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# Application for Employment

**CONFIDENTIAL**



**Please complete this form in full.** Your application may be photocopied, therefore black ink is better and legibility is important. Please do not enclose a CV or original documents with your application.

**Title of Post:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

**Directorate/Unit:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Post Number:** \_\_\_\_\_

**Where did you see this post advertised?**  
(if on a website, please state which)

**Personal Details (please complete this section in BLOCK CAPITALS)**

Surname: \_\_\_\_\_ Home Tel No: \_\_\_\_\_

First Name(s): \_\_\_\_\_ Work Tel No: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ National Ins No: \_\_\_\_\_

Post Code: \_\_\_\_\_

Have you a current driving licence? **Yes / No**  
If **yes**, type and class of licence?

Will you need a work permit if appointed to this post? **Yes / No**

**Qualifications and Training (include qualifications gained at School, College or University, and any relevant Training Courses)**

Establishment	Qualification/Training	Grade/Level	Date

**Membership of Professional or Technical Associations**

Name of Association or Body	Membership grade	Was membership gained by examination?	Method of study	Date

**Present (or most recent) Employer**

Name of employer/type of business	Date appointed	Position held	Salary	Brief summary of duties, and reason for leaving (if applicable)

**Past Employment (most recent first)**

Please give details of all positions held since completing your full time education (including work experience, part-time and vacation jobs). Continue on separate sheet if necessary.

Name of employer/type of business	Dates (from/to)	Position held	Salary	Brief summary of duties, and reason for leaving

## References

Please provide details of two referees below.

- **Internal Applicants** need complete only Referee 1.
- **If employed**, one referee must be your present employer (others should preferably be previous employers).
- **If no previous employment**, give referees from your School/College/Training Centre, any part-time/temporary work or other responsible person.

### Referee 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_

### Referee 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_

References will be called for when you receive an offer of employment, please tick the box to the right if you **wish to be asked** before we contact your present employer.

## Disability & Reasonable Adjustments

The Equality Act defines a person as having a disability if he or she has a “physical or mental impairment which has a substantial long-term adverse effect on their ability to carry out their normal day-to-day activities”. If you consider you have a disability and can demonstrate you meet the essential requirements for this post, we will offer you an interview. If this applies to you, please contact Human Resources on 0117 9262061.

Also, if have any specific requirements or require reasonable adjustments to be made throughout our selection process, please contact Human Resources on the above number to ensure appropriate arrangements are made for you.

## Criminal Convictions

Do you have any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974? (Please include any offences dealt with by a Court of Law or by HM Services Disciplinary Procedures, and any driving offences in the last 5 years.) **Yes / No**

If **yes**, please give details below:

Date	Offence	Judgement (ie sentence and fine)

Do you have any charges pending? **Yes No** If **yes**, please give details:

\_\_\_\_\_

\_\_\_\_\_

## Availability

If appointed, how much notice would you be required to give your current employer (when would you be able to start work)?

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Please give details of any previous applications for employment with Avon Fire & Rescue Service:

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If appointed to this post will you retain any other form of paid employment which is being currently undertaken by you? **Yes / No**

If **yes**, please give details below of employment, including number of hours worked:

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To your knowledge, are you related to any Councillor or Employee of Avon Fire & Rescue Service? **Yes / No**

If **yes**, please complete the section below:

Name:

Relationship:

Position/Directorate/Unit:

Please note, deliberate omission to notify any such relationship could lead to disqualification of your application or later dismissal if appointed. Canvassing members of the Fire Authority, directly or indirectly, disqualifies your application.

### Notes:

1. False or misleading information on this form will disqualify you from appointment or if appointed will render you liable to dismissal without notice.
2. Please ensure your application is received in Human Resources by noon on the closing date to ensure consideration, late applications will not be accepted.
3. Appointees who are not currently employed by Avon Fire & Rescue Service will be subject to a probationary period of service.
4. Evidence of medical fitness, satisfactory references and proof of qualifications will be required on appointment.
5. Information about what personal data the Service will collect, hold and use as part of its recruitment process, please click on this link; <https://www.avonfire.gov.uk/privacy/recruitment-and-selection>.

**DECLARATION:** I certify that the details in this application are correct.

**Signature of applicant:**

**Date:**

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Please tell us why you wish to apply for this post, and explain how your skills, experience and personal qualities match the requirements of the role. Give specific examples where possible, and details of any training you have had which you consider to be relevant. Ensure that any additional sheets are attached securely.

Please return your completed application to:

**Human Resources, Avon Fire & Rescue Service**

**Police & Fire Headquarters, PO Box 37, Valley Road, Portishead, Bristol BS20 8JJ**

Please complete and attach a separate Monitoring Form