



Buckinghamshire & Milton Keynes Fire Authority

MAKING YOU SAFER

PREVENTING PROTECTING RESPONDING

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RETAINED FIREFIGHTER RECRUITMENT

GENERAL INFORMATION

Committed to Equal Opportunities

PACK CONTENTS

Content

Page No.

• General Introduction	3-4
• Buckinghamshire Fire & Rescue Service Profile	5
• Our Vision	6-7
• Retained Duty System	8-10
• Becoming a Firefighter	11
• Job Description & Person Specification	12-14
• Recruitment Stages	15-17
• General Information	18-21
• Overview of Firefighter Application Form	22-24

BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

BUCKINGHAMSHIRE FIRE & RESCUE SERVICE

INTRODUCTION

The Fire and Rescue Service can offer you a satisfying, exciting and varied career, and the aim of this booklet is to give you a better insight into what the work involves.

The role of the Fire Service has changed considerably in the last five years, and the role within the community has had to change to reflect the new demands made on the Service.

The 'New Look' Firefighter is not an individual focused on the traditionally perceived role of attending emergency incidents and the physical requirements to achieve that. The Firefighter is now required to be even more adaptable than previously. Yes, the new look Firefighter still fulfils the traditional role of dealing with fires in all types of premises and a variety of Special Service Calls, which include incidents such as entrapment of persons at road traffic collisions, chemical emergencies, flooding and other natural disasters. But, the new look Firefighter is also able to switch from this reactive role to a more preventative role, which involves the education of our communities about the hazards presented by fire.

While you might start as a Firefighter, there are plenty of opportunities for career development if you want it, and how quickly you progress will depend upon you.

The Work of the Fire Service

Key Objectives

The objectives of a modern Fire and Rescue Service are, to build a safer society by working in partnership with others, and to reduce death, injury, damage to property and the environment from fire and other emergencies.

Dealing with emergencies

Technology obviously plays a major role in helping Firefighters to tackle emergencies as efficiently and effectively as possible. For example, computers in control rooms store street plans, details of high-risk buildings and the latest information on hazardous materials. This ensures that as soon as emergency calls are received – whether a fire, chemical spillage or road traffic collision – controllers can immediately assess what appliances are required to attend. On attending a fire, the Firefighters have to make a very quick assessment of the situation – as materials used in homes and factories change, so does the way the fire is tackled. A house fire may require two appliances whereas a commercial or factory fire may involve several more appliances as well as requiring thousands of litres of water and foam, plus the use of specialist equipment.

There is also the hazard of toxic fumes and heavy smoke, which can be generated from

modern materials – for example foam-filled furniture. This makes tackling a fire much more difficult and Firefighters always go fully protected with equipment such as breathing apparatus as well as personal radio sets to keep them in contact with colleagues at the scene, or back at HQ. Firefighters will also have a range of other equipment at their disposal depending on the incident to which they have been called; cutting and lifting gear to deal with traffic collisions; protective suits for use at chemical spills and thermal imaging cameras to help locate victims in smoke filled rooms.

Fire Safety – a key area of work

Specialist training for officers involved in fire safety is provided at the National Fire Service College in Gloucestershire and with individual Services. Based on the study of Fire Engineering, there is also the opportunity to study other relevant academic qualifications, such as the membership of the Institution of Fire Engineers. Training in fire safety is critical to much of the day-to-day work of a Firefighter. Factories, offices, shops, hotels, boarding houses and railway premises are all required to comply with certain fire precaution measures, which include providing adequate means of escape. It is the job of the Fire Service to ensure that these requirements are being followed and effectively maintained. We also provide specialist fire protection advice to local authorities responsible for licensing buildings such as theatres, cinemas, clubs and sports grounds. Hospitals, schools, nursing homes and many other institutions also need professional advice regarding fire safety.

Another important area of work is promoting fire safety through education and publicity to the general public. Close links between individual stations and their communities are vital in this, and building these gives Firefighters the opportunity to take part in all sorts of events and activities that you might not have imagined could count as “work”!

BUCKINGHAMSHIRE FIRE & RESCUE

SERVICE PROFILE

Introduction

The Brigade provides a Fire & Rescue Service for the County of Buckinghamshire, which covers a large area from Olney in Milton Keynes down to Gerrards Cross in the South of the County, protecting a population in excess of 640,000.

The service is provided from 6 Wholetime shift, 4 Wholetime day crewed and 10 retained stations.

The stations and the various working patterns within Buckinghamshire Fire & Rescue Service are:-

Amersham (<i>day crewed & retained</i>) Aylesbury (<i>shift & retained</i>) Beaconsfield (<i>shift & retained</i>) Bletchley (<i>shift & retained</i>) Brill (<i>retained only</i>) Broughton (<i>shift & retained</i>) Buckingham (<i>day crewed & retained</i>) Chesham (<i>retained only</i>) Gerrards Cross (<i>day crewed</i>) Great Holm (<i>shift & retained</i>)	Great Missenden (<i>retained only</i>) Haddenham (<i>retained only</i>) High Wycombe (<i>shift & retained</i>) Marlow (<i>retained only</i>) Newport Pagnell (<i>day crewed</i>) Olney (<i>retained only</i>) Princes Risborough (<i>retained only</i>) Stokenchurch (<i>retained only</i>) Waddesdon (<i>retained only</i>) Winslow (<i>retained only</i>)
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Staffing Levels

The establishment of the Brigade as at Jan 2009 is as follows:

EMPLOYMENT	ESTABLISHMENT
Wholetime (station based)	308
Retained (station based)	212
Fire Control	21

OUR VISION

The **Buckinghamshire Fire & Rescue Service** exists to

“Making you safer by working together to reduce death and injury and, damage to property, the environment and our heritage from fire and other emergencies. We will achieve this by balancing the provision of prevention, protection and response services.”

Our values are focused:-

- Service to the community
- People
- Diversity
- Improvement

SERVICE TO THE COMMUNITY

They are demonstrated through our commitment to Service in the Community

Through:-

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Striving for excellence in all we do; and
- Being answerable to those we serve

PEOPLE

Our values will be demonstrated by everyone practicing and promoting:-

- Fairness and respect
- Recognising commitment and the achievement of excellent service
- Honesty and trust
- Opportunities to develop and learn
- Co-operation and inclusive working

DIVERSITY

We value diversity in our service and in the community by:-

- Treating everyone fairly and with respect
- Challenging prejudice and discrimination
- Creating opportunity to meet the different needs of people and the communities
- Promoting equal opportunities in terms of recruitment, promotion and retention

IMPROVEMENT

We value improvement at all level of the service by:-

- Accepting responsibility for our performance and actions
- Being open minded and receptive to alternative approaches
- Learning from our experiences
- Supporting others to enable them to achieve their goals
- Encourage innovation and creativity

Our strategic priorities are:

- To reduce risks to life, property and the environment.
- To promote the social, economic and environmental well being of the local community.
- To have a well equipped, skilled and highly motivated workforce, able to work safely and that reflects the diversity of the community it serves.
- To continuously improve performance.

Retained Duty System

Introduction

Generally the role of a Retained Firefighter is the same as that of a Wholetime Firefighter with exception to salary and certain conditions of service.

We look to recruit committed and dedicated people who will be required to attend weekly training periods of between 35 hours. You will have the opportunity to carry out additional duties such as, community fire safety, fire hydrant inspections, equipment maintenance and testing and general station routines. These duties are in addition to responding to emergencies for which you will receive a retaining fee, turnout fee and additional hourly rate payments. The range of duties and opportunities to earn more are expanding.

Retained Firefighters

The role of a Retained Firefighter offers the chance to serve your local community. Retained Firefighters do a whole range of jobs and attend the same operational incidents as Wholetime Firefighters varying from fires, flood, road traffic collisions and chemical spills.

Retained Firefighters are a diverse group of men and women from various vocational backgrounds. They are ready to go to an incident the moment an emergency call comes in. They are committed, professional, highly trained competent people on the front line, saving lives and making headlines.

How do you become a Retained Firefighter?

You need to live or work within one mile of the Retained Fire Station at which you wish to serve and should be able to respond within five minutes of an alarm, on foot or by vehicle at normal road speeds. The role allows for great flexibility, and there are two types of employment:

Full cover contracts – Firefighters employed on this cover live and work within five minutes travel time of their local station. Their employer agrees to release them for attending incidents during working hours and these Firefighters provide emergency cover around the clock, over 120 hours per week

Part cover contracts – This term is used to describe all patterns of cover rather than the 24 hour type described above. One such example is where a persons home is within five minutes of their local station and they respond to incidents when they are not at work, e.g. during weekday evenings and throughout the weekend period. There are too many different types of cover to describe here. If you would like to know more about this flexible type of cover, you are advised to contact the Station Manager of the Fire Station to which you are interested in.

Career Development

All members of the Fire & Rescue Service start their career gaining the essential front-line experience and training needed for employment as a competent Firefighter. For those Retained Firefighters seeking promotion, there are opportunities available to the roles of Retained Crew Manager and Retained Watch Manager.

Training

The basic retained recruit courses either run during weekends over a 6 month period, or within a 2 week block. The training course is split into 6 modules, culminating in a two week breathing apparatus course (module 6).

The content of the course includes learning how to use equipment carried on the station appliances to a basic and safe standard. This will involve theoretical input as well as demonstrations on the equipment, you will be required to demonstrate competency as each weekend progresses.

The course is both physically and mentally challenging so successful applicants will need to ensure they maintain their fitness. A certain amount of study will be necessary in your own time and you will be able to seek assistance from station personnel or training centre staff should you require any further help.

Applicants are encouraged to attend their local stations, prior to starting the course to observe the working of the stations, and to get to know the staff. Applicants will not be able to take part in drills etc. until they have attended the first weekend training due to health and safety restrictions.

During the training you will be required to attend weekly drill nights mainly at your base station, with the exception of one evening per month where you will be required to attend the Haddenham Training Centre, near Aylesbury, for continuation training.

During Module 4, you are assessed to ensure you are safe. If you are successful you will be deemed able to ride to operational incidents on limited duties, this will be explained during the course.

Once you have successfully completed module 5 there is a requirement to attend a 2 week Breathing Apparatus course (Monday – Friday), with 4 days within the second week being residential. If you are successful at this stage, you will be deemed competent to wear breathing apparatus at operational incidents.

Fees for Retained Firefighters with effect from 1 July 2008

	Role	Cover	Rate
Firefighter	Trainee	Full	£2090.00
	Development	Full	£2177.00
	Competent	Full	£2786.00

	Role	Cover	Rate
Firefighter	Trainee	Part	£1567.50
	Development	Part	£1632.75
	Competent	Part	£2089.50

Part cover is up to 120 hours per week and full cover is over 120 hours.

The above fees are per annum and one twelfth is paid per month.

In addition to the above, payments are made for calls to the station, calls that result in being sent to an incident and an hourly rate for any additional duties including weekly drill nights, work on the station and community fire safety duties. Payment is also made for training courses attended.

Payment is made at an hourly rate:

Firefighter :	Trainee	£9.54
	Development	£9.94
	Competent	£12.72

A newly recruited Retained Firefighter will commence on the trainee rate of pay until they are eligible to attend incidents, usually part way through the training course. The Firefighter will then remain on the development rate of pay until completion of an NVQ style portfolio, which can take a number of years to complete.

Interested? Need more Information?

If you think you have what it takes to join the retained service why not call in at your local station where you can talk to the people who are already doing the job. They will be able to give you a true insight of what life is like as a Retained Firefighter. Alternatively, you can contact the station manager of the Fire Station to which you are interested in who will gladly supply further information.

BECOMING A FIREFIGHTER

Firefighters come from all walks of life; some are school leavers, some have degrees and others are trained in other professions.

As a Firefighter there is much involvement with the public and other agencies such as the police, ambulance service and local authorities.

The Fire Service has identified Personal Qualities and Attributes that are required for the “New Look” Firefighter.

Personal Qualities and Attributes

A Commitment to Diversity & Integrity

To be someone who understands and respects diversity and adopts a fair and ethical approach to everyone.

Change

To be someone who is open to change and actively seeks to support it.

Confidence and Resilience

To be confident and resilient – even in highly challenging situations.

Working with Others

To be someone who can work easily with others – both within the Fire & Rescue Service and in the community.

Communicate

To communicate effectively – both verbally and in writing.

Personal Development

Be someone who is committed to personal development – for yourself and others.

Practical Abilities

Be practical and able to solve problems in a logical, safe and systematic way.

Awareness

You should have a good level of awareness to be able to respond to a rapidly changing environment. Safety is always of paramount importance.

Excellence

Candidates should be capable of achieving and maintaining standards of excellence.

JOB DESCRIPTION

Post Title Firefighter

Role/Grade Firefighter

Principal Aim

To protect and save people and property from fire and other hazards in the most competent and effective manner to the highest possible standard of care and quality.

Role

To act as part of an operational firefighting team in order to carry out the requirements of the principal aim (above) and to work, safely without risk to the public, other members of the team or individuals.

Duties and Responsibilities

Emergencies

- Respond immediately and safely to all emergency calls and request for assistance.
- Deal with emergencies as directed and work effectively and efficiently as a member of a disciplined team.
- Minimise distress and suffering including giving first aid care.

Dealing with people

- Establish and maintain the confidence of members of the public.
- Maintain links with the community.
- Be sensitive to the needs of others particularly with regards to fairness at work issues.

Fire Safety

- Give general fire safety advice and guidance to people when requested.
- Carry out routine inspection of premises.

- Work to help educate members of the community in the risks and hazards of fire.
- Assist in service initiatives, programmes and strategies to reduce fire calls.

Health and Safety

- Recognise the health and safety issues at work and deal with them to minimise or eliminate the degree of hazard or risk.
- Ensure personal safety and that of others at all times.

Personal Fitness

- Keep a level of physical and medical fitness necessary to carry out all the duties of a Firefighter.

Equipment

- Maintain all firefighting and emergency equipment in a state of readiness including cleaning, repairing and testing as required and to approved standards and procedures.
- Check the firefighting resources provided for Fire Service use including hydrants and fixed installations.

Local Geography

- Know the local streets, roads and buildings situated around the fire station area.
- Be aware of the risks, possible hazards and water supplies to be found within the fire station area.

Administration

- Complete basic paperwork and routine administration including recording of information.
- Use information technology as required and in accordance with Data Protection act 1984.
- Keep personal records up to date.

Training

- Take part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to maintain competence levels.
- Attend training courses as directed.

Fire Authority

- Undertake such other duties commensurate with the level of responsibility and expertise as maybe required from time to time.

PERSON SPECIFICATION

Skills	Good Communication Skills – Verbal/ Written Self Disciplined High degree of Practical/Manual Ability Logical approach to problems Physically Fit Ability to follow instructions
Knowledge	Awareness of elements of the job Awareness of Fire Service Role of the Fire Service in the community Elements of Team Work
Experience	Successful contribution to team work Contact with members of the public
Equal Opportunities	Commitment to Equality/Fairness at Work

RECRUITMENT STAGES

Stage One – Application Form

The application form plays a vital role in the recruitment process, so it is important that the form is completed as fully and as accurately as possible. You should complete the application form enclosed with the information pack and return it to the address provided.

As part of an application package, candidate will receive a great deal of information. You must read all the information thoroughly. This information tells you what we are looking for and should help you sell yourself.

The form **must** be **completed by you**. All the questions asked should be answered

It is important that you take your time and complete the application form as fully and as accurately as possible. In doing so, you should not under estimate the time you will need to prepare and complete the form.

Previous applications and/or prior knowledge of you are not taken into account, even if you already work for the Fire Authority.

Curriculum Vitae (CV) are not accepted. If a CV is received from you, it will not be considered during the selection process. You are required to complete the Fire & Rescue Service Application Form.

Stage Two - Written & Practical Tests

Written tests: As part of the selection process, you will be required to undertake a series of written tests, which aim to assess your suitability for the role as a Firefighter. In preparation for these tests, practice papers are sent prior to the assessment day.

Each test has been fully trialed and tested, and your performance will be compared to a large group of comparable Firefighter applicants. Whilst realistic and relevant to the Firefighter role no specific knowledge or experience of being a Firefighter is required to complete the tests. You will not be at a disadvantage if you do not have this knowledge or experience.

The tests are paper based and you will be given full instructions on how to complete one each before you take each test. An Administrator will also be present at the testing session and will guide you on each stage of the process. At the beginning of each assessment there will be example questions to check that you have understood the instructions and to make sure you feel comfortable taking the test.

Role related tests: As part of the selection process, you will be required to undertake physical tests, which aim to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises. These tests are designed to reflect operational practice and are occupationally relevant to the role of a Firefighter.

Whilst protective clothing will be provided, you will need to bring appropriate clothing and footwear for undertaking these tests, e.g. tracksuit and trainers.

Stage Three - Occupational Health Medical & Uniform Measuring

There will be a full medical carried out by the Service's Medical Advisor. The purpose of the medical is to assess the general level of health, including weight, blood pressure and lung function. Candidates will also have a hearing test, eyesight test and urine test.

You will undergo the Chester Step Test, which is designed to measure your aerobic capacity. This test lasts approximately 10 minutes and is supervised by qualified personnel.

You will be required to take a substance abuse test, and it is extremely important that you bring with you a form of personal identification, either a passport, photocard driving license etc as this is required for this test.

A report may also be required from a hospital where you have received treatment or an independent specialist if the Medical Advisor requires it.

Your consent is required to access these records and it is a condition for your progression through the recruitment process that this consent is given as requested.

Within this stage of the recruitment process you will also be required to attend our Stores Department for a uniform fitting, which will then be supplied to you prior to the commencement of your training should you be successful.

Stage Four – Interview

The purpose of the interview is to assess your general aptitude for the role of a Firefighter. You will be asked about life experiences with regards to the relevant Fire Service Personal Qualities and Attributes. There are no right or wrong answers; candidates need only answer in a considered way drawing from their own experiences.

.....and finally * APPOINTMENT *

After completing all stages of the recruitment process, successful candidates will be sent a formal offer of employment subject to the receipt of satisfactory references. If you have been invited to undertake the recruitment process for a station that is fully established, you will be placed in a holding pool until such a time that a suitable vacancy becomes available.

Reference

You are asked to supply the names of two people who can be contacted for a reference. Preferably these people should have known you well for at least three years. It is a condition of your employment that we receive 2 satisfactory references before your commencement, you will be asked to chase these and if these are not received by the start of the training course it will affect your commencement with Buckinghamshire Fire & Rescue Service.

- Neither of the names supplied should be people who are related to you or resident with you.
- If you are currently in employment, the name of your present or most recent employer must be one of your referees.
- If you are still in full/part-time education, you should give the name of your College / University tutor to whom reference can be made.
- If you have never been in employment, then the names of a referee who knows you in some capacity may be substituted for that of your employer.

It is important that these referees are willing to supply us with details regarding your character. You should therefore contact them to verify this prior to submitting their names.

Criminal Bureau Check

A CRB check is undertaken for all staff who are deemed to occupy jobs that bring them into contact with children, young people and vulnerable adults. The offer of appointment will be subject to CRB clearance.

Due to the turnaround time of the CRB check, if you meet the required standards for the other pre employment conditions, you will be taken on by Buckinghamshire Fire & Rescue Service, but if there is a problem with the CRB check this will need to be dealt with, and a unsatisfactory CRB check may result in dismissal.

GENERAL INFORMATION

Suggested fitness programme

General Exercise Guidance: Good exercise training advice is highly specific to the individual. It should be understood, therefore, that the advice provided here can only be general. If you require further information, you are advised to seek individual advice, specific to your needs, from a qualified fitness professional.

The role of a Firefighter can be physically demanding. Firefighters are required to be aerobically fit, have good all-round body strength and stamina. As a result, the entry selection tests are designed to reflect the actual physical tasks that Firefighters are required to perform.

Safety Points: If you are in any doubt about your health or physical ability to exercise, consult your doctor before you commence physical activity. This is especially important if you are pregnant (or think you may be), have not exercised for the last six-months or had a recent illness or injury.

Always warm up before commencing any exercise. Wear the correct clothing and footwear; do not train if you are unwell or injured.

Preparing for Exercise (Warm Up): Performing a warm up prepares the body for the activity about to be undertaken. The length of time needed to warm up correctly depends on many factors, however you should allow at least 10 minutes for this very important activity. In order to reduce the risk of injury in the warm up period, a number of steps should be followed:

Be Specific: Make sure your warm up session is geared towards the activity that you intend to perform. For example, for cardiovascular workouts, such as running, start with a brisk walk leading into a light jog. For weight training, it is important to warm up the particular joints and muscles that are involved in the resistance exercise. This will increase blood flow to those muscles and activate the nervous system, prior to any additional stress being placed on them.

Start Slowly: At the start of your workout your muscles will be relatively cold. Start exercising slowly and build up the intensity throughout the warm up period. This will increase your muscle temperature steadily and keep the risk of injury to a minimum.

Keep Warm: If you are exercising in a cold environment, wear additional clothing during the warm up period and try not to stand still for too long.

Stretching: For many years it was thought that stretching immediately prior to exercise would prevent injuries. However, new research suggests that this may not prevent muscle injury. Any form of flexibility or stretching activity should be performed following a warm up period or an exercise session.

How to improve your physical fitness: Improving your physical fitness will require some self-discipline and efficient use of your spare time, as an effective exercise routine needs to be completed on a regular basis.

In order to improve your physical fitness you will need to alter the frequency, intensity, and duration of your exercise above your current level. Your training should be gradual and progressive. You should start small and then build up the intensity over time. This will produce an improvement in your fitness by placing greater demands on your body. In general, the less exercise you perform the less improvement, and the more exercise you perform the greater the fitness improvement.

Whilst certain exercises are more specific to firefighting tasks, a well-rounded training programme, which includes aerobic, resistance and flexibility exercises, are recommended. This will improve and maintain the muscular strength, endurance, and flexibility of the major muscle groups.

Although age in itself is not a limiting factor to fitness training, it is sensible for older people to follow a more gradual approach.

Declaration of Criminal Offences

If you have a record of offence(s), this will not necessarily disqualify you as all applications are considered strictly on their merits. However, you are required to declare any offence for which the conviction is not yet 'spent' within the meaning of the Rehabilitation of Offenders Act 1974 (Incorporating the Rehabilitation of Offenders Act [Exceptions] 1975 and the Rehabilitation of Offenders Act 1974 [Exceptions] [Amendment] Order 1986). You are advised to declare any charge that is pending; a subsequent conviction could lead to your dismissal from the Service.

Broadly, the Act provides for anyone who has ever been convicted of a criminal offence and not sentenced to more than 2.5 years in prison to become a 'Rehabilitated Person' at the end of the Rehabilitation period, provided there have been no further convictions. At the end of this period, the conviction is considered 'spent' and thus to be treated as if it never happened.

There is no requirement to disclose 'spent' convictions.

These sentences have fixed rehabilitation periods:

Sentence	Rehabilitation Period	
	People aged under 18 when convicted	People aged 18 or over when convicted
Prison sentences* of 6 months or less	3 ½ years	7 years
Prison sentences* of more than 6 months to 2 ½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines, compensation, community service, combination and curfew orders	2 ½ years	5 years
Absolute discharge	6 months	6 months

** Including suspended sentences, youth custody (abolished 1988) and detention in a young offender institution.*

Further guidance on the Act can be found in the Home Office Booklet "A Guide to the Rehabilitation of Offenders Act 1974" issued by HM Stationery Office. If you are in any doubt about your declaration, you can get legal advice from the Citizens Advice Bureau, local Law Centre etc.

Driving

As part of the application we will ask you if you have a valid driving licence and ask for details e.g. Full, Provisional, car, LGV etc. If you hold a licence, you must however inform us if your licence is endorsed. Giving details to the nature of the offence, offence code (Examples; CD10 Driving without due care and attention, DR10 Drinking and driving...) and also give details of the penalty (Example; £00.00 fine and number of penalty points) or did you have to attend court? If so, give details of outcome.

Work Permit (Asylum and Immigration Act 1996)

The Authority is required by law to ensure that any persons it employs has the right or permission to reside or work in the United Kingdom. Any person to be offered employment will be required to produce relevant original documentation when requested.

Health and Safety Policy Statement

The Fire & Rescue Service is committed as an organisation to the implementation and maintenance of the highest standards of health, safety and welfare for all its employees and also to other persons who may be affected by its activities.

To achieve this, the Service will operate a system of health and safety management designed to be proactive which will integrate both health and safety into all aspects of its work.

The Service is committed to the provision of information, support and training to enable all employees to carry out their responsibilities with minimum of risk. To achieve this, the Service will maintain its plant, equipment and workplaces to a high standard and conduct risk assessments to produce safe systems of work.

The Service will strive to maintain a positive culture that encourages participation, co-operation and commitment of all employees to work together to promote health and safety.

Buckinghamshire Fire & Rescue Service Equality and Fairness at Work Policy Statement

Buckinghamshire Fire & Rescue Service is a community service that is committed to ensuring equality and fairness in employment and to giving a high level of service to all people of and visitors to the area.

Our aim and commitment is to ensure no person whether an applicant for employment, employee or member of the community receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origin, marital status, having dependants, sexual orientation, political or religious belief, trade union activity, disability or any other factors.

All employees have the right to be treated with dignity and consideration at work. This extends to the right to work in a safe and healthy environment free from harassment, bullying, discrimination or intimidation either directly or indirectly by other employees.

The Service is committed to the implementation of this Policy and will actively pursue practices designed to promote Equality and Fairness at Work and to eliminate discrimination, bullying and harassment.

The overall responsibility for the Policy lies with the Chief Fire Officer / Authority, however, all staff are expected to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equality and fairness.

Any act of discrimination by employees or any failure to comply with the terms of the Policy will result in disciplinary action.

OVERVIEW OF FIREFIGHTER APPLICATION FORM

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.
- Failure to provide accurate and complete information may result in your application being delayed or rejected.
- Complete the form as neatly as possible

Thank you for expressing an interest in applying to Buckinghamshire Fire & Rescue Service. Making an application will require quite a lot of time and effort from you. Before starting the application please complete the application checklists. 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 one

Being a Firefighter is challenging and can involve a number of situations not commonly found in other jobs. Before completing this application form, take a moment to answer these questions.

Are you prepared to:	
Work at heights?	YES / NO
Work in enclosed spaced?	YES / NO
Work outdoors?	YES / NO
Get wet during your work?	YES / NO
Get hot / cold whilst working?	YES / NO
Carry heavy equipment?	YES / NO
Work unsociable hours?	YES / NO
Work in situations where you may see blood, seriously injured or dead people?	YES / NO
Deal sensitively with people in difficult situations?	YES / NO
Able to get the station within 5 minutes of being alerted	YES / NO
Have employers consent	YES / NO

If you have ticked **NO** for any of the above questions, we strongly suggest you think seriously about whether being a Firefighter is right for you. Should you wish to continue with an application, move onto pre application checklist two.

Pre-application checklist two

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 the questions.

Will you be over 18 years of age by commencement of training? <i>See note 1</i>	YES / NO
Do you require a work permit in order to take up permanent work in the UK? <i>See note 2</i>	YES / NO
Do you have any kind of colour blindness? <i>See note 3</i>	YES / NO
Do you have good unaided hearing?	YES / NO
Do you have any disability that reduces your ability to grip, hold or lift objects or to lift or lower yourself? <i>See note 3</i>	YES / NO
Are you dyslexic? <i>See note 3</i>	YES / NO
Have you ever suffered from dizziness, fainting, blackouts or fits? <i>See note 4</i>	YES / NO
Have you ever been convicted of a criminal offence? Do you have any Unspent convictions? (as defined under the Rehabilitation of Offences Act, 1974)? <i>See note 5</i>	YES / NO

If you have ticked **YES** to any of the above, we strongly suggest that you contact Human Resources Department before completing the application. Should you wish to proceed do bear in mind that the information you provide will be checked and as such contribute to our decision on whether to take your application further.

NOTES

Note 1 – It is a requirement to be aged 18 or over at commencement of training. You may apply to be a Firefighter if you are aged 17 years 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 Human Resources Department.

Note 3 – On 1 October 2004 the exemption for Firefighter from the employment provisions of the Disability Discrimination Act (DDA) was removed. With the changes to DDA legislation Fire & Rescue Authorities are now required to assess each applicant on an individual basis with regards to their suitability to perform the role of a Firefighter. If you are answered 'yes' you should contact the Human Resources Department for advice and to discuss any reasonable adjustments that could be made to enable you to proceed with your application.

If you are dyslexic, it is essential you bring relevant supporting evidence to stage 2 of the recruitment process, in order to allow additional time for the psychometric testing.

Note 4 – Health and Safety legislation places the obligation on Fire & Rescue Authorities to ensure that individuals are safe at work for their own protection and that of others. (In the context of the Fire & Rescue Services 'others' include colleagues and members of the public.) If you have answered 'yes' you should contact the Human Resources Department for advice before proceeding with your application.

Note 5 – Under the Rehabilitation of Offences Act 1974 you are obliged to declare any unspent convictions or criminal proceedings as these may bar you from working as a Firefighter.