

WHOLETIME RECRUITMENT PROCESS

The recruitment process consists of a number of stages as detailed below:

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, as it is designed to screen you out rather than let you in.

You must read through all the information thoroughly, and put a lot of thought and effort into answering each question as it will determine whether you progress to Stage 2.

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 underestimate 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.

Completed application forms must be returned to Brigade Headquarters by **midday on Friday 29 May 2009**. Late applications will not be processed. Buckinghamshire Fire & Rescue Service will not take responsibility for any delays within the postal system resulting in applications arriving late.

Please note: Applications must not be delivered to individual Fire Stations. Brigade Headquarters does not have a letter box and therefore your application will need to be sent by post or hand delivered between normal office hours.

Please note: If you do not receive an invitation to Stage 2, the Written Assessment stage, by **12 June 2009**, your application will have been unsuccessful on this occasion. Unfortunately, due to high volumes of applications we expect to receive, even if you achieve the national average pass mark we will only be processing the top scoring candidates, and will be unable to write to every applicant and give individual feedback.

Stage Two - Written Assessment

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 trialled and tested, and your performance will be compared to a large group of comparable Firefighter applicants. While the tests are 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.

Stage Three – Role Related Assessment

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 and consist of the following:

- Ladder climb
- Ladder lift
- Casualty evacuation
- Equipment assembly
- Equipment carry
- Enclosed space

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

Please note: Due to high volumes of applications we expect to receive, even if you achieve the National average pass mark we will only be processing the top scoring candidates.

Stage Four - 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 your general level of health, including weight, blood pressure and lung function. Candidates will also have a hearing test, urine test and eyesight test.

The current eyesight standards for an operational Firefighter is uncorrected distance visual acuity of 6/18 or better in the better eye and 6/24 in the worse eye. You are also required to have an appropriate level of colour perception. Individuals with either normal colour vision or slightly abnormal green colour vision are suitable for appointment to the Fire Service.

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, such as a passport or photocard driving licence, 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. Uniform 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* *

Please note: Due to high volumes of applications potentially successful through the recruitment stages (as detailed above), even if you pass all stages, we will only be processing the top scoring candidates for the next recruits course. All other candidates that have been successful but not taken on will be put into a holding pool.