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Application for Employment

www.avonfire.gov.uk

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: Emergency Fire Control Operator **Closing Date:** 14 November 2016

Directorate/Unit: Service Delivery, Operations Response **Location:** Lansdown

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/Body	Membership grade	Was membership gained by examination?	Method of study	Date

Present (or most recent) Employer

Name of employer and 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

Personal Qualities and Attributes (PQAs)

In this section we ask you to tell us about your skills and experience in relation to various Personal Qualities and Attributes (PQAs) that are required as an Emergency Control Room Operator. You may draw on any of your experiences to answer the questions, from home life, leisure activities, work (paid or unpaid) voluntary work or education. Please remember the following general points when completing this section:

- It is important that you answer every question.
- If you are completing the form in your own handwriting please ensure that you write your answers neatly and legibly.
- Each question asks you to describe a specific situation about which you have had experience. For each of the questions you should write about an example that best describes your experience in relation to the activities mentioned.
- Be specific about one activity that you do at the moment or have done, rather than writing in general terms.
- Use a specific example for each question where you have demonstrated the activity more than once.
- For each question describe the situation, your role and what happened as a result (**maximum of 150 words in total**).
- Please use fairly recent examples (i.e. within the last 3 years) of what you have done.
- It is a good idea to write/type out your answers in rough before you copy the final version on to this application form.
- Your answers must describe what **you** have done. If you provide false information your application will be rejected.

An example question is shown below.

EXAMPLE QUESTION:

Building working relationships and working as a supportive team member

This question relates to the PQA *Working with Others* – works effectively with others both within the Fire and Rescue Service and in the community.

Please describe a situation where you have had to work closely with others as part of a team. This could be when at school, work or in a community setting.

What was the situation?

I noticed that a new girl in my tutor group was having difficulty settling in, unsure of what to do and where to go. The fact that she was struggling and uncomfortable in her new surroundings affected the whole tutor group and caused friction e.g. she would turn up late for class which would often result in the entire tutor group being kept later by the tutor.

What role did you play?

I helped her by showing her around, introducing her to the staff and other people. I also showed her where to take lunch, included her in my activities and encouraged my other classmates to include her in group activities.

What happened as a result?

She quickly settled into the routine and seemed much happier. The atmosphere within our tutor group also improved. A “buddy” system was adopted for new people joining because they saw how much my support had helped her to settle in.

PQA 1 – Working with Others - building working relationships and working as a supportive team member. This means that you work effectively with others both within the Fire and Rescue Service and in the community.

Question:

Please describe a situation where you have had to work closely with others as part of a team.

What was the situation?

What role did you play?

What happened as a result?

Total Number of Words	
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PQA 2 – Confidence and Resilience - staying calm, confident and in control during difficult or stressful situations. This means that you maintain a confident and resilient attitude in highly challenging situations.

Question:

Please describe a situation where you have had to remain calm and controlled in a stressful situation.

What was the situation?

What role did you play?

What happened as a result?

Total Number of Words	
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PQA 3 – *Commitment to Diversity & Integrity* - working with people of different backgrounds, ages, or gender. This means that you understand and respect diversity and adopt a fair and ethical approach to others.

Question:

Please describe a situation where you have interacted with people who are different from you in terms of background, age or gender.

What was the situation?

What role did you play?

What happened as a result?

Total Number of Words	
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PQA 4 – Openness to Change - being open to change and actively supporting it. This means that you are open to change and actively seek to support it.

Question:

Please describe a situation where you have had to change the way you do something following a change imposed by someone in authority.

What was the situation?

What role did you play?

What happened as a result?

Total Number of Words	
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Supporting Information

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.

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

Referee 2

Name: _____

Name: _____

Address: _____

Address: _____

Post Code: _____

Post Code: _____

Occupation/Title: _____

Occupation/Title: _____

Telephone No: _____

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:

Notice

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

Previous applications

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

Other employment

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:

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.

Our Values

We value...

- **Service to the community**
- **People**
- **Diversity**
- **Improvement**

SERVICE TO THE COMMUNITY

We value service to the community by...

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do

PEOPLE

We value all our employees by practising and promoting...

- Fairness and respect
- Recognition of merit
- Honesty, integrity and mutual trust
- Personal development
- Co-operative and inclusive working

DIVERSITY

We value diversity in the service and the community by...

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment and progression within the service
- Challenging prejudice and discrimination

IMPROVEMENT

We value improvement at all levels of the service by...

- Accepting responsibility for our performance
- Being open-minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others

I have read and understood the Fire and Rescue Service Core Values and will commit to practice and actively promote them.

Yes No

Signed:.....Date:.....

Note

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. By signing this form, you consent to us using your personal details within the Data Protection Act.

Declaration

I certify that the details in this application are correct.

Signature of applicant: _____

Date: _____

Please return your completed application to:

**Human Resources
Avon Fire & Rescue Service HQ
Temple Back
Bristol BS1 6EU**

Or email your application to hr.admin@avonfire.gov.uk

Please also complete and attach a separate Monitoring Form.

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