



CONFIDENTIAL

Please read this form carefully before completing it in type or dark ink

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Application Ref No: (Office Use only)

JOB APPLICATION FORM

Please complete all sections of the form using black ink or type.

The outside pages of this application (which contain all your personal details and the equality monitoring information) will be detached and retained in HR. The equality monitoring information will then be separated from your personal details. **Please complete all pages using Arial 12.**

Data Protection Act 2018 (DPA)

Information from this form will be processed in accordance with the DPA. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information such as bank details, medicals, etc. being held and processed by Cheshire Constabulary and Cheshire Fire & Rescue Service Joint Corporate Services in accordance with the Regulations.

Title of Job Applied for

Title of job applied for:

Please state if you are applying for this role on a full or part time basis:

Personal Details

Mr/Mrs/Miss/Ms/Mx/Dr	First Names:	Known as:
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Surname:

Previous Surname(s):	Date of Birth:
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Address:

Post Code:

Telephone Numbers

Home:	Work:
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Mobile:	E-mail address:
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May we contact you at work? Yes No

Preferred method of contact? Telephone E-mail Mobile

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or head teacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*

Previous employer/other

Organisation: _____

Organisation: _____

Name: _____

Name: _____

Role in
Organisation: _____

Occupation: _____

Address: _____

Address _____

Postcode: _____

Postcode: _____

Phono No: _____

Phone No: _____

Email: _____

Email: _____

Preferred method of communication:

Letter E-mail Telephone

Letter E-mail Telephone

In what capacity does the referee know you?

In what capacity does the referee know you?

• Employer/former employer

• Employer/former employer

• Colleague/former colleague or
manager but the reference is given on
a personal basis

• Colleague/former colleague or
manager but the reference is given
on a personal basis

• Personal - cannot be related to you

• Personal - cannot be related to you

If the referee knows you by a different name please state: _____

* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement.

Please do not contact my present/most recent employer



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Current/Most Recent Appointment

Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities in Current/ Most Recent Role

Employment History

Starting with your most recent job, including any Armed Forces/Police Service. Please note this information will be used to calculate any entitlements under the Redundancy Modification Payments Order (RMPO).

Name of Employer, type of Business and job title	Dates Employed From & To E.g. 01/06/2009 to 30/07/2010	Brief description of duties and reason for leaving
█	█	
█	█	
█	█	
█	█	
█	█	
█	█	
█	█	

Job Related Training

Brief details and dates of any training courses relevant to the post applied for, excluding further education.

Current Memberships of Institutions/Professional Bodies

Please state level of membership, i.e. Graduate, Fellow, and membership number.

Relationship to Councillors or Employees

If you have any personal relationship to any employee of Cheshire Fire & Rescue Service or Councillors from Cheshire West & Chester, Warrington, Halton, or Cheshire East, please give their name and relationship. This does not prevent a Councillor or employee giving a reference. (Any approach to Councillors or other employees to influence a selection decision will disqualify you).

If Councillor: Name _____ Relationship _____

If Employee: Name
 Relationship
 Work location
 Their present job

Education and training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Further education and training (name and town of college/university)			

Other Information

Additional skills e.g. languages, sign language, keyboard skills.

Do you have a valid driving licence? Yes No

If yes, please state type of licence

Does your licence have any endorsements or penalty points? Yes No

If yes, please give details

Activities and interests away from work which may be relevant to the job applied for.

Are you in receipt of a Fire Service Pension?

Supporting Information

Use this section to outline your skills, knowledge and experience you have gained either in paid work, voluntary work, or at school/ college or personal life, that would enable you to meet the selection criteria.

You are asked to restrict your response in this section to a **maximum of two sides of A4 using font Arial 12**, including this one, to demonstrate how your skills, knowledge, experience and key achievements help you demonstrate your ability to meet the essential requirements of the role. Please refer to the application guidance notes for further information on how best to complete this section.

Please do not leave this section blank. If this section is not completed we may be unable to progress your application due to lack of evidence in support of the Job Description & Person specification.

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DECLARATION FORM

I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TO THE BEST OF MY KNOWLEDGE CORRECT. I UNDERSTAND THAT CANVASSING, EITHER DIRECTLY OR INDIRECTLY, OF ANY COUNCILLOR OR EMPLOYEE OF CHESHIRE FIRE AND RESCUE SERVICE OR THE GIVING OF FALSE OR MISLEADING INFORMATION MAY LEAD TO DISQUALIFICATION AND IF APPOINTED, MAY LEAD TO DISMISSAL.

FURTHERMORE, I UNDERSTAND THAT THE INFORMATION WILL ONLY BE USED FOR RECRUITMENT AND SELECTION PURPOSES AND THAT IT WILL ONLY BE KEPT ON FILE BY CHESHIRE FIRE AND RESCUE SERVICE FOR 1 YEAR THEREAFTER. HOWEVER, IF I AM APPOINTED TO THE POST THEN THE INFORMATION THAT IT CONTAINS WILL BE USED TO FORM PART OF MY PERSONAL FILE FOR EMPLOYMENT PURPOSES (EXCEPT FOR DISCLOSURE INFORMATION, IF APPLICABLE, WHICH WILL ONLY BE KEPT FOR 6 MONTHS).

Signed:	
Printed:	
Date:	

If you return this form by email (without signature) print name in place of signature and you are deemed to have accepted the above declaration.



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EQUALITY MONITORING FORM

Cheshire Fire and Rescue Service is proudly committed to equality, diversity and inclusion for all its staff and communities. Promoting equality and diversity is a Core Value at Cheshire Fire and Rescue Service and we are explicitly inclusive of all, regardless of race, religion or belief, age, disability, gender reassignment or identity, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity. We are currently the 3rd best performing organisation on the 2020 Stonewall Workplace Equality Index, a Disability Confident Employer and achieved Excellence on the Fire and Rescue Service Equality Framework. We have a number of internal staff networks (namely FirePride for LGBT colleagues and Limitless Women’s network) and more information can be found here: <http://www.cheshirefire.gov.uk/about-us/equality-and-diversity/lgbt-equality>

If you are happy to provide us with the following information, it will help us to make sure that our recruitment process is as inclusive as possible and will assist with our commitment to diversity. Completion of this form is optional and your responses will be kept strictly confidential. For more information on why we collect equality monitoring data, please see a copy of our monitoring leaflet which can be accessed at <https://www.cheshirefire.gov.uk/Assets/1/Equality-Monitoring-Leaflet-2014.pdf> and is available in hard copy on request.

Please X the appropriate boxes.

I am: Female Male Prefer to Self Describe:

Do you identify as trans?

Yes No

Age: 17-24 25-35 36-45 46-55 56-65 66+

Marital Status: Single Civil Partnership Married Divorced/Separated

living together

Nationality

Are you a UK citizen? YES NO

Are you an EU citizen? YES NO

If “yes”, from which country:

If “no”, to all the above, what visa do you hold and when does this expire:

National Insurance Number:

Sexual Orientation	
Are you:	
<input type="checkbox"/> Bisexual <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Heterosexual/ straight	<input type="checkbox"/> Other <input type="checkbox"/> Decline to state

Ethnicity - I would describe my ethnic origin as:	
White	
<input type="checkbox"/> British <input type="checkbox"/> Irish	<input type="checkbox"/> Any other White background
Mixed	
<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background
Asian or Asian British	
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian Background
Black or Black British	
<input type="checkbox"/> Caribbean <input type="checkbox"/> African	<input type="checkbox"/> Any other Black/ African/ Caribbean/ Black British background
Chinese or other Ethnic Group	
<input type="checkbox"/> Chinese <input type="checkbox"/> Arab	<input type="checkbox"/> Other Ethnic Group
Other (please provide details)	
Gypsy and Traveller	
<input type="checkbox"/> Romany/Roma Gypsy <input type="checkbox"/> Other	<input type="checkbox"/> Irish Traveller
Other (please provide details)	
<input type="checkbox"/> prefer not to say	

Religious Belief/Faith	
Are you:	
<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/> Decline to state

Where did you find out about this vacancy? (Please tick one box)	
<input type="checkbox"/> From a current Fire Service employee	
<input type="checkbox"/> The Fire Service website	
<input type="checkbox"/> Cheshire Fire & Rescue Service Green Bulletin/ Intranet	
<input type="checkbox"/> Step Into Work Programme	
<input type="checkbox"/> Job Centre (please state branch name/location)	
<input type="checkbox"/> Newspaper/other publication (please state name)	
<input type="checkbox"/> Other (please give details)	

Equality Act 2010

In accordance with the Equality Act 2010 we are asking the question at the bottom of this page to ensure that all applicants who are disabled receive the appropriate support and reasonable adjustments and to monitor all aspects of our recruitment process.

Below are the four parts to the definition of someone who is classed as disabled under the Act.

1. A disabled person is someone who has a **physical or mental impairment**.

Physical impairment includes hearing and visual impairments and conditions such as diabetes, dyslexia, severe disfigurement, heart conditions and epilepsy. Some conditions which may develop over time (specifically cancer, HIV or AIDS, or multiple sclerosis) will automatically be classed as disability from the day they are diagnosed.

Mental impairment Mental impairment includes learning disabilities and mental illnesses, such as autism, depression or PTSD.

People whose impairments are controlled, corrected or adjusted by medication or aids are covered by the Equality Act 2010 as are those who have had a disability in the past but have since recovered.

2. The impairment has got to last, or be expected to last, **at least 12 months**.
 - a person with a broken leg who is only temporarily disabled would not be covered.
 - a person who has had an impairment, which may happen again, is covered.
3. The impairment must have a substantial and long term adverse effect. This may be obvious in the time it takes someone to carry out a task or in the way he/she carries out the task.
4. The impairment must affect the person's ability to carry out normal day-to-day activities. These include mobility; manual dexterity; physical co-ordination; continence; ability to lift or carry objects; speech, hearing or sight; memory or ability to concentrate, learn or understand.

Do you consider yourself to be disabled as defined above?

YES NO

REHABILITATION OF OFFENDERS ACT 1974

The job you are applying for is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975. Applicants are asked to declare if they have any criminal convictions, including spent convictions, cautions or reprimands. In the event of an offer of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Cheshire Fire and Rescue Service. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

Have you been convicted of any criminal offence? YES NO

If yes, please give details of offence, including date and sentence.

An Enhanced Disclosure and Barring Service Check will be carried out on some successful applicants where applicable to the role. Any offer of employment will be subject to satisfactory receipt of this and an offer may be withdrawn if this requirement is not met.

Other Information

Are you related to any elected member, or an employee of Cheshire Fire Authority? If so, please give details.

Cheshire Fire & Rescue Service is committed to equality of opportunity. All applications will be considered on their merits and selection will be made solely on the basis of the suitability of applicants when assessed against job related criteria.

Please return the completed application form to:

**HR Recruitment Team
Cheshire Fire & Rescue Service
2nd Floor, Retained HR Department
Clemonds Hey
Oakmere Road
Winsford
CW7 2UA**

Email to: recruitment@cheshirefire.gov.uk