



HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE

APPLICATION FORM GUIDANCE (Important advice before completing your application form)

General

You must fully complete the application form for each vacancy you wish to apply for. The application form must be completed in black ink (for photocopying purposes). Please note CV's will not be accepted.

These guidelines have been developed to assist you in completing your application form as fully as possible. (For applicants with a disability, please contact us if you require the application form in a different format). In line with current Age Legislation, the default retirement age in the Highlands & Islands Fire & Rescue Service (HIFRS) is 65. We will not accept applications from anyone above this age.

Due to the volume of applications, HIFRS cannot normally invite everyone who applies for a job to interview. The people who are interviewing you will draw up a shortlist of people to interview, based on the information provided on the application forms.

Therefore it is important you complete all sections of the application form and that your answers are of a high quality. If you are selected for interview, you will be assessed against the person specification, which is included in the application pack. You can find more information on HIFRS at www.hifrs.org.

Once completed you should send your Application Form to:

**HR Department (Recruitment)
Highlands & Islands Fire & Rescue Service
16 Harbour Road
Inverness
IV1 1TB**

APPLICATION FORM

Section 1 – About yourself

Please ensure you complete this section in full so that we can contact you when necessary.

Section 2 – Right to Work in the UK

Under the Asylum and Immigration Act 1996 and the Immigration (Restrictions on Employment) Order 2004, HIFRS have a legal obligation to ensure that any successful applicant is legally entitled to work in the UK. Shortlisted candidates will be asked to bring evidence that they are eligible to live and work in the UK to the interview, HIFRS will retain a copy for their records prior to the commencement of employment.

This will include one of the following documents:

- A passport showing that the holder is a British Citizen or has the right of abode in the United Kingdom.
- A national passport or national identity card showing that the holder is a national of a European Economic Area (EEA) country or Switzerland.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom.

Kingdom or has no time limit on their stay.

- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom and that this endorsement allows the holder to carry out the role for which they are applying, if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

Further information on this can be found on the Home Office website www.homeoffice.gov.uk.

Section 3 – Criminal Convictions

All posts in HIFRS are exempt from the Rehabilitation of Offenders Act 1974 and you must disclose all previous convictions, whether they are spent or unspent.

Successful applicants will be security checked by Disclosure Scotland and all offers of employment are subject to a satisfactory Disclosure Scotland Check being received.

Disclosure Scotland is a service designed to enhance public safety by providing potential employers and organisations with criminal history information on individuals applying for posts. Disclosure Scotland issues certificates known as ‘Disclosures’, which give details of an individual’s criminal convictions or state that they have none.

HIFRS require a ‘standard’ Disclosure, which is the intermediate level. This includes convictions held on central records and records on both spent and unspent convictions. This means that even minor convictions are included on the Disclosure.

Section 4 – Reasonable Adjustments

HIFRS is committed to meeting its duties under the Disability Discrimination Act. Section 6 of the Disability Discrimination Act 1995 states that an employer has a duty to take steps, as are reasonable, to prevent any arrangements being made which place a disabled employee or applicant at a disadvantage compared to a non-disabled employee or applicant.

Examples of adjustments are:

- making adjustments to premises
- altering working hours
- modifying procedures for testing or assessment
- acquiring modified equipment
- modifying instructions or reference manuals

In determining whether a step would be reasonable, HIFRS would consider the following:

- the extent to which making the adjustment would prevent the effect
- the practicability of HIFRS making the adjustment
- financial implications
- the availability of financial assistance with respect to making the adjustment

This list is not exhaustive.

Should you have a disability or long term health condition, which may require HIFRS to make reasonable adjustments please provide details in this section. Please continue on a separate sheet if required.

Section 5 – Declaration

It is an offence, under HIFRS’s disciplinary policy to knowingly, or through wilful neglect, make any false, misleading or inaccurate oral or written statement in connection with an appointment to the organisation.

Please ensure that the application form is signed and dated.

Section 6 – Part-Time Working/Job Sharing

HIFRS views part-time working and job sharing as a way of increasing the number and range of opportunities for people who find full-time work impracticable. If you wish to be considered for part-time or a job share arrangement, please indicate this on your application form by specifying your preferred days and hours.

Section 7 – Present Post

Please follow the guidance given in the application form.

Section 8 – Employment History

Please explain any gaps in employment or full time education, and include periods of unemployment, voluntary work or time spent working/living abroad.

Section 9 – Qualifications and Training

This section should be used to give details of all qualifications including secondary school education, and further and higher education courses, such as HNC, SVQ, City and Guilds, professional qualifications.

Please do not send certificates or photocopies of certificates at this stage. You will, however, be asked to produce certificates at a later stage of the recruitment process.

Section 10 – Professional Memberships

This section requires you to provide information on memberships you may have with professional bodies, for example Chartered Institute of Management (CIM), Chartered Institute of Management Accountants (CIMA), Chartered Institute of Personnel and Development (CIPD).

Section 11 – Referees

Please give details of two referees, one of which should be your current or most recent employer. Reference requests will not be made prior to the interview.

Section 12 – Additional Information

Please provide additional information here to support your application. This is best done by referring to the person specification and providing examples relating to your previous experience, skills and knowledge. Also include details of working as part of a team, problem solving and details of PC packages you have worked with, which you feel are relevant to the post.

Please do not include CV's as these will not be considered in the shortlisting process.

EQUAL OPPORTUNITIES IN EMPLOYMENT MONITORING FORM

HIFRS is committed to equality of opportunity and to providing a service and following practices that are free from discrimination.

This sheet is used for statistical purposes only and will not form part of the selection process. It will be detached from your application form and all information is treated in the strictest confidence.

If you do not wish to disclose this information please tick 'I prefer not to disclose'. This will not affect your application.

COMPLAINTS PROCEDURE

If you believe at any stage in the recruitment/selection process, that you have been unfairly disadvantaged or discriminated against, please write to the Chief Fire Officer. You can be assured that your complaint will be investigated thoroughly and that a statement of the outcome of the investigation will be made available to you.

Official Use Only	
Recruitment No.	
Candidate No.	



HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE (HIFRS) APPLICATION FOR APPOINTMENT

The information provided in this application form will be treated in strictest confidence and will be used for the purpose of recruitment and selection only. Where the application is successful the Highlands & Islands Fire & Rescue Service (HIFRS), may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the Data Protection Act 1998. Please note that HIFRS may approach third parties to verify the information that you have given. By signing this application form you will be providing HIFRS with your consent to all these uses.

Before completing this form applicants are strongly encouraged to refer to the guidance notes which are enclosed. Only the information contained within this form will be used for the purposes of shortlisting, with those successfully passing this stage being called forward for the next stage of the recruitment and selection process. Please note that pages 1 and 2 will not be provided to the shortlisting panel.

POSITION APPLIED FOR:
HOW DID YOU BECOME AWARE OF THE VACANCY?:

1. ABOUT YOURSELF

First Name(s)		NI Number	
Last Name		Date of Birth	
Address		Tel. No. Day	
		Tel. No. Home	
		Mobile No.	
Postcode		Email address	

2. RIGHT TO WORK IN THE UK

Are you eligible for employment in the United Kingdom?

Yes / No (please delete)

In accordance with the Asylum and Immigration Act 1996 you will need to demonstrate your eligibility for employment in the UK. If your application is successful, you will need to confirm your eligibility for employment by providing one piece of documentation, in its original format, which will be copied and retained on your personal record file, with the original being returned to you.

The guidance notes detail examples of such documents.

3. CRIMINAL CONVICTIONS

Please give details of all convictions spent or unspent

Offence	Where convicted or charged	Date	Penalty

Disclosure of Criminal convictions

I agree to any enquiry being made to the Scottish Criminal Records Office for information on any record of convictions relating to me.

*Signature

*Date

*This section must be signed and dated by **ALL** applicants.

4. REASONABLE ADJUSTMENTS

HIFRS is committed to making reasonable adjustments and meeting its duties under the Disability Discrimination Act (DDA).

If you have a disability or long term health condition that you feel would require us to make reasonable adjustments for the interview or in your employment, please provide details of these below.

5. DECLARATION

Canvassing of any members or officers of the Highlands & Islands Fire Board, directly or indirectly, in connection with an HIFRS appointment will disqualify the candidate from the selection process.

I declare that to the best of my knowledge the information given in this application is true and correct and I understand that providing information which is false or misleading shall disqualify me from appointment or if discovered after appointment I may be liable to dismissal without notice.

Signed

Date

Official Use Only	
Recruitment No.	
Candidate No.	

6. JOB SHARING/PART TIME

Are you applying for this post on a Job Share Basis? (please delete)

Are you applying for this post on a Part-Time Basis? (please delete)

Please state your preferred employment arrangements (days/hours): _____

7. PRESENT OR MOST RECENT POST

Post title: Period of Notice:

Employer's name and address:

Period of employment

Reason for leaving (if applicable):	Current or final salary:
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Please provide a brief description of the duties of this role:

8. EMPLOYMENT HISTORY (continue on a separate sheet if required)

Please provide a brief description of duties in previous roles with the most recent first, including reasons for leaving and final salary.

Period of employment (from/to date)	Employer's name & address	Post title & brief description of duties	Reason for leaving & final salary

9. QUALIFICATIONS AND TRAINING

Name of establishment	Dates attended (from/to)	Subjects	Qualifications gained (or if awaiting results please state)

10. PROFESSIONAL MEMBERSHIPS

Name of Institution	Membership Grade	Date joined

11. REFEREES

Please complete this section naming two persons who must not be related to you but one should be your present employer (if employed). Requests for references to your employer will not be made before the interview.

Name	Address	Tel no & Email address	Profession	Capacity Known in
1.				
2.				

12. ADDITIONAL INFORMATION

Please provide additional information to support your application. Please ensure you refer to the guidance notes before completing this section.

EQUAL OPPORTUNITIES MONITORING FORM

Please answer the following questions.

Post applied for:

Ref No:

1 What is your ethnic group?

White

- | | | | |
|----------------------------|--------------------------|-------|--------------------------|
| Scottish | <input type="checkbox"/> | Welsh | <input type="checkbox"/> |
| English | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| Any other white background | <input type="checkbox"/> | | |

Mixed

Any mixed background

Asian, Asian Scottish, Asian English, Asian Welsh, or other Asian British

- | | | | |
|----------------------------|--------------------------|-----------|--------------------------|
| Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Any other asian background | <input type="checkbox"/> | | |

Black, Black Scottish, Black English, Black Welsh, or other Black British

- | | | | |
|----------------------------|--------------------------|---------|--------------------------|
| Caribbean | <input type="checkbox"/> | African | <input type="checkbox"/> |
| Any other black background | <input type="checkbox"/> | | |

Other Ethnic Background

Any other background

Prefer not to say

2 Would you describe yourself as:

- | | | | |
|-------------|--------------------------|-------------------|--------------------------|
| Female | <input type="checkbox"/> | Male | <input type="checkbox"/> |
| Transgender | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

3 Would you consider yourself as having a disability?

- | | | | |
|-------------------|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | | |

4 Would you consider yourself to belong to any of the following religious group:

- | | | | |
|-------------------|--------------------------|--------------------|--------------------------|
| Buddhism | <input type="checkbox"/> | Church of Scotland | <input type="checkbox"/> |
| Church of England | <input type="checkbox"/> | Hinduism | <input type="checkbox"/> |
| Judaism | <input type="checkbox"/> | Muslim | <input type="checkbox"/> |
| None | <input type="checkbox"/> | Roman Catholic | <input type="checkbox"/> |
| Sikhism | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

5 What is your sexual orientation?

- | | | | |
|-----------|--------------------------|-------------------|--------------------------|
| Bisexual | <input type="checkbox"/> | Heterosexual | <input type="checkbox"/> |
| Gay man | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Gay woman | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

6 What was your age on your last birthday?

Prefer not to say

Years

Thank you for taking time to complete this form

