

## GUIDANCE NOTES FOR COMPLETION OF APPLICATION FORM

Thank you for applying for a post with Cleveland Fire Brigade. This information has been provided to help you understand how our recruitment process works and how best to fill in your application form.

If you require any help in completing the application form or require a different format please contact the Human Resources Department on 01429 872311 or by emailing [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk).

**Person Specification:** Lists the essential and desirable things you need to have and you will be measured against these criteria during the recruitment process.

**Role Profile:** Details the purpose of the job, the main duties involved and the applicable Personal Qualities and Attributes.

**Conditions of Service:** Details the conditions on which the successful postholder will be employed, it will also detail whether a Disclosure & Barring check is required.

### **PART ONE**

- 1. Current / Most recent employment** – Please provide full details of your current duties and responsibilities.
- 2. Employment History** – Detail all previous posts, starting with the most recent first. As part of our commitment to safeguarding practices for children, young people and vulnerable adults, you are required to provide details of any gaps in your working history.
- 3. Qualifications and Training** – Please provide full and accurate details about your education, training and professional qualifications. If successful, you will be asked to provide certifications to verify your qualification.
- 4. Membership of Professional Bodies** – Relevant to the post.
- 5. Work Related Courses / Training** – Detail information relevant to the post.
- 6. Skills and Experience relevant to the post** - Take each criteria on the person specification in turn and describe how you meet this requirement by giving examples where you have best displayed this element. Simply stating that you have each requirement will not be considered as suitable evidence. You can use examples from work, education, voluntary work, personal life and social experience etc.

### **PART TWO**

This information enables us to monitor our recruitment process in relation to our Diversity and Equality Policy and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence.

- 7. Personal Details** – allowing us to contact you and ensuring your eligibility to work in the UK. At interview you will be required to produce relevant documentation e.g. passport or proof of National Insurance number combined with birth certificate etc.

8. **Specific Requirements** – The Brigade has a policy of guaranteeing interviews for people with disabilities who fully meet the essential criteria or competency requirements of the post. Under the Equality Act 2010 a person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

Please indicate if you consider yourself to have a disability and wish to claim this guaranteed interview. If you have any specific requirements to enable you to fully participate in the process please provide details.

9. **Declaration of Convictions** – The Brigade will consult the guidelines under the Rehabilitation of Offenders Act 1974. Your application may not be considered if you have any unspent convictions (please see [www.nacro.org.uk](http://www.nacro.org.uk) for further guidance).
10. **Driving Qualifications** – Only considered if driving is an essential part of the role.
11. **References** – Please provide two referees, one should be your current or most recent employer. We do not find it acceptable to take up references from relatives or friends. Any offer of employment is subject to satisfactory references being obtained and successful candidates will have to provide employer references for the previous 3 year period.
12. **General Declaration** – If electronic copy submitted, successful candidates will be requested to sign declaration during the selection process.
13. **Post applied for** – Please detail the job title of the post in full.
14. **Equal Opportunities Monitoring Questionnaire** – As an equal opportunities employer we welcome applications from members of the community who are under represented in the Brigade. Completion of this section of the application form will help us to ensure equality of opportunity. Please note that this information forms no part of the recruitment process, it will be detached from your application on receipt and will only be used for statistical purposes

Further details are available on our website – [www.clevelandfire.gov.uk](http://www.clevelandfire.gov.uk)