|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink  **Application Ref No**: (Office Use only) |
| New Image.JPG |  |  |  |

**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: Click or tap here to enter text. | |
| Please state if you are applying for this role on a full or part time basis: Click or tap here to enter text. | |

|  |
| --- |
| Personal Details |
| Mr/Mrs/Miss/Ms/Mx/Dr  Click or tap here to enter text. | | First Names:  Click or tap here to enter text. | | Known as: |
| Surname: Click or tap here to enter text. | | | | |
| Previous Surname(s): Click or tap here to enter text. | | | Date of Birth: Click or tap here to enter text. | |

|  |
| --- |
| Telephone Numbers |
| Home: Click or tap here to enter text. | | Work: Click or tap here to enter text. |
| Mobile: Click or tap here to enter text. | | E-mail address: Click or tap here to enter text. |
| May we contact you at work? Yes  No  Preferred method of contact? Telephone  E-mail  Mobile  Click or tap here to enter text. | | |

|  |  |
| --- | --- |
|  | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink  **Application Ref No**: (Office Use only) |

**JOB APPLICATION FORM**

|  |
| --- |
| **Current/Most Recent Appointment** |
| Title of current Job:  Click or tap here to enter text. | | Start Date:  Click or tap here to enter text. |
| Current Employer:  Click or tap here to enter text. | | Salary Range:  Click or tap here to enter text. |
| Employer Address:  Click or tap here to enter text. | | Current Salary: £  Click or tap here to enter text. |
| Permanent or temporary contract:  Click or tap here to enter text. | | Notice Required:  Click or tap here to enter text. |

|  |
| --- |
| **Main Responsibilities in Current/ Most Recent Role** |
| Click or tap here to enter text. | |

|  |
| --- |
| **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 |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| Job Related Training |
| Brief details and dates of any training courses relevant to the post applied for, excluding further education.  Click or tap here to enter text. | |

|  |
| --- |
| Current Memberships of Institutions/Professional Bodies |
| Please state level of membership, i.e. Graduate, Fellow, and membership number.  Click or tap here to enter text. | |

|  |
| --- |
| 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: NameClick or tap here to enter text. Relationship Click or tap here to enter text.  If Employee: Name Click or tap here to enter text.  Relationship Click or tap here to enter text.  Work location Click or tap here to enter text.  Their present job Click or tap here to enter text. | |

|  |
| --- |
| 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 |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Further education and training (name and town of college/university) |  |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **Other Information** |
| Additional skills e.g. languages, sign language, keyboard skills.  Click or tap here to enter text.  Do you have a valid driving licence? Yes  No  If yes, please state type of licence Click or tap here to enter text.  Does your licence have any endorsements or penalty points? Yes  No  If yes, please give details Click or tap here to enter text.  Activities and interests away from work which may be relevant to the job applied for.  Click or tap here to enter text.  **Are you in receipt of a Fire Service Pension?**  Yes  No  **Are you in receipt of a redundancy payment from Cheshire Fire and Rescue Service?**  Yes  No | |
|  | |

|  |
| --- |
| **Supporting Information** |
| **Please do not leave this section blank.** *If this section is not completed we will be unable to progress your application due to lack of evidence in support of the person specification.*  Use this section to outline the skills, knowledge and experience you have gained either in paid work, voluntary work, or at school/ college or personal life, which would enable you to meet all the essential criteria detailed in the advert.  Please refer to the application guidance notes for further information on how best to complete this section.  **Please ensure that your supporting statement is no more than 1,000 words. Anything over this will be discarded and not marked against the sifting criteria.**  Click or tap here to enter text. | |

This page is left intentionally blank

|  |  |
| --- | --- |
|  | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink  **Application Ref No**: (Office Use only) |

CONFIDENTIAL

**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.

I CAN CONFIRM THAT THIS APPLICATION IS ALL MY OWN WORK. I HAVE NOT USED ARTIFICIAL INTELLIGENCE TOOLS TO GENERATE CONTENT FOR MY APPLICATION.

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: | Click or tap here to enter text. |
| Printed: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |
| **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.** | |

|  |  |
| --- | --- |
|  | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink  **Application Ref No**: (Office Use only) |

**EQUALITY MONITORING FORM**

|  |
| --- |
| Cheshire Fire and Rescue Service is committed to ensuring all colleagues feel safe and able to be themselves in work, and that no one faces barriers that prevent them accessing our services or employment opportunities. This is reflected in our core value, to ‘be inclusive’, and our ambitious and award-winning work towards equality, diversity and inclusion (EDI). We are a Top 50 Inclusive Company, a Disability Confident Employer and a White Ribbon organisation. We also have four vibrant staff inclusion networks for female colleagues, those who identify as LGBT+, staff from diverse ethnic backgrounds and those with neurodivergent conditions. For further information on our equality, diversity and inclusion activity, please visit: [Cheshire Fire & Rescue Service - Equality and Diversity](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cheshirefire.gov.uk%2Fyour-service%2Fkey-information%2Fstrategies-and-policies%2Fequality-and-diversity%2F&data=05%7C02%7Clora.carney%40cheshirefire.gov.uk%7C95066e8d2dd54fbd523a08dcb6c6099e%7C2a63e0a6a2dc4aad84471bd36b2afa1d%7C0%7C0%7C638586208888615171%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=xzKOy4RNv12NPyuH%2FSo99muwyjrAt6DBhyh2n8WYu4g%3D&reserved=0)’  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: Click or tap here to enter text.  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: Click or tap here to enter text.  If “no”, to all the above, what visa do you hold and when does this expire:  Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Sexual Orientation** | |
| **Are you:** | |
| Bisexual  Gay/Lesbian  Heterosexual/ straight | Other  Decline to state |

|  |  |
| --- | --- |
| **Ethnicity - I would describe my ethnic origin as:** | |
| **White** | |
| A - English/Welsh/Scottish/Northern Irish/British  B - Irish  C - Gypsy or Irish Traveller | D - Roma  E - Any other White Background |
| **Mixed or multiple ethnic groups** | |
| F - White and Black Caribbean  G - White and Black African | H - White and Asian  I - Any other mixed background / Multiple background |
| **Asian or Asian British** | |
| J - Indian  K – Pakistani | L - Bangladeshi  M - Chinese  N - Any other Asian background |
| **Black or Black British** | |
| O - Black Caribbean  P - Black African | Q - Any other Black/ African/ Caribbean/ Black British background |
| **Chinese or other Ethnic Group** | |
| R - Arab  T – Not Known | S - Other Ethnic Group |
| Other (please provide details)  Click or tap here to enter text.  prefer not to say | |

|  |  |
| --- | --- |
| **Religious Belief/Faith** | |
| **Are you:** | |
| Buddhist  Christian  Hindu  Jewish  Muslim | Sikh  Other  None  Decline to state |

|  |  |
| --- | --- |
| **Where did you find out about this vacancy? (Please tick one box)** | |
| From a current Fire Service employee | |
| The Fire Service website | |
| The Fire Service social media such as LinkedIn, FB etc | |
| Cheshire Fire & Rescue Service Green Bulletin/ Intranet | |
| Step Into Work Programme | |
| Job Centre (please state branch name/location) | Click or tap here to enter text. |
| Newspaper/other publication (please state name) | Click or tap here to enter text. |
| Other (please give details) | Click or tap here to enter text. |

|  |
| --- |
| **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.   1. 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.  1. 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.   1. 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.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?    YES  NO  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  YES  NO  If yes, please give details of offence, including date and sentence.  Click or tap here to enter text.  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.  Click or tap here to enter text. |
| 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:

[**recruitment@cheshirefire.gov.uk**](mailto:recruitment@cheshirefire.gov.uk)