



Office Use Only (initial)

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## Confidential

## Retained Recruitment Enquiry

Thank you for your interest in Avon Fire & Rescue Service and the role of firefighter on the retained duty system (RDS). To express an interest in the role please complete this form and return it to Human Resources, Avon Fire & Rescue Service Headquarters, Temple Back, Bristol BS1 6EU. Please also complete and return a Driving Questionnaire (see Note 1) and Recruitment Monitoring Form (see Note 2).

The information you provide on this form will enable us to make an initial assessment of your suitability for the role based on your distance from the station, the cover you can provide (ie. when you can respond to the station) and other important criteria that must be met before we ask you to complete a full application. You will be contacted in writing regarding the outcome of your initial assessment.

### Note:

- It is a requirement of the role that you are able to respond to your local RDS station within five minutes, you therefore need to live and/or work close enough to the station to do so.
- It is important that you are as detailed as possible when completing the 'Cover' section of this form as this information is vital when deciding to bring you forward for selection.
- Information about the role and the recruitment selection process can be found on our website.
- You should not leave any section of this form blank or we may have to return it to you. If the information you provide changes you must notify us so that we can amend our records.

If you have any questions about the role or this form, please contact Human Resources on 0117 9262061 extension 383.

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

Surname: _____	Home Tel No: _____
First Name: _____	Work Tel No: _____
Address: _____ _____	Mobile Tel No: _____
Post Code: _____	National Insurance No: _____
Email Address: _____	

### Which Station are you applying for?

Station: _____
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## Your Distance

What is the travel distance from <b>home</b> to Station?	In miles: <input type="text"/>	In minutes: <input type="text"/>	
What is the travel distance from <b>work</b> to Station?	In miles: <input type="text"/>	In minutes: <input type="text"/>	

## Your Cover (Availability)

What level cover you are able to provide (please tick either 'full' or 'part' cover)?

<input type="checkbox"/>	<b>Full Cover</b> (average 120 hours a week)
<input type="checkbox"/>	<b>Part Cover</b> (average 84 hours a week)

Please confirm below the level of cover you will be able to provide. You must indicate the days of the week you will be available to respond to your station, and at what times on each day. State your daily hours of availability using the 24 hour clock in column (a), and then total these hours in column (b). Do the same for the hours you will not be available in columns (c) and (d). Please also tell us in column (e) if you will be responding from home or place of work. You may give us details of any shift pattern you work at the bottom of this page.

**Example:**

	(a)	(b)	(c)	(d)	(e)
<i>Day</i>	<i>Hours available to respond to station</i>	<i>Total hours available</i>	<i>Hours not available to respond to station</i>	<i>Total hours not available</i>	<i>Responding from home or work?</i>
Monday	0500 to 1900	14	1900 to 0500	10	work

**Your Cover:**

Day	Hours available to respond to station	Total hours available	Hours not available to respond to station	Total hours not available	Responding from home or work?
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total hours</b>					

**If you work a shift pattern please detail your shifts here:**

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## Your Employment Details

Employed       Self-Employed       Unemployed

Your Occupation/Job Title: \_\_\_\_\_

Main duties\*: \_\_\_\_\_

Employer/Company Name & Address (inc postcode): \_\_\_\_\_

Tel: \_\_\_\_\_

Your place of work if different from the above (inc postcode): \_\_\_\_\_

Tel: \_\_\_\_\_

Will your employer allow you to leave work to attend incidents?    Yes     No

\*If your duties in the above employment include driving, please see Note 1.

## Declaration

By signing this form I agree to my personal details being held and processed within the Data Protection Act.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Confirmation of Release from your Primary Employer

If you are offering to respond to your station from your place of work during working hours your employer is required to complete and sign this section confirming they will release you in the event of an emergency. (Please tick here if this is not applicable )

### Statement of employer:

I am aware that the employee named on this application has applied for the position of retained firefighter, and confirm that the employment information above is correct. If appointed, I have no objection to the applicant responding to fire calls or any other incidents during working hours, although I make no undertaking that they will be released on every occasion.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

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intentionally blank**

## Confidential

Name: ..... Nat Ins No: .....

We recognise that information you provide on this page may be sensitive, so to maintain confidentiality it will be detached from the Retained Recruitment Enquiry form upon receipt in Human Resources; it will not be seen by any other person involved in the selection process.

### Reasonable Adjustments

If you need us to make any reasonable adjustments to our selection processes, for example if you have any disability-related requirements, please provide us with details in a separate letter and enclose it with your application (see note 3). If you are unsure or wish to talk to somebody about reasonable adjustments, please contact the Recruitment Team. Information you provide will be kept in confidence.

### Declaration of Offences

Are you currently subject to any criminal conviction which is not yet spent under the Rehabilitation of Offenders Act 1974? If yes, give details below. Include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences (see Note 4).

Yes  No

Date of offence	Offence	Sentence (endorsement**)	Fine	Points**	Disqualification period**

(\*\* if driving offence)

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

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.....  
.....

### Eligibility to work in the UK

Are you eligible to work in the UK? Yes  No

If you are a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions? Yes  No

### Other Information

So that we can monitor the effectiveness of our advertising, please tell us how you heard about the role of retained firefighter. Where did you see the role advertised or hear about it?

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## Notes:

- (1) All applicants are required to complete a Driving Questionnaire declaring any driving duties they perform in their primary or other employment. If you are employed (or self-employed) as a mobile worker or driver of an in-scope vehicle (LGVs, PSVs) we will be unable to accept an application from you. Please see our website for further information and a full definition of the terms 'mobile worker' and 'in-scope vehicle'. The completed Driving Questionnaire must be returned with this form; we will be unable to carry out your initial assessment without it.
- (2) Completing a Recruitment Monitoring form will assist us in monitoring the composition of our workforce and the response to our job advertisements. The information you provide will be used for monitoring purposes only, and will be treated as confidential.
- (3) The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.
- (4) Under the Rehabilitation of Offenders Act 1974 you are obliged to declare any unspent convictions or criminal proceedings pending as these may bar you from working as a Firefighter. This will be checked before an offer of employment is made. If you are unsure if a conviction is spent you may contact Human Resources for advice. Complex queries may be directed to an appropriate organisation such as the Probation Service, Nacro, local Police, etc. You should note that driving licences carrying more than six penalty points will not be accepted.
- (5) Personal data given on this form will be stored confidentially and in compliance with Data Protection legislation.