**Eligibility to apply:**

* Able to provide comprehensive evidence of working at Area Manager level

Guidance for completion

This application form is designed to capture key elements of your capabilities, experience, and potential as part of the application process.

* **Section 1** - Personal Details and contact information
* **Section 2** - Employment History
* **Section 3** - Qualifications and Training
* **Section 4** - Personal Impact Statement
* **Section 5** - References
* **Section 6** - Disclosures
* **Section 7** – Disability and Reasonable Adjustments
* Equality Diversity and Inclusion Monitoring

All information must be accurate and honest. Any information later found to be deliberately false may lead to your removal from the selection process.

**PLEASE NOTE:** We will send communication by email, so please ensure the email address you provide is checked regularly, and that you notify us of any change to your email address.

Section 1 - Personal Details

|  |  |
| --- | --- |
| Title (e.g. Mr, Mrs, Ms) Click or tap here to enter text.  First name: Click or tap here to enter text.  Middle name: Click or tap here to enter text..  Surname: Click or tap here to enter text.    Preferred to be known as: Click or tap here to enter text.  Contact tel no: Click or tap here to enter text.  E-mail address: Click or tap here to enter text.  Do you have a National Insurance Number?    Yes / No | House/Flat name/number: Click or tap here to enter text.  Street: Click or tap here to enter text.  Area: Click or tap here to enter text.  City/Town: Click or tap here to enter text.  County: Click or tap here to enter text.  Postcode: Click or tap here to enter text.  National Insurance Number: Click or tap here to enter text. |

**DRIVING INFORMATION**

**Do you have any points on your driving licence?** Yes / No

**If ‘Yes’, how many points?** Click or tap here to enter text.

**Give details of any unspent penalties on your licence, or convictions pending.**

|  |
| --- |
| Click or tap here to enter text. |

Section 2 – Employment History

Any gaps in your employment history of more than one month should be explained.

If you are / have been self-employed you will need to provide proof e.g. tax returns for that period.

**Are you a current employee of Dorset & Wiltshire Fire and Rescue Service?**

Yes / No

**Are you currently in employment?** Yes / No

Please complete all the relevant boxes for your current employment.

**Please state N/A if you are not currently in employment.**

**Current / Most recent employer:**

|  |  |
| --- | --- |
| Job title: Click or tap here to enter text. | Employer: Click or tap here to enter text. |
| Current salary: Click or tap here to enter text. | Other allowances: Click or tap here to enter text. |
| Date appointed: Click or tap here to enter text. | Notice required: Click or tap here to enter text. |
| Reason seeking to leave: Click or tap here to enter text. | |

**PAST EMPLOYMENT AND OTHER RELEVANT EXPERIENCE**

Please provide the last ten years of your employment history and activities, either paid or unpaid. If you have worked for more than one organisation in the last ten years, please use a separate box for each of those employments.

The organisations should be listed in date order, starting with the most recent.

|  |  |
| --- | --- |
| Job title: Click or tap here to enter text. | Name of organisation: Click or tap here to enter text. |
| Nature of business: Click or tap here to enter text. | Reason for leaving: Click or tap here to enter text. |
| Date started: Click or tap here to enter text. | Date finished: Click or tap here to enter text. |

|  |  |
| --- | --- |
| Job title: Click or tap here to enter text. | Name of organisation: Click or tap here to enter text. |
| Nature of business: Click or tap here to enter text. | Reason for leaving: Click or tap here to enter text. |
| Date started: Click or tap here to enter text. | Date finished: Click or tap here to enter text. |

|  |  |
| --- | --- |
| Job title: Click or tap here to enter text. | Name of organisation: Click or tap here to enter text. |
| Nature of business: Click or tap here to enter text. | Reason for leaving: Click or tap here to enter text. |
| Date started: Click or tap here to enter text. | Date finished: Click or tap here to enter text. |

Please outline any other employment or activities either paid or unpaid in the last ten years stating the job title, organisation, date started and finished, and reason for leaving.

|  |
| --- |
| Click or tap here to enter text. |

Please explain any periods of more than one month where you have not been in employment, education or training and reasons for leaving employment. Please state N/A if there are none.

|  |
| --- |
| Click or tap here to enter text. |

Section 3 - Qualifications and Training

Please provide details of any qualifications and dates achieved. (These may be within or outside of the fire and rescue service and may be academic, vocational or skills qualifications)

|  |
| --- |
| Click or tap here to enter text. |

Please provide details of any courses / development activities completed in the past

12 months.

|  |
| --- |
| Click or tap here to enter text.  *Continue on a separate sheet if required* |

Section 4 – Personal Impact Statement

The personal impact statement relates to each of the four quadrants of the National Fire Chiefs Council (NFCC) Leadership Framework as well as operational and professional expertise. Your impact statement should focus on demonstrating your impact at ‘**Leading the Service**’ level.

Your response must focus on the personal impact you have made, the outcomes achieved supported by clear objective and subjective measures/evaluation, such as performance levels, savings/efficiency, demonstrable improvements to morale and productivity or more effective ways of working. You are limited to 500 words per question.

All information must be accurate and relate to your own actions as they may be triangulated. Any information later found to be deliberately false may lead to your removal from the selection process.

<https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/Workforce/NFCC_Leadership_Framework_Final.pdf>

|  |
| --- |
| **Personal Impact - Leading the Service**  Ensures we value, respect, and promote equality and diversity. It is about being a positive presence on others, having personal integrity and an ability to self-manage. The focus is on self and how a manager uses leadership to create a positive, open-working environment focusing on ethics and wellbeing. (500 words) |
| Click or tap here to enter text. |
| Word count: Click or tap here to enter text. |
| Please provide name and contact details of a person who can verify this information:  Click or tap here to enter text. |
| **Outstanding Leadership – Leading the Service**  Is about building high-performing teams and developing people to their full potential. It is about communicating with integrity, being open and honest to foster trust and building collaborative working partnership. An ambassador and role model for the fire and rescue service. The focus is on others and how a manager uses leadership to create high performance teams. (500 words) |
| Click or tap here to enter text. |
| Word count**:** Click or tap here to enter text. |
| Please provide name and contact details of a person who can verify this information:  Click or tap here to enter text. |
| **Service Delivery – Leading the Service**  Is about delivering high quality services now and into the future. It is about intelligent problem solving with an outcome focussed approach, continuous improvement, and value for money to our customers. The focus is on task and how a manager uses leadership to produce outcome-focussed results which meet customer needs.  (500 words) |
| Click or tap here to enter text. |
| Word count: Click or tap here to enter text. |
| Please provide name and contact details of a person who can verify this information:  Click or tap here to enter text. |
| **Organisational Effectiveness – Leading the Service**  Is ensuring everything we do is linked to organisational plans and values. It is driving the mission and ensuring decisions and actions are beneficial to the customer. The focus is on the organisation and how a manager uses leadership to continuously improve, innovate and change. (500 words) |
| Click or tap here to enter text. |
| **Word count:**Click or tap here to enter text. |
| Please provide name and contact details of a person who can verify this information:  Click or tap here to enter text. |

|  |
| --- |
| **Incident Command**  Please set out the operational learning and expertise achieved through your experience at Level 3 and Level 4 Incident Command. (500 words) |
| Click or tap here to enter text. |
| **Word count:**Click or tap here to enter text. |
| Please provide name and contact details of a person who can verify this information:  Click or tap here to enter text. |

Section 5 – References

References will be requested for candidates who are successful at interview and will be taken up before any formal offer of appointment can be confirmed. Please give the names and email addresses of two people who would be willing to supply a reference for you, one must be from your current or most recent employer. Please also state their relationship to you. You may not use relatives as referees.

**Your current or most recent employer:**

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Relationship (e.g. manager): Click or tap here to enter text. |
| Organisation: Click or tap here to enter text. | Contact telephone number: Click or tap here to enter text. |
| E-mail address: Click or tap here to enter text. |  |

**Your previous employer (if this is not possible then someone who has known you during the past three years):**

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Relationship (e.g. manager): Click or tap here to enter text. |
| Organisation: Click or tap here to enter text. | Contact telephone number: Click or tap here to enter text. |
| E-mail address: Click or tap here to enter text. |  |

Section 6 – Disclosures

**ELIGIBILITY TO WORK IN THE UNITED KINGDOM**

In order to comply with law under Section 8 of the Asylum and Immigration Act 1996, we will need proof of your eligibility to work in the UK. If you are selected for interview, you will be required to provide evidence of your eligibility, which can be in the form of a Passport or Birth Certificate along with your National Insurance Card or your most recent P45 or P60. For further information please refer to the website www.gov.uk – Right to work in the UK.

**Are you eligible to work in the UK?**  Yes / No

Please note: if you answer ‘no’ to the above question, your application will not be viewed as part of the current recruitment process for the role. If you would still like to pursue an application with Dorset & Wiltshire Fire and Rescue, please telephone HR Resourcing & Workforce Planning directly, and they will be happy to discuss how to proceed. You will not be treated less favourably than another applicant on the grounds of national origin.

**If you are a Commonwealth Citizen or a foreign national, is your stay in the UK free of restrictions?**

**Please delete as applicable:** Yes / No / Not applicable

If you are a Commonwealth Citizen or a foreign national, you will be required to provide evidence that your stay in the UK is free of restrictions. Any offer of employment will be conditional upon you providing this evidence. You will not be treated less favourably than another applicant on the grounds of national origin.

**SECURITY CLEARANCE**

All roles at Dorset & Wiltshire Fire and Rescue Service require a Disclosure and Barring Service (DBS) check with Flexi-Duty Station Manager roles and above requiring Security Check (SC) clearance.

**Do you have a current Disclosure and Barring Service (DBS) Certificate?**

Yes / No

**Do you have a current Security Check (SC) clearance?**

Yes / No

If ‘Yes’, you may be asked to provide a copy. Dorset & Wiltshire Fire and Rescue Service may wish to request an update from the DBS in relation to your disclosure certificate.

**OFFENCES**

The Rehabilitation of Offenders Act 1974 gives you the right not to disclose details of offences which are seen as ‘spent’. However, you are required to declare any convictions for offences that are not ‘spent’. If you are unsure about whether a conviction is spent, please refer to the website www.gov.uk – New Guidance on the Rehabilitation of Offenders Act 1974.

**Do you have any unspent/pending convictions?**  Yes / No

If you have answered ‘Yes’ to the above question, please provide details of any pending prosecutions and convictions and bind-overs, this includes offences dealt with by a court of law, HM Forces, disciplinary procedures and any driving offences (outline below the date, place and details of each prosecution). If you have no criminal offences, please insert N/A.

|  |
| --- |
| Click or tap here to enter text. |

A criminal record may not automatically bar you from appointment (it may in some cases). The Service will consider whether the conviction makes you unsuitable for appointment. Failure to declare a conviction, caution, or bind-over may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

**VALUES AND BEHAVIOURS**

**Dorset & Wiltshire Fire and Rescue Service’s Vision statement is ‘Passionate about changing and saving lives’. Our ‘RESPECT’ framework sets out our core Values and Behaviours that define how we should approach work and helps us all to understand how we deliver to this Vision. Please refer to our website for the Values and Behaviours RESPECT framework.**

**Please confirm you have read and understood Dorset & Wiltshire Fire and Rescue Service’s Vision and ‘RESPECT’ framework and will commit to practice and actively promote them, by ticking the box below:**

**I confirm** **that I have read and understood the above statement**

**regarding DWFRS’s Vision and RESPECT framework.**

Section 7 – Disability and Reasonable Adjustments

**DISABILITY**

Dorset & Wiltshire Fire and Rescue Service welcomes applications from people with disabilities. The Equality Act 2010 defines a person as having a disability if he or she ‘has a physical or mental impairment which has a substantial and long-term negative effect on his or her ability to do normal daily activities’. Wherever possible and reasonable, we will make adjustments to enable a person with a disability to access the application and appointment process fairly.

**Do you consider yourself to have a disability as defined by the Equality Act 2010?**

**Please delete as applicable:** Yes / No / Do not wish to disclose

Dorset & Wiltshire Fire and Rescue Service is a Disability Confident Employer and has signed up to the Mindful Employer Charter. For further information please refer to our website or [www.gov.uk/disability-confident](http://www.gov.uk/disability-confident).

**REASONABLE ADJUSTMENTS**

**Is English your first language?** Yes / No

You may require reasonable adjustments under the Equality Act 2010. Your answer to the following question will enable us, to make adjustments to the process; it will not prevent you from applying. The information disclosed for this purpose will only be used to help you during this process.

**Are there any special arrangements or facilities that will help you to attend the interview, take part in the selection process or take up the post if it is offered to you?**

**Please delete as applicable:** Yes / No

If yes, you will be contacted by a member of the HR Resourcing & Workforce Planning team to discuss what reasonable adjustments can be made to assist you.

**DECLARATION**

Please confirm that you have completed this application form to the best of your knowledge and the information provided is true, accurate and correct. Please confirm you understand that giving false information or omitting relevant information could disqualify your application and, if you are appointed, could lead to your dismissal. Please confirm that you are aware that appointments are subject to satisfactory medical and fitness assessments. Please confirm you agree to this information being checked with relevant third parties.

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process so we can respond to any queries and for statistical purposes in order to produce the annual equalities data report. Anonymised data will be kept for monitoring purposes.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained for the duration of your employment plus 6 years thereafter.

**Please confirm that you have read and understood the information above by ticking the box on the left.**

**Signed:** Click or tap here to enter text.

**Print name:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

DORSET & WILTSHIRE FIRE

AND RESCUE SERVICE

**Diversity and inclusion monitoring**

The information below will not be seen by the shortlisting or interview panel

Dorset & Wiltshire Fire and Rescue Service is committed to elimination of unlawful or unfair discrimination on the grounds of disability, race, gender reassignment, religion or belief, age sexual orientation, sex, marriage and civil partnership, pregnancy, and maternity. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified and will seek to ensure that all existing and potential employees are given equal opportunities.

The Service is committed to building a workforce that reflects the diversity of the local community and improving access to careers within the Service.

Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promote equal opportunities in recruitment. The information we gather is in accordance with the provisions of the Equality Act and General Data Protection Regulation 2018 and will be used for monitoring and statistical data purposes only. The information will not be seen by the shortlisting or interview panel.

**Application for the post of:**

|  |
| --- |
| Assistant Chief Fire Officer |

**GENDER**

**Please select:**

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Prefer not to say |  |

**Is this the gender you were assigned at birth:** Yes / No / Prefer not to say

**AGE**

**Please select:**

|  |  |
| --- | --- |
| 17 - 24 |  |
| 25 - 35 |  |
| 36 - 45 |  |
| 46 - 55 |  |
| 56 - 65 |  |
| 66 and over |  |
| Prefer not to say |  |

**SEXUAL ORIENTATION**

**Please select:**

|  |  |
| --- | --- |
| Bisexual |  |
| Heterosexual |  |
| Gay / Lesbian |  |
| Prefer not to say |  |

**PARTNERSHIP STATUS**

**Please select:**

|  |  |
| --- | --- |
| Married |  |
| Civil Partnership |  |
| Divorced |  |
| Widowed |  |
| Single |  |
| Prefer not to say |  |

**RELIGION OR BELIEF**

**Do you consider yourself to have a religion or belief?**

**Please select:**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**If ‘Yes’ please select your religion of belief:**

|  |  |
| --- | --- |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| None |  |
| Other |  |
| Prefer not to say |  |

If other, please state:

|  |
| --- |
| Click or tap here to enter text. |

There is no specific definition for religion or belief as defined by Employment Equality (Religion or Belief) Regulations, however, the regulations do say that it may include such things as collective worship, a clear belief system and / or a profound belief affecting your way of life or view of the world.

**ETHNIC ORIGIN**

**Please select:**

|  |  |
| --- | --- |
| White – British |  |
| White – Irish |  |
| White – Any other White background |  |
| Mixed |  |
| Asian or Asian British |  |
| Black or Black British |  |
| Chinese |  |
| Any other minority |  |
| Prefer not to say |  |