



Frequently Asked Questions – Corporate Vacancies – Dorset & Wiltshire Fire and Rescue Service (DWFRS)

What are corporate roles?

Corporate roles refer to non-operational positions within the organisation that provide essential support services to ensure that DWFRS can operate effectively and deliver its emergency response and prevention work. These roles are not on the frontline fighting fires, attending incidents or answering emergency calls but are crucial for the smooth running, compliance, and strategic direction of the Service.

What corporate roles are available at DWFRS?

We offer a wide range of roles across departments such as HR, ICT, Finance, Assets, Prevention, Protection, and Equality, Diversity & Inclusion. All current vacancies are advertised on our website - [Dorset & Wiltshire Fire Service | Current vacancies](#)

Where are DWFRS roles based?

Many corporate roles are based at our Headquarters in Salisbury and our area offices in Dorchester and Potterne. We also have positions at our vehicle workshops in Charminster and Trowbridge as well as training centres in West Moors and Devizes. Other corporate roles may be based at fire stations across Dorset & Wiltshire.

Some roles encourage flexible working, and you may have the opportunity to work from home or from your local fire station. Each job advert will specify the base location, and state if there is flexibility.

Are part time roles available?

We have a good balance of full time (37 hours per week) and part time roles available.

Can you keep my details on file and match to me a suitable job?

Unfortunately, we are unable to do this. We would highly recommend signing up for job alerts on our website so you can be the first to know when exciting opportunities arise! [Dorset & Wiltshire Fire Service | Job Alerts](#)

Can I send you my CV?

We don't accept CVs for any of our roles at DWFRS. At the bottom of each job advert you will find an "Apply for job" link which will take you through to our application form.

What qualifications are required for corporate roles?

All corporate roles require candidates to have 4 GCSEs at grades A*-C / 9-4, including English and Maths, or equivalent Level 2 qualification (including L2 functional skills), or higher level relevant qualification.

Some vacancies may require other qualifications relevant to the role which will be listed in the Person Specification.

You must provide certificate evidence of your qualifications during the recruitment process.



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I have lost my qualification certificates – can I still apply?

Yes, you can still apply. However, you must provide evidence of your qualifications during the recruitment process. If you no longer have your certificates, you will need to request replacements from the relevant exam board before we can confirm your offer of employment.

Can international qualifications be used?

Yes, if accompanied by a Statement of Comparability from UK ENIC. Applicants must obtain and fund this themselves. For more information, please visit [Homepage | UK ENIC](#).

What ID documents do I need to bring to my interview for the Disclosure & Barring Service (DBS) check?

All roles in DWFRS are subject to a Standard or Enhanced DBS check - the level of check is stated on the job advert. You must provide at least 3 forms of ID which must confirm your full name, date of birth and current address. You must supply valid, current, original documentation; photocopies will not be accepted.

Additionally, if you have lived at multiple addresses within the last 5 years, you must provide documentation to confirm this address history.

If you have any previous name changes, you must provide documentary evidence.

For a list of all the documentation required to enable us to carry out the DBS check, please visit [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK](#)

What ID documents do I need to bring to my interview for the Right to Work in the UK check?

To view the documentation we can accept for the Right to Work in the UK check, please view the government issued [Right to work checklist](#).

Do you offer visa sponsorship for overseas applicants?

We do not currently hold a sponsorship licence and therefore this is not something we can offer. You must have the Right to Work in the UK to be eligible for any role with DWFRS.

Can I apply if I have unspent conditional cautions or convictions?

We are unable to accept applications from anyone with unspent conditional cautions or convictions. You will not be considered for a role with DWFRS until the rehabilitation period has passed and the conviction(s) / caution(s) become spent.

I have a disability – can I request support through the recruitment process?

Absolutely. If you need reasonable adjustments, please indicate this on your application form. If shortlisted, we'll contact you to discuss any adjustments required for the interview or assessment.



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We are a proud member of the Disability Confident Scheme. If you declare a disability and meet the essential criteria, you are guaranteed an interview.

Please note: The shortlisting panel does not see disability declarations – this is managed by our recruitment team.

What benefits are offered to corporate staff?

DWFRS provides an excellent range of benefits. Full details can be found here: [Dorset & Wiltshire Fire Service | Employee benefits](#)

What can I expect from the application and selection process?

- Please apply using the application form linked at the bottom of the advert (we recommend reading the Job Application Guidance Notes attached to the advert before applying).
- Applications are assessed against the Person Specification for the role.
- If you are shortlisted, you will be invited to a competency based interview. Additional assessments (e.g., presentation or short task) may also apply – this will be stated in the Person Specification.
- The successful candidate will undergo pre-employment checks before an offer of employment can be confirmed. You can read more about these checks here: [Dorset & Wiltshire Fire Service | Pre employment checks & policy statements](#)

Will you tell me if I have been unsuccessful?

We will notify you by email if your application is unsuccessful at either shortlisting or interview stage. Please check your junk or spam folder in case our message is filtered there.

Who can I contact for more information?

- For questions about a specific role, contact the named individual on the job advert.
- For general enquiries, email recruitment@dwfir.org.uk or call 01722 691444 (this is an answerphone service – please leave your details and we'll call back).