



HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE

APPLICATION FORM GUIDANCE

Please ensure the following:

Application form is completed in type or in black ink (for photocopying purposes). If black ink is used, please use block capital letters.

The correct postage is used for returning application forms.

2 x passport photographs are included with your application form (internal candidates do not need to provide these)

All sections of the form must be completed, if any section does not apply to you please indicate this by entering "N/A" in that section.

Once completed you should send your Application Form and Equal Opportunities in Employment Monitoring Form to:

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

APPLICATION FORM

Section 2 – Eligibility to work in the UK

Under the Asylum and Immigration Act, it is a criminal offence to employ a person who is not entitled to enter, remain or work in the United Kingdom. Candidates will be asked to bring evidence that they are eligible to live and work in the UK to the interview, in order that Highlands and Islands Fire & Rescue Service can retain a copy for our 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 document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- 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 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.

Section 3 – Part-Time Working/Job Sharing

Highlands & Islands Fire & Rescue Service 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 4 – Reasonable Adjustments

Highlands & Islands Fire & Rescue Service 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 Highlands & Islands Fire & Rescue Service would consider the following:

- the extent to which making the adjustment would prevent the effect
- the practicability of Highlands & Islands Fire & Rescue Service 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 Highlands & Islands Fire & Rescue Service to make reasonable adjustments please provide details in this section. Please continue on a separate sheet if required.

Section 5 – Present Post

Please follow the guidance given in the application form.

Section 6 – Employment History

Please follow the guidance given in the application form.

Section 7 – Qualifications and Training

Although no educational qualifications are required for entry to the Fire & Rescue Service Service, it is important that applicants have a good educational background. This section should be used to give details of all qualifications including secondary school education, and further and higher education courses, such as HNC, 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 9 – Criminal Convictions

The nature of the post, for which you have applied, requires confirmation that you have no previous convictions that would reflect upon your suitability for appointment. However, if you do have a record of offences this will not necessarily disqualify you as all applications are considered strictly on their merit. Additionally, if you have any charges pending, these should be entered on the form and these will also be treated on merit.

Note: Further guidance on the Act can be found in the booklet 'A Guide to the Rehabilitation of Offenders Act 1974' issued by HM Stationery Office. Further information is available from the Citizens Advice Bureau.

Section 10 – Referees

Please ensure that two persons are nominated and follow the guidance on the application form. Ideally you should use your present or most recent employer.

Section 11 – Additional Information

Please follow the guidance specifically providing information relating to respecting diversity, working with others, working in challenging situations and working safely. Include as much detail about yourself, your skills, knowledge, experience, that you consider to be relevant for the post you are applying for.

Section 12 – Declaration

It is an offence, under Highlands & Islands Fire & Rescue Service's discipline 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.

EQUAL OPPORTUNITIES IN EMPLOYMENT MONITORING FORM

It is compulsory that this sheet is completed and returned with your application form. 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.

Please follow the guidance notes on the back of the Equal Opportunities in Employment Monitoring Form.

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.	

3. JOB SHARING/PART TIME

Are you applying for this post on a Job Share Basis? Yes/No*

Are you applying for this post on a Part Time Basis Yes/No*

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

4. REASONABLE ADJUSTMENTS (please see guidance for advice on this section)

Highlands & Islands Fire & Rescue Service 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 please provide details of these below.

5. PRESENT POST

Post title Period of Notice

Employer's name and address

Brief description of duties in present role, including reasons for leaving and final salary

6. 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. Please include any unpaid/voluntary work.

Employer's name & address	Post title & brief description of duties	Period of employment i.e. start/end date	Reason for leaving & final salary

7. QUALIFICATIONS AND TRAINING

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

Please state if you have membership of any professional bodies, giving details

8. SPECIAL DETAILS

Driving Licence Details: Do you have a full current driving licence? Yes/No (please delete)

If yes, please detail any endorsements/penalty points _____

To ensure fairness and openness, please indicate whether you have any close connections with any elected member of the Fire Board, or any senior employees of the Service.

If yes, please give details. _____

9. 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

N.B This section must be signed by **ALL** applicants.

10. 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 until the final stages of the application.

Name	Address	Professions	Capacity Known
1.			
2.			

11. MONITOR

Have you entered details on the Equal Opportunities Monitoring form?	Yes		no	
--	-----	--	----	--

State how you became aware of this vacancy (eg publication name)	
--	--

12. ADDITIONAL INFORMATION

Please state why you are applying for this post and highlight any knowledge or skills you consider relevant to this position. Please include any skills or knowledge gained through voluntary work, unpaid work, community activities, or through domestic or family experience. We are particularly interested in any examples you can provide where you have respected diversity, worked with others, worked in challenging situations or have been aware of the need to work safely.

13. DECLARATION

Canvassing of any members or officers of Highland & Islands Fire Board, directly or indirectly, in connection with an appointment under the Fire Board will disqualify the candidate.

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

CLOSING DATE FOR RECEIPT OF APPLICATIONS: _____

HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE

EQUAL OPPORTUNITIES IN EMPLOYMENT MONITORING FORM

Application for the post of: _____

Ref No: _____

Please answer the following questions using the guidance notes overleaf:

1 What is your ethnic group?

A WHITE

Scottish

Other British:

English

Other, please specify _____

Any other white background, please specify _____

Welsh

Irish

B MIXED

Any Mixed background, please specify _____

C ASIAN, ASIAN SCOTTISH, ASIAN ENGLISH, ASIAN WELSH, OR OTHER ASIAN BRITISH

Indian

Bangladeshi

Any other Asian background, please specify _____

Pakistani

Chinese

D BLACK, BLACK SCOTTISH, BLACK ENGLISH, BLACK WELSH, OR OTHER BLACK BRITISH

Caribbean

Any other Black background, please specify _____

African

E OTHER ETHNIC BACKGROUND

Any other background, please specify _____

2 I am:

Male

Female

3 I am:

Married/Civil Partnership

Other

4 I would consider myself as having a disability

Yes

No

5 I belong to the following religious group:

Church of Scotland

Roman Catholic

Buddhism

Muslim

None

Other, please specify: _____

Church of England

Other Christian, please specify _____

Hinduism

Judaism

Sikhism

6 What is your sexual orientation?

Bisexual

Gay man

Gay woman/Lesbian

Heterosexual/Straight

Other _____

7 My date of Birth is: _____

8 How did you find out about this vacancy?: _____

HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE
EQUAL OPPORTUNITIES POLICY IN EMPLOYMENT

GUIDANCE NOTES

POLICY STATEMENT

Highlands & Islands Fire & Rescue Service is working towards equality in employment and has adopted a policy which aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, ethnic or national origin, marital status, sexual orientation, age, class, ethical or religious beliefs, disability, trade union affiliation, or any unrelated medical condition, or is being disadvantaged by conditions or requirements which cannot be shown to be justified.

WHY HAVE AN EQUAL OPPORTUNITIES POLICY

An equal opportunities policy can eliminate the possibility of unfair or unlawful discrimination and can contribute to ensuring that all job applicants are considered solely on merit.

MONITORING

The process of monitoring helps to measure overall progress (from applying for a job and joining, to leaving the job) and shows whether equal opportunities policies are effective.

The information is treated in strictest confidence and will play no part in the selection process. This section will be separated from the rest of the form before your application is considered.

DETAILS FOR COMPLETION OF THIS SECTION ARE AS FOLLOWS:-

- | | | |
|---|--------------------|---|
| 1 | ETHNIC GROUP | Please answer this question by choosing one section from A to E, then tick the appropriate box to indicate your cultural background. If your cultural background is other than those stated, please specify in the space provided. |
| 2 | GENDER | Please answer this question by ticking the appropriate box. |
| 3 | MARITAL STATUS | Please answer this question by ticking the appropriate box. |
| 4 | DISABILITY | Please indicate whether or not you consider yourself to have a disability by ticking the appropriate box. A disability may be a physical or mental illness which has a long term adverse effect on a person's ability to perform day-to-day activities. Further guidance can be obtained from your local Employment Service office. |
| 5 | RELIGION | This may be defined by reference to religious belief or lack of religious belief.

Please answer this question by ticking the appropriate box. |
| 6 | SEXUAL ORIENTATION | Please answer this question by ticking the appropriate box. If you tick other, please specify. |
| 7 | DATE OF BIRTH | Please answer this question by writing your Date of Birth excluding the day, ie Month and Year only, eg December 1972. |
| 8 | ADVERTISEMENT | Please state where you saw the advertisement for this post in the space provided eg Job Centre, Inverness Courier, Website etc. |