

# 2010 EDITION

## Firefighter Recruitment Information

Committed to Equal Opportunities



Buckinghamshire & Milton Keynes Fire Authority

**MAKING YOU SAFER**

PREVENTING PROTECTING RESPONDING

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## **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 and Rescue 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 who is 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 and Rescue 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 an emergency call is 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 too 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”!

When applying to become a Firefighter there are various duty systems available:

**Shift:** A career Firefighter usually working shifts.

**Day-crewed:** A career Firefighter usually working day shifts and providing night time cover on an on-call basis. You will need to live near a day-crewed station.

**Retained:** Planned around your current job or other commitments. You would be on call. You would need to live or work close (3-5 minutes) to the fire station, serving the local community.

## Becoming a Firefighter

The new National Firefighter Selection Tests will be used to select all new operational Firefighters. This will include Shift, Day-Crewed and Retained personnel. 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 and 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.

## Brigade profile

The Brigade provides a Fire and Rescue Service for Buckinghamshire and Milton Keynes, 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 720,000.

The service is provided from six Wholetime shift, four Wholetime day crewed and 10 retained stations. The stations and the various working patterns within Buckinghamshire Fire & Rescue Service are:

**Amersham** (*day crewed & retained*)

**Aylesbury** (*shift & retained*)

**Beaconsfield** (*shift & retained*)

**Bletchley** (*shift & retained*)

**Brill** (*retained only*)

**Broughton** (*shift & retained*)

**Buckingham** (*day crewed & retained*)

**Chesham** (*retained only*)

**Gerrards Cross** (*day crewed*)

**Great Holm** (*shift & retained*)

**Great Missenden** (*retained only*)

**Haddenham** (*retained only*)

**High Wycombe** (*shift & retained*)

**Marlow** (*retained only*)

**Newport Pagnell** (*day crewed*)

**Olney** (*retained only*)

**Princes Risborough** (*retained only*)

**Stokenchurch** (*retained only*)

**Waddesdon** (*retained only*)

**Winslow** (*retained only*)

## **Staffing levels**

The establishment of the Brigade as at January 2010 is as follows:

Wholetime (station based)	303
Retained (station based)	212
Control Room	24

## **Role structure**

Chief Fire Officer  
Deputy Chief Officer  
Assistant Chief Officer  
Area Manager  
Group Manager  
Station Manager  
Watch Manager  
Crew Manager  
Firefighter

All operational members of the Fire and Rescue Service start as a Firefighter, gaining the essential front line experience for a career in the Brigade. In practical terms, this means that every new recruit has an equal chance of promotion, even to the most senior positions.

Every year women and men join the Fire and Rescue Service from a variety of backgrounds, ethnic origins and walks of life. Entrants range from those with no academic qualifications to university graduates. The important thing is that all recruits receive the same basic training at an Approved Centre and are encouraged to acquire specialist qualifications as they progress.

## **Training – Wholetime**

Recruits receive an initial period of at least 11 weeks' training on full pay. The first week of training is an Induction Course at our Training Centre situated at Haddenham followed by the Basic Training Course at a Fire Service College, and a further three weeks' non-residential course within the brigade before being assigned a Fire Station.

Although the 11-week course is residential, each weekend is free. Recruits are now members of a well disciplined, highly trained and busy emergency service and the basic training course will require them to absorb a considerable amount of both theoretical and practical materials. Your progress will be continually monitored and written and practical assessments have to be passed.

This period of training is extremely arduous and demands a high level of fitness and stamina to cope successfully with many strenuous and physically demanding aspects.

Recruits are advised to prepare themselves to a high level of physical fitness and to ensure that they are in good health. This fitness will have to be maintained throughout a career of 30 years or more.

After completion of the residential training course, new recruits are assigned a Fire Station and commence an NVQ portfolio, taking approximately two years to complete.

During this period a Firefighter is within the development stage of their career and become deemed a competent Firefighter once the NVQ portfolio has been signed off by an assessor and verified.

As new equipment is introduced, ways of working improved, refresher courses required, training will be necessary and you will be expected to attend as and when organisational needs necessitate.

### **Training – Retained**

The basic retained recruit course will run during weekends over a six or seven month period, followed by a two-week residential breathing apparatus course.

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. You will also need to carry out a certain amount of study in your own time but 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. You will not be able to take part in drills etc. until you have attended the first weekend training due to health and safety restrictions.

During this time, you will be required to attend weekly drill nights mainly at your base station with the exception that one evening per month you will need to attend the Haddenham Training Centre 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 all modules there is a requirement to attend a two-week Breathing Apparatus course run Monday to Friday with part of the second week being residential. If you are successful at this stage you will be deemed competent to wear Breathing Apparatus at operational incidents.

After completion of the modules, you will commence a portfolio, taking approximately two years to complete. During this period a Firefighter is within the development stage of his or her career and becomes deemed a competent Firefighter once the portfolio has been signed off by an assessor and verified.

## **Our Vision**

Buckinghamshire Fire & Rescue Service is committed 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** – 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 practising 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
- Encouraging 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.

## General information

### 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 under 18 when convicted	People 18 or over when convicted
Prison sentences* of 6 months or less	3½ years	7 years
Prison sentences* of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished 1983)	7 years	7 years
Detention centres (abolished 1988)	3 years	3 years
Fines, compensation, community service, combination and curfew orders	2½ 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.

**Note:** As part of your application to become a Firefighter, we will make an application to the Criminal Records Bureau to investigate if you have a current criminal record. Should any particulars given in the answers within the application form found to be false within the knowledge of the candidate or should there be any willful omission or suppression of any material fact, the candidate will, if appointed, be liable to dismissal from the Fire & Rescue Service.

### **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.

## **Reference**

You are asked to supply the names of two people who can be contacted for a character reference. Preferably these people should have known you well for at least three years.

- 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. \* [NOTE: Your current employer will not be approached until all checks are completed so as not to prejudice your employment).
- If you are still in full or part-time education, you should give the name of your College or 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. Note: Serving Police Officers cannot give you a reference.

## **Work Permit (Asylum and Immigration Act 1996)**

The Authority is required by law to ensure that any person 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, cooperation and commitment of all employees to work together to promote health and safety.

### **South East Fire Services Equality and Fairness at Work Policy Statement**

The South East Fire Services are community services that are 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 Services are 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.

## **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 or tendon 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 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 fire fighting tasks, a well-rounded training programme, which includes aerobic, resistance and flexibility exercises, is 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.

### **Recruitment and selection procedure**

In order to join the Fire and Rescue Service you must be able to satisfy the following conditions:

- Be over 18 years of age at commencement of the recruits course
- Have good communication skills
- Be a good team worker
- Have a logical approach to problems
- Have a high degree of practical/manual ability
- Have a commitment to fairness at work

Decisions will be based on individual's merit and abilities to perform the duties of a firefighter.

To test these attributes fire brigades have worked together to devise a selection process that will fairly and objectively measure the abilities of candidates. This process is given below.

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

### **Stage one – Registering your interest**

Registering your interest in the campaign is the initial stage of the recruitment process and requires you to visit one of the pack days as detailed in the advertisement. Recruitment packs can **only** be collected at a pack day and **will not** be sent out to external applicants.

In order to take a pack you must bring **two passport photos** and **proof of eligibility to work in the UK**, e.g. passport. If the required identification is not produced a pack **cannot** be taken.

A pack can only be collected by and for yourself. Partners / parents / friends etc **cannot** collect a pack on your behalf.

The timings of the pack days are strict and late applicants will be **turned away**. You will need to allow yourself plenty of time to be in possession of a recruitment pack.

### **Stage two – 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 two.

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 **Monday 1 March 2010**. 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 letterbox 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 two, the written assessment stage, by **19 March 2010**, 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 three - 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 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 them 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 test there will be example questions to check that you have understood the instructions and to make sure you feel comfortable taking the test.

## **Stage four – 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. Trainer socks **will not** be appropriate for wearing under the protective clothing as they are prone to causing blisters. Please ensure full socks are worn.

If invited to the role related testing stage you **will be** required to complete both a medical declaration form and bring a completed eyesight form that will involve you undertaking an eyesight examination with an Optician in order to partake at this stage.

**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 five – 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.

## **Stage six – selection for pool**

Those individuals who are successful at the interview stage will be placed in a holding pool and remain there until selected for a place on a recruits course.

Candidates held on file will only be maintained for a limited period and will be based on the recruitment needs of Buckinghamshire Fire & Rescue Service. If you have

not heard anything from us by a date to be agreed your application will be destroyed and you will be required to undertake all aspects of the recruitment process with Buckinghamshire Fire & Rescue Service should you wish to partake in future campaigns.

There would be no further action required from you if placed in a holding pool, however should you apply and secure employment with another Fire and Rescue Service during this time, you no longer wish to pursue a career with the Fire and Rescue Service or your personal circumstances change, you would be required to inform Human Resources in writing in order for your details to be amended / removed from the database.

**Please note:** There is no guarantee of a position as a Firefighter at this stage.

### **Stage seven - occupational health medical and uniform measuring**

Once selected for a recruits course, 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 and Rescue 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, either a passport, photocard driving licence 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. Uniform will then be supplied to you before you begin your training should you be successful.

### **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 would remain in the holding pool.

**Please note:** You may be required to undertake further physical tests in placed in a holding pool. It is important that your fitness is maintained.

### **What's the next step?**

If you are still interested in becoming a Wholetime Firefighter, you need to complete the application form and send this to: Wholetime Firefighter Recruitment, Human Resources Department, Brigade Headquarters, Stocklake, Aylesbury, Bucks, HP20 1BD

**This must be returned by 12 noon on Monday 1 March 2010**