumberland.gov.uk](mailto:fire.recruitment@northumberland.gov.uk) or 01670 621126 to discuss.

1. Name: .....

Telephone number: .....

Address: .....

.....

.....

Relationship to you: .....

2. Name: .....

Telephone number: .....

Address: .....

.....

.....

Relationship to you: .....

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 please provide further details.

.....

.....

.....

## Section 4. Our Values

We value...

- **Service to the community**
- **People**
- **Diversity**
- **Improvement**

<p><b>SERVICE TO THE COMMUNITY</b></p> <p>We value service to the community by...</p> <ul style="list-style-type: none"> <li>● Working with all groups to reduce risk</li> <li>● Treating everyone fairly and with respect</li> <li>● Being answerable to those we serve</li> <li>● Striving for excellence in all we do</li> </ul>	<p><b>PEOPLE</b></p> <p>We value all our employees by practising and promoting...</p> <ul style="list-style-type: none"> <li>● Fairness and respect</li> <li>● Recognition of merit</li> <li>● Honesty, integrity and mutual trust</li> <li>● Personal development</li> <li>● Co-operative and inclusive working</li> </ul>
<p><b>DIVERSITY</b></p> <p>We value diversity in the service and the community by...</p> <ul style="list-style-type: none"> <li>● Treating everyone fairly and with respect</li> <li>● Providing varying solutions for different needs and expectations</li> <li>● Promoting equal opportunities in employment and progression within the service</li> <li>● Challenging prejudice and discrimination</li> </ul>	<p><b>IMPROVEMENT</b></p> <p>We value improvement at all levels of the service by...</p> <ul style="list-style-type: none"> <li>● Accepting responsibility for our performance</li> <li>● Being open-minded</li> <li>● Considering criticism thoughtfully</li> <li>● Learning from our experience</li> <li>● Consulting others</li> </ul>

## Section 5 - Declaration

**I have read and understood the Fire and Rescue Service Core Values and will commit to practice and actively promote them.**

**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 Data Protection Act.**

**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 and Rescue Authority directly or indirectly to promote this application or providing false/misleading information in this form*



*shall disqualify you from appointment or if appointed may render you liable to disciplinary action, which could lead to your dismissal.*

## Equal Opportunities Monitoring Information 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 gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

**This information forms no part of the recruitment process. It will be detached from your application on receipt.**

Name : \_\_\_\_\_

Age	Ethnic Origin	
17-24 <input type="checkbox"/>	<u>White</u>	<u>Asian or Asian British</u>
25-35 <input type="checkbox"/>	British <input type="checkbox"/>	Indian <input type="checkbox"/>
36-45 <input type="checkbox"/>	Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>
46-55 <input type="checkbox"/>	Any other white background <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
56-65 <input type="checkbox"/>		Any other Asian background <input type="checkbox"/>
66 and over <input type="checkbox"/>	<u>Mixed</u>	<u>Black and Black British</u>
	White and Black Caribbean <input type="checkbox"/>	Caribbean <input type="checkbox"/>
	White and Black African <input type="checkbox"/>	African <input type="checkbox"/>
	White and Asian <input type="checkbox"/>	Any other black background <input type="checkbox"/>
	Any other mixed background <input type="checkbox"/>	
	<u>Chinese or other ethnic group</u>	
	Chinese <input type="checkbox"/>	
	Any other (please specify) <input type="checkbox"/>	
		Prefer Not to Say <input type="checkbox"/>
Gender	Sexual Orientation	Religious Belief / Faith
Male <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Buddhist <input type="checkbox"/>
Female <input type="checkbox"/>	Gay / Lesbian <input type="checkbox"/>	Christian <input type="checkbox"/>
	Heterosexual <input type="checkbox"/>	Hindu <input type="checkbox"/>
	Transgender <input type="checkbox"/>	Jewish <input type="checkbox"/>
	Prefer not to say <input type="checkbox"/>	Muslim <input type="checkbox"/>
		Sikh <input type="checkbox"/>
		None <input type="checkbox"/>
		Other (please state) <input type="checkbox"/>
		Prefer not to say <input type="checkbox"/>
<b>Disability</b>		
Disability is defined as 'a medical or physical impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.		

Do you have a disability?    Yes     No

**Where did you hear about Firefighter recruitment?**

Website (Please specify)   

.....

Awareness Session in the  
Community   

Friend / Family   

Leaflet to home   

Poster in community   

Fire Station (Please specify)   

.....

On-line advert (Please specify)   

.....

Community group (Please specify)   

.....

Jobcentre Plus   

Other (please state)   

.....